



RFI Details

PeopleSoft Strategic Sourcing

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|-----------------------------------|----------------|-------------------------|-------------|
| Event ID | Format | Type | Page |
| 32110-000008848 | RFI | RFx | 1 |
| Event Round | Version | | |
| 1 | 1 | | |
| Event Name | | | |
| SWC 310 - Employee Service Awards | | | |
| Start Time | | Finish Time | |
| 06/22/2015 12:00:00 CDT | | 06/24/2015 15:00:00 CDT | |

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Maggie Wilson
Phone: 615/741-1170
Email: Maggie.Wilson@tn.gov

Event Description

This is not a bid request.

This is a "draft" event to notify prospective bidders of a pre-bid conference to finalize the event prior to issuing a formal Invitation to Bid (ITB). This document is for information purposes only and should not be returned.

A pre-bid conference will be conducted by the Central Procurement Office for this event. Bidders are encouraged to attend this pre-bid conference; however attendance of this pre-bid conference is not mandatory in order to submit The Central Procurement Office conducts bid conferences to discuss the Invitation to Bid requirements, gather information, and give the prospective bidders an opportunity to ask questions arising from their review of the event. This conference provides the time for interested bidders to ask questions about the bidding process, terms, conditions, and specifications relating to the event.

The pre-bid conference is for information purposes only. Nothing stated at the pre-bid conference shall change the invitation to bid unless the change is reflected in writing in the formal invitation to bid. If you should find any errors in this draft event please submit those noted errors in writing to the buyer's attention prior to the pre-conference.

After the pre-bid conference, a final copy of the formal invitation to bid reflecting any changes will be issued on the bid list. The formal invitation to bid will have a designated closing date and time and must be completed and returned for bidding purposes.

Event Comments

- 6/22/15: Please note bidders unable to attend the pre-response conference in-person may call in via the following number: 615-253-8313

Factor Summary

| Question | Response |
|---|----------|
| I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud. Required: Yes Mandatory Response:Yes | |

Response Comments

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory Response:No

Response Comments

Please enter the percentage bid for catalog items as specified.

Note: Enter the percentage as a decimal. Do not use a minus sign (-) or a plus sign (+).

- Examples:
-10% = .9
0% = 1.0 (net cost)
+10% = 1.1



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Required: Yes Mandatory ResponseNo

Response Comments

Does the discount listed on this line include all items in the above catalog listed for this line?

Required: Yes Mandatory ResponseNo

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

How many days after receipt of purchase order will it take you to deliver this item?

Required: Yes Mandatory ResponseNo

Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education,



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and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Please list the following for all licenses and permits required by federal and state law.

- List the Type of License
- List the Name on the License
- List the License Number
- List the Expiration Date



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Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Describe your Quality Control Program or Procedures:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Quality Control

The vendor/contractor shall furnish competent, skilled supervision to insure that reasonable quality standards are maintained at all times.

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Return Goods Policy

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Warranty Period

Bidder shall indicate their standard warranty period



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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".
 Required: Yes Mandatory Response:Yes

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment , or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory Response:No

Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website



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Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms: **Vendor Contract Administrator**
 The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Bidders Secretary of State issued I.D. Number
 Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms: **Register with the Secretary of State's Office**
 Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contact information for the Secretary of State's Office: State of Tennessee, Department of State, Corporate Filings, 312 Rosa L Parks Avenue, 6th Floor, William R. Snodgrass Tower, Nashville, TN 37243-1102, email: business.services@state.tn.us; website: http://www.tennessee.gov/sos/apd/index.htm

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

ONLINE CATALOG:

The awardee(s) must provide an online catalog specifically dedicated to the State of Tennessee featuring both core and non-core products. The webpage must be working within 30 days of the award.

1. The Contractor must cover all costs of access and deployment to the State agencies.
2. The Contractor must provide access to an electronic catalog that represents the content and pricing agreed upon in the contract.
3. The contractor's system shall be available 24 hours a day, seven (7) days a week for reviewing products.
4. The contractor's system shall be able to serve multiple users at any given time.
5. The contractor's system must provide separate pages for core items and non-core items. Each item must show:



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- Picture of item
 - Description of item
 - Cost of item
- Required:Yes Mandatory ResponseYes

Response Comments

The Respondent awarded the Contract resulting from this ITB shall accept the State's Purchasing Card (P-Card) as a form of payment at no cost to the State and serve as a level 3 merchant.
 Required: Yes Mandatory Response:Yes

Response Comments



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Bidder Information

| | | |
|--------------------------|-------------------|--------------|
| Firm Name: | | |
| Name: | Signature: | Date: |
| Phone #: | Fax #: | |
| Street Address: | | |
| City & State: | Zip Code: | |
| Email: | | |



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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.