

# AWARD RECOMMENDATION

**Notice of Intent to Award Number:** 240000000314

The Department of Technology Management and Budget Central Procurement office has completed the evaluation of RFP # 240000000014- Office Supplies and Office Related Products- Statewide and has recommended an award to Staples Contract and Commercial, LLC, in the amount of \$20,000,000.00 pending State Administrative Board approval, if applicable. More information on the State Administrative Board can be found at: [State Administrative Board](#).

Bidders who were not recommended for the award are encouraged to schedule a debriefing session with the Solicitation Manager. The debriefing session will provide the bidder with the State’s rationale on why the bidder was not recommended for the award. The Solicitation Manager may be contacted as follows:

Valerie Hiltz, Solicitation Manager  
 hiltzv@michigan.gov  
 517-249-0459

**Background Information:**

This Request for Proposal (RFP) was to solicit responses for selection of a Contractor to provide Office Supplies and Office Related Products. The term of this contract is Three years and three months, with up to three additional one-year renewal options.

**Bidders:**

The RFP was posted on SIGMA VSS on October 17, 2023, for 45 Days. The following bidders submitted proposals by the published due date of November 30, 2023.

Bidder	Address, City, State, Zip Code	SDVOB*	GDBE**
<b>Integrated Supply Chain Solutions, LLC</b>	21056 Bridge Street, Southfield, MI 48033	No	No
<b>ODP Business Solutions, LLC</b>	6600 N. Military Trail, Boca Raton, FL 33496	No	No
<b>Staples Contract and Commercial</b>	500 Staples Drive, Framingham, MA 01702	No	No
<b>Supply Den, Inc.</b>	Unknown	Unknown	Unknown

\*SDVOB: Service-Disabled Veteran Owned Business

\*\*GDBE: Geographically Disadvantaged Business Enterprise

# EVALUATION SYNOPSIS

## I. Evaluation Process

A Responsible Vendor is a vendor that demonstrates it has the ability to successfully perform the duties identified by the solicitation. A Responsive proposal is one that is submitted in accordance with the solicitation instructions and meets all mandatory requirements identified in the solicitation.

### Proposal Instructions: Evaluation Process

**6. EVALUATION PROCESS.** The State will evaluate each proposal based on the following factors:

1) The State will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	General Requirements – Schedule A, Statement of Work, Section 1	5
2.	Deliverable/Products – Schedule A, Statement of Work, Section 2	10
3.	Service Requirements – Schedule A, Statement of Work, Section 3	15
4.	Pricing- Schedule A, Statement of Work, Section 5	15
5.	Ordering- Schedule A, Statement of Work, Section 6	15
6.	Schedule A, Statement of Work, Sections 4, 7, 8, 9, 11 & 12	15
7.	Project Plan- Schedule A, Statement of Work, Section 10	15
8.	Service Level Agreements, Schedule A, Statement of Work, Section 13	5
9.	Vendor Questions Worksheet	5
	<b>Total</b>	100

Proposals receiving 80 or more technical evaluation points will have pricing evaluated and considered for award.

The full evaluation process is stated in the RFP Proposal Instructions.

## II. Evaluation Method

Responses to this solicitation were reviewed by a Joint Evaluation Committee, which consisted of the following individuals:

Voting	
Valerie Hiltz, Category Specialist DTMB Central Procurement Services, Service/Commodities Division	Tracy McDermont, Sr. Accounting Tech DNR, Gaylord Customer Service Center
Vicki DeKruiger, Departmental Analyst MDHHS, Community Health	Kristin Myer, Buyer LEO, Purchasing and Grant Services
Nick Felver, Senior Purchasing Agent Senate Business Office	Julie Proux, Department Services Manager Michigan State Lottery

### III. Evaluation Results

#### A. Integrated Supply Chain Solutions, LLC

The Evaluation Team determined that Integrated Supply Chain Solutions, LLC based on a score of 66 did not meet the requirements of this RFP. This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

1. General Requirements, Schedule A Statement of Work, Section 1  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
5/5
  
2. Deliverable /Products, Schedule A Statement of Work, Section 2  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
10/10
  
3. Service Requirements, Schedule A Statement of Work, Section 3  
 The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
  - a. Section 3.1. Bidder didn't provide the percentage of catalog SKU's that are stocked at their retail locations.
  - b. Section 3.7. Bidder indicated that there was a Disaster Recovery plan, however, doesn't explain/provide it.13/15
  
4. Pricing, Schedule A Statement of Work, Section 5  
 The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
  - a. Section 5.5. A &B Bidder didn't indicate the frequency of list price changes.14/15
  
5. Ordering, Schedule A Statement of Work, Section 6  
 The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
  - a. Section 6.2.E. Bidder was silent as to whether discounts are applied or not.
  - b. Section 6.6. Did not provide the maximum number of approval levels that could be established.13/15
  
