**
STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION**

**FOR**

**COPY PAPER**

**RFI # 32110-2021317**

**Release: December 22nd, 2021**

1. **STATEMENT OF PURPOSE:**

The State of Tennessee, Department of General Services (DGS) issues this Request for Information (“RFI”) for the purpose of feedback regarding the procurement of Copy Paper and pricing. We appreciate your input and participation in this process.
2. **BACKGROUND:**

The State is taking into consideration recent impacts that have caused uncertainty and stress upon suppliers in the Paper industry. In order to procure product reliably, without causing undue hardship to suppliers, the State would like to get feedback from Suppliers on Index Pricing in this industry. The pricing model the State is presenting is subject to change, this model is for feedback purposes *only*.

The Pricing index the State is presenting to use would be the FRED, Producer Price Index by Commodity: Pulp, Paper, and Allied Products: Paper (WPU0913). This method was chosen due to its reliability in presenting data effectively, as well as its data being able to be viewed graphically, exported easily, and viewed on mobile devices as well.

The State is requesting feedback on quarterly pricing changes, based off percent (%) changes from the prior three months. The pricing would follow the States fiscal year, with Q1 starting July and ending September, in October pricing would either increase or decrease based on the *AVERAGE* % change the prior Quarter to *CURRENT.*

The States methodology it is presenting can be seen in Attachment 1.

To view where pricing will be taken from: https://fred.stlouisfed.org/series/WPU0913

1. **COMMUNICATIONS:**
	1. Please submit your response to this RFI, as well as any questions regarding this RFI to:
	James Vallone, Category Specialist
	Central Procurement Office Tennessee Department of General Services
	Tennessee Tower, 3rd Floor
2. Rosa L Parks Avenue Nashville, TN

37243-1102
Telephone - 615-253-8528

James.Vallone@tn.gov

* 1. Please reference RFI # **32110-2021317** with all communications to this RFI.
1. **RFI SCHEDULE OF EVENTS:**

|  |  |  |
| --- | --- | --- |
| **EVENT** | **TIME****(Central Time Zone)** | **DATE****(all dates are State business days)** |
|  | RFI Issued |  | December 22, 2021 |
|  | RFI Response Deadline | 2:00 PM | January 24, 2022 |

1. **GENERAL INFORMATION:**
	1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
	2. The information gathered during this RFI is part of an ongoing procurement.  In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method.  In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
	3. The State will not pay for any costs associated with responding to this RFI.
2. **INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

|  |
| --- |
| **RFI # 32110-2021317****TECHNICAL INFORMATIONAL FORM** |
| 1. RESPONDENT LEGAL ENTITY NAME:
 |
| 1. RESPONDENT CONTACT PERSON

Name:Title: Address: Phone Number: Email:  |
| 1. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
2. Provide a brief description of experience providing similar scope of services and products.
 |
| 1. Provide input on the pricing model presented by the State (see Attachment 1 for example). What challenges might this present, if any.
 |
| 1. Describe the time it takes to process price changes.
 |
| 1. Review Attachment 3, potential Terms and Conditions, provide any questions or concerns regarding this terminology.
 |

|  |
| --- |
| **COST INFORMATIONAL FORM** |
| 1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.:
 |
| 1. Review the items on Attachment 2, can all items be provided? If not, tell us which items cannot be purchased from your company.
 |

|  |
| --- |
| **ADDITIONAL CONSIDERATIONS** |
| 1. Please provide input on alternative approaches or additional things to consider that might benefit the State:
 |

***ATTACHMENT 1***

The following example is for further clarification on State’s pricing model it is presenting.

