



REQUEST FOR PROPOSALS

UK-2520-25

Office Supply Program

ADDENDUM # 1

5/19/2025

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RFP AND ADDENDUM MUST BE RECEIVED BY 6/17/2025 @ 3:00 P.M. LEXINGTON, KY TIME

Offeror must acknowledge receipt of this and any addendum as stated in the Request for Proposals.

This is addendum #1 for RFP UK-2520-25.

Please refer to and incorporate within your offer the attached questions and answers.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

A handwritten signature in black ink, appearing to be 'W. H. H.', written over a horizontal line.

Category Specialist / (859) 257-5409

SIGNATURE

Typed or Printed Name

University of Kentucky
Procurement Services
322 Peterson Service Building
Lexington, KY 40506-0005

An Equal Opportunity University



Written Questions and Answers

Office Supply Program

RFP UK-2520-25

Closing Date: 6/17/2025

Today's Date: 5/19/2025

No.	Question	Answer
1	Are we able to get a list of all of the delivery locations for the Office Supply Program?	We have delivery locations in every county in the state; however, we are unable to provide a list of every individual location. Many deliveries are desktop deliveries, meaning there are often multiple delivery points within a single address.
2	What % of the overall office supplies spend with your incumbent does the market basket represent and what is the total value of the spend?	See attachment A.
3	Can you please advise what % of your delivery locations would require desktop vs. centralized delivery?	UK King's Daughters, Murray State, EKU, and Morehead utilize central receiving. UK Healthcare & Campus, UK St. Claire, WKU, and NKU utilize desktop delivery.
4	Are there any special deviated pricing such as HP Big Deals? If so, can you please provide contact information to obtain deviated information?	Unknown.
5	Can you provide the amount of the highest level of sponsorship for the annual Kentucky Educational Procurement Association (KEPA) meeting?	The highest sponsorship for last year's conference was \$8,000.00.
6	Is there a selection weight given to local (Kentucky based) companies? If so, how much?	See Section 5.0 of the RFP.

7	For clarification, how much consideration is given to diverse or local businesses during the evaluation process? Do diverse or local businesses receive preferential scoring?	See Section 5.0 of the RFP.
8	Can you provide more detail regarding the composition of the award committee? Will it consist solely of University of Kentucky personnel, or will it also include representatives from other entities referenced under the terms "University" and "Institution"? Please specify.	Unknown at this time.
9	Does the stated combined total of \$3.5 million reflect actual historical spend from the University of Kentucky only, or does it include all spend referenced under the terms "University" and "Institution"? Please specify.	This spend reflects the total spend across all participating institutions.
10	Does the attached market basket reflect actual usage from the University of Kentucky only, or does it also include usage referenced under the terms "University" and "Institution"? Please specify.	The market basket reflects all participating institutions.
11	Will this contract be optional or mandated for the healthcare units referenced under the terms "Institution"? Please specify.	UK Healthcare will use the contract, UK St. Claire and UK King's Daughters are expected to use the contract as they fall under the healthcare units referenced by the term "Institution", but there are no guarantees of purchase.
12	Will this contract be optional or mandated for the following institutions: Murray State University, Northern Kentucky University, Eastern Kentucky University, Western Kentucky University, and Morehead State University? Please specify.	These institutions are expected to use the contract, as they are included under the entities covered by the agreement, but there are no guarantees of purchase.
13	Attachment A has an accumulated estimated volume of \$1,300,425. a. Whose volume is this comprised of specifically? i. Does this volume represent all named participants accumulatively? ii. At what percentage breakdown by purchasing entity? b. Is this volume representative of ONLY UK/UK HEALTHCARE? c. Does this volume include KEPa (NKU, EASTERN, WESTERN, MURRAY, MSU)?	A. This is the University of Kentucky's volume. Total spend is at \$3.5 million across all participating institutions. i. Unknown B. See A C. See A D. See A E. See A

	<p>i. At what percentage breakdown by purchasing entity? Percentage of total volume?</p> <p>d. Does the volume include St. Claire?</p> <p>i. Percentage of total volume?</p> <p>e. Does the volume include Kings Daughter's?</p> <p>i. Percentage of total volume?</p>	
14	<p>With the volume of the total BID estimated at \$3.5 million annually and Attachment A only comprising an estimated \$1.3 million:</p> <p>a. Is the remaining purchase volume comprised of additional catalog purchases and subject to the CATALOG DISCOUNT?</p>	<p>Attachment A's spend reflects part of University of Kentucky's spend. The total spend of all participating institutions is \$3.5 million, and should be priced based on Attachment A, as well.</p> <p>A. Yes</p>
15	For what initial duration are prices to be held?	Pricing should be held for one year from contract award. Any increase must be based on CPI/PPI data from the last six months and/or with documentation provided by the product supplier(s).
16	For what duration are prices to be held post the initial period?	See answer 15.
17	What is the process for price increases?	See answer 15.
18	<p>Section 5.0: Primary Evaluation criteria is as follows:</p> <p>Offeror Qualifications</p> <p>Services Defined</p> <p>Financial Proposal</p> <p>Evidence of Successful Performance and Implementation</p> <p>What weight or percentage is each section of Primary Evaluation Criteria assigned in the evaluation process?</p>	No specific weight. See Section 5.0 of the RFP.
19	<p>UK Supplier Diversity:</p> <p>a. Is a Tier I MBE or SDVOSB program desirable for this program?</p> <p>b. Will one of these designations result in higher evaluation points or is any weight provided as a result of this classification?</p> <p>c. If so, what specific weight, percentage, or factor will be assigned to each classification?</p>	See Section 5.0 of the RFP.
20	<p>How is "fill rate", referenced in Section 4.6. (3), defined:</p> <p>a. shipped within 24 hours? or</p> <p>b. received by the customer in 24 hours?</p>	Shipped within 24 hours.
21	<p>For the catalog request in Section 4.6. (6):</p> <p>a. Is an electronic catalog acceptable?</p>	Yes, if included on a separate USB drive from the proposals.

22	Will an order cutoff time later than the required 2:00 PM earn additional evaluation points? a. If so, what specific weight, percentage, or factor will be assigned?	Unknown.
23	Is there a bonus weight, percentage, or factor available for a desktop delivery solution at all locations?	See Section 5.0 of the RFP.
24	Section 2.1 Financial Management: “Additional financial incentives, including a signing bonus and volume rebates, are expected.” a. What bonus or standard weight, percentage, or factor will be assigned to the “signing bonus” when assessing the Financial Proposal? b. What bonus or standard weight, percentage, or factor will be assigned to the “volume rebates” when assessing the Financial Proposal?	See Section 5.0 & 8.2 of the RFP.
25	When assessing the Financial Proposal what weight, percentage, or factor will be assigned to Attachment A (Core Items)?	See Section 5.0 of the RFP.
26	When assessing the Financial Proposal what weight, percentage, or factor will be assigned to Discount Off Catalog?	See Section 5.0 of the RFP.
27	Is a MPS Program currently in place at all participant’s facilities? Please specify any individual participants or locations which are not utilizing a MPS Program.	Managed Print Service (MPS) is not part of this RFP.
28	Please provide a complete listing of all current Offerors, requesting to participate in this Proposal UK-2520-25, along with their respective contact information.	Unknown, as this is open to the public to respond.
29	Is a GPO, for the purchase of Office Supplies associated with this Bid, currently being utilized by any of this bid’s participants? a. If so, which GPO and level are being utilized by each respective Participant?	Yes. Both Vizient and E&I are utilized. A. Unknown.