6. Schedule A Statement of Work, Sections 4, 7, 8, 9, 11 & 12  
 The Evaluation Team determined that overall, the responses were mostly unsatisfactory with the following deficiencies noted:

- a. Section 4.4. Bidder didn't breakdown to show how much of the contract each subcontract entity would be providing.
- b. Section 4.5.A. Bidder didn't provide scope of the background checks.
- c. Section 7.2. Bidder didn't address the details of the program, timeframes when each delivery system is used, how many items are standard delivery. Indicated that some items would require additional freight but provided no costs nor indication of how cost were determined.
- d. Section 9.2. Bidder didn't explain the process for allowing p-card payment via the online purchasing platform.
- e. Section 9.2. Bidder didn't provide documentation to show the steps necessary for completing a p-card purchase at retail locations.

6/15

**7. Project Plan, Schedule A Statement of Work, Section 10**

The Evaluation Team determined that overall, the responses were mostly unsatisfactory, with the following deficiencies noted:

- a. Section 10.G. Bidder confirmed that they had attached a Preliminary Project plan, however, they provided a URL. No plan was attached.

0/15

**8. Service Level Agreements, Schedule A Statement of Work, Section 13**

The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

5/5

**9. Vendor Questions Worksheet**

The Evaluation Team determined that overall, the responses were mostly satisfactory with the following deficiencies noted:

- a. Section 2. Bidder indicted that if they were awarded this contract it would increase their gross revenue by well over 25%.
- b. Section 5, Experience 1. Bidder provided an experience that was not the same size or the same scope of that provided in the RFP.
- c. Section 5, Experience 2. Bidder provided an experience that was not the same size of that provided in the RFP.
- d. Section 5. Experience 3. Bidder provided an experience that was not the same size of that provided in the RFP.

0/5

**Total Score: 66/100**

**B. ODP Business Solutions, LLC**

The Evaluation Team determined that ODP Business Solutions, LLC based on a score of 83 did meet the requirements of this RFP. This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

1. General Requirements, Schedule A Statement of Work, Section 1  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
5/5
  
2. Deliverable /Products, Schedule A Statement of Work, Section 2  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
10/10
  
3. Service Requirements, Schedule A Statement of Work, Section 3  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
15/15
  
4. Pricing, Schedule A Statement of Work, Section 5  
 The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
  - a. Section 5.1.D. Bidder didn't explain their online platforms capability to identify "Hot List" items independent of Core Items.  
14/15
  
5. Ordering, Schedule A Statement of Work, Section 6  
 The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.  
15/15
  
6. Schedule A Statement of Work, Sections 4, 7, 8, 9, 11 & 12  
 The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
  - a. Section 4.2. Bidder indicated that they provided a National Organization Chart, however, one was not provided in the solicitation response.
  - b. Section 4.2. Bidder indicated that they provided a State of Michigan Organization Chart, however, one was not provided in the solicitation response.
  - c. Section 4.2. Bidder indicated that they provided a MiDEAL Organization Chart, however, one was not provided in the solicitation response.  
12/15

7. Project Plan, Schedule A Statement of Work, Section 10  
Summarize the overall results for this section, i.e., The Evaluation Team determined that overall, the responses were mostly unsatisfactory with the following deficiencies noted:
- a. Section 10.G. Bidder didn't provide timelines for 12 tasks and was missing timelines on subtasks.
- 5/10
9. Service Level Agreements, Schedule A Statement of Work, Section 13  
The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted:
- 5/5
10. Vendor Questions Worksheet  
Summarize the overall results for this section, i.e., The Evaluation Team determined that overall, the responses were mostly unsatisfactory with the following deficiencies noted:
- a. Section 5. Experience 2. Bidder provided an experience that was not the same size of that provided in the RFP.
  - e. Section 5. Experience 3. Bidder provided an experience that was not the same size of that provided in the RFP.
- 2/5

**Total Score: 83/100**

### **C. Staples Contract and Commercial**

The Evaluation Team determined that Staples Contract and Commercial based on a score of 87 did meet the requirements of this RFP. This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

1. General Requirements, Schedule A Statement of Work, Section 1  
The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted:
- 5/5
2. Deliverable /Products, Schedule A Statement of Work, Section 2  
The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:
- a. Section 2.7. Bidder took exception to Federal Provision Addendum, Section D.
- 9/10

- 3. Service Requirements, Schedule A Statement of Work, Section 3**  
The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:

  - a. Section 3.1. Bidder didn't provide the percentage of catalog SKU's that are stocked at their retail locations
  - b. Section 3.3.A Bidder took exception

13/15
- 4. Pricing, Schedule A Statement of Work, Section 5**  
The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

15/15
- 5. Ordering, Schedule A Statement of Work, Section 6**  
The Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

15/15
- 6. Schedule A Statement of Work, Sections 4, 7, 8, 9, 11 & 12**  
The Evaluation Team determined that overall, the responses were mostly satisfactory, but the following deficiencies were noted:

  - a. Section 11. Bidder didn't agree with the Liquidated Damages as written.
  - b. Section 12.5. Bidder didn't describe how products containing these chemicals are identified or labeled in the on-line purchasing platform.