**This is an example only and is hypothetical to show how it will approach pricing changes.**

Line item: 8.5 X 11 Copy Paper, White, Letter, 20# Recycled, 92 Brightness, 3-Hole Punch, 10RM/CA

Price as of June 1 = $39.00

Source: <https://fred.stlouisfed.org/series/WPU0913>

Average Quarterly Price (July, August, and September) = (217.2 + 220.9 + 223.1) / 3 = 220.4

% Change = (New – Old) / Old = (220.4 – 212) / 212 = 3.96%

New Price as of October = $39.00 + ($39.00\*.0396) = $40.54

Next pricing increase or decrease will be Q2 (October – December) and % change will be based on current pricing (i.e. $40.54), not original day 1 pricing.

***ATTACHMENT 2***

State requested product for this contract

|  |
| --- |
| Item Description |
| 8.5 X 11 Copy Paper, White, Letter, 20# Recycled, 92 Brightness, 3-Hole Punch, 10RM/CA |
| 8.5 X 14 Copy Paper, White, Legal, 20# Recycled, 92 Brightness, 10RM/CA |
| 11 X 17 Copy Paper, White, Tabloid, 20# Recycled, 92 Brightness, 5RM/CA |
| 11 X 17 Copy Paper, White, Tabloid, 20# Recycled, 92 Brightness, 5RM/CA |
| 8.5 X 11 Copy Paper, White, Letter, 20# Virgin, 92 Brightness, 3-Hole Punch, 10RM/CA |
| 8.5 X 11 Copy Paper, White, Letter, 20# Virgin, 92 Brightness, 10RM/CA |
| 8.5 X 14 Copy Paper, White, Legal, 20# Virgin, 92 Brightness, 10RM/CA |
| 11X 17 Copy Paper, White, Tabloid, 20# Virgin, 92 Brightness, 5RM/CA |
| 8.5 X 11 Copy Paper, White, Letter, 20# Recycled, 92 Brightness, 10RM/CA |
| 8.5x11 Canary Yellow Copy Paper, 20 pound |
| 8.5x11 Green Copy Paper, 20 pound |
| 8.5x11 Blue Copy Paper, 20 pound |
| 8.5x11 Pink Copy Paper, 20 pound |
| 8.5x11 Buff Copy Paper, 20 pound |
| 8.5x11 Gold Copy Paper, 20 pound |
| 8.5x11 Salmon Copy Paper, 20 pound |
| 8.5x11 Ivory Copy Paper, 20 pound |
| 8.5x11 Cherry Copy Paper, 20 pound |
| 8.5x11 Gray Copy Paper, 20 pound |
| 8.5x11 Lavender Copy Paper, 20 pound |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Lime Green, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Lemon Yellow, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Hot Pink, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, 30% Recycled Content, Aqua Blue, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Orange, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Bright Green, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, 30% Recycled Content, Bright Red, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Lavender Purple, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, 30% Recycled Content, Teal, 500 Sheets/RM |
| 8.5 X 11 Copy Paper, Brights, Letter, 24lb Heavy Weight Bond, Acid Free, Fuchsia, 500 Sheets/RM |
| PAPER, SHEETFED, OFFSET, 70#, 8.5 X 11, WHITE, SMOOTH |
| PAPER, SHEETFED, OFFSET, 70#, 11 X 17, WHITE, SMOOTH |

***ATTACHMENT 3***

 Potential Terms and Conditions terminology:

**Price Changes.** Description of requested changes: For category of goods, prices listed in awarded published catalog, price lists or price schedule shall remain firm for Ninety (90) days (“Firm Price Period”). Price Decreases. After the Firm Price Period, prices shall be equitably adjusted to reflect a decrease in Contractor’s costs based on the prior Quarters FRED Economic Data published monthly by the St. Louis FED and Commodity Price Index. Price Increases. After the Firm Price Period, prices shall be equitably adjusted to reflect an increase in Contractor’s costs based on the prior Quarters FRED Economic Data published monthly by the St. Louis FED and Commodity Price Index.

For Price Decrease or Increases, the adjustments will be based on the FRED Economic Data for Commodity: Pulp, Paper, and Allied Products: Paper (WPU0913) included in the link below.

<https://fred.stlouisfed.org/series/WPU0913>