

STRATEGIC SOURCING BUSINESS CASE SUMMARY

CATEGORY TITLE: OFFICE SUPPLIES



Business Case Summary	Process Utilized
Team Members	Results
<p>The office supplies contract that started 2004 based on a Vizient agreement which was due to expire June 2020. With the committee's recommendation completing a new RFP slightly earlier was the best option to achieve additional savings for the University. Also, standardizing and consolidating the core list was a large focus of the committee members to obtain the best savings for the University.</p>	<p>A Request for Proposal was completed and reviewed by the committee members. An analysis was completed with RFP criteria and financial analysis of Tables A, B and C. The committee members met to review these documents and discuss the best value for the University of Kentucky. The committee requested best and final offers from two of the vendors who submitted proposals.</p>
<p>Christy Anderson, Gatton College of Business Gloria Robinson, Student and Academic Life Sean Hilen, Athletics Shane Tedder, Sustainability Administrator Amy Longeway, Healthcare Charles Whitehead, Internal Audit Joseph Reed, Internal Audit Barry Swanson, Purchasing Naomi Emmons, Purchasing Wendy Brown, Purchasing</p>	<p>The recommendation from the committee was to award the contract to Office Depot. They provided the best value for the University. Core pricing to decrease by 8%, rebate of \$42,000 annually and signing bonuses \$200,000 per year for each year of the contract. The total year 1 incentives will be \$442,000 and total recurring incentives \$242,000.</p>