13/15
- 7. Project Plan, Schedule A Statement of Work, Section 10**  
Evaluation Team determined that overall, the responses were satisfactory with no deficiencies noted.

15/15
- 10. Service Level Agreements, Schedule A Statement of Work, Section 13**  
Evaluation Team determined that overall, the responses were mostly unsatisfactory with the following deficiency noted:

  - a. The Bidder took exception to the parameters of the SLA's and wanted to negotiate changes.

5/5
- 11. Vendor Questions Worksheet**  
The Evaluation Team determined that overall, the responses were mostly unsatisfactory with the following deficiencies noted:

  - a. Section 2. The Bidder did not provide financial information.

- b. Section 5. Experience 1. The Bidder didn't provide information as to the size of the experience.
- c. Section 5.2. The Bidder didn't provide information as to the size of the experience.
- d. Section 5.3. The Bidder didn't provide information as to the size of the experience.
- e. Section 6. Standard Contract Terms. Bidder provided redlines.

0/5

**Total Score: 87/100**

**D. Supply Den, Inc.**

Supply Den, Inc. has not met the requirements of being responsive and responsible due to the company not being fully registered in SIGMA and due to the fact that no solicitation response documents were attached. The JEC was unable to evaluate this Bidder.

**IV. Technical Evaluation Summary**

	<b>Selection Criteria</b>	<b>Integrated Supply Chain Solutions, LLC</b>	<b>ODP Business Solutions, LLC</b>	<b>Staples Contract and Commercial</b>
<b>1</b>	General Requirements – Schedule A, Statement of Work, Section 1	<b>5</b>	<b>5</b>	<b>5</b>
<b>2</b>	Deliverable/Products – Schedule A, Statement of Work, Section 2	<b>10</b>	<b>10</b>	<b>9</b>
<b>3</b>	Service Requirements – Schedule A, Statement of Work, Section 3	<b>13</b>	<b>15</b>	<b>13</b>
<b>4</b>	Pricing- Schedule A, Statement of Work, Section 5	<b>14</b>	<b>14</b>	<b>15</b>
<b>5</b>	Ordering- Schedule A, Statement of Work, Section 6	<b>13</b>	<b>15</b>	<b>15</b>
<b>6</b>	Schedule A, Statement of Work, Sections 4, 7, 8, 9, 11 & 12	<b>6</b>	<b>12</b>	<b>13</b>
<b>7</b>	Project Plan- Schedule A, Statement of Work, Section 10	<b>0</b>	<b>5</b>	<b>15</b>



<b>8</b>	Service Level Agreements, Schedule A, Statement of Work, Section 13	<b>5</b>	<b>5</b>	<b>2</b>
<b>9</b>	Vendor Questions Worksheet	<b>0</b>	<b>2</b>	<b>0</b>
	<b>Total</b>	<b>66</b>	<b>83</b>	<b>87</b>

**V. Pricing Summary**

Pricing was evaluated for the bidders who passed technical. The following is a summary of their price proposals with proposed alternative items:

Deliverable		ODP Business Solutions, LLC	Staples Contract and Commercial
<b>1</b>	Total Based on Provided Estimated Annual Purchase	\$ 18,269,040.79	\$ 19,321,408.46

**VI. Negotiations**

Both Bidders were asked to provide Second Round Pricing. Based on the Second Round Pricing and acceptance of proposed alternative items, these were the results.

Deliverable		ODP Business Solutions, LLC	Staples Contract and Commercial
<b>1</b>	Total Based on Provided Estimated Annual Purchase	\$ 18,265,761.26	\$ 17,611,583.04

The State entered into negotiations with Staples Business and Commercial and was able to successfully negotiate the difference related to liquidated damages, service level agreements, standard contract terms and other redlined items.

**VII. Award Recommendation**

Award recommendation is made to the responsive and responsible Bidder who offers the best value to the State of Michigan. Best value is based on the proposal meeting the minimum point threshold and offering the best combination of the factors stated in the *Proposal Instructions Evaluation Process* section, and price.

Staples Contract and Commercial provided the best value to the State. Best value factors for Award Recommendation include offering additional discount catalog pricing, a quick pay discount, next day delivery, and deeper discounts on most used items.

Award Recommendation is made to Staples Contract and Commercial in the amount of \$20,000,000.00.