



Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000008998	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 310 - Employee Service Awards			
Start Time		Finish Time	
07/17/2015 15:00:00 CDT		07/24/2015 14:00:00 CDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

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

Event Description

This event is to bid for a two year (2) Statewide Contract for Employee Service Awards with three (3) options to (1) year each.

The Specifications, Terms & Conditions, and Bid Workbook are attached. Please enter your pricing in the Bid Workbook. Category Specialist and Contract Administrator:

Maggie Wilson at Maggie.Wilson@tn.gov or (615) 741-1170.

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide of Tennessee, with products and/or services as described in the attached terms, conditions, specifications price A contract means a contract in which a source or sources for supply are established for a specified period agreed upon price(s).

If the Review and bid on this event link included in the e-mail notification does not work, please go to http://state.tn.us/general serv/purchasing/for_bidders.html

Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)

Central Procurement Office Website: www.tn.gov/general serv/purchasing

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to check the website frequently.

General Comments

- This event is to bid for a two year (2) Statewide Contract for Employee Service Awards with three (3) options to for one (1) year each.

The Specifications, Terms & Conditions, and Bid Workbook are attached. Please enter your pricing in the Bid Workbook.

Category Specialist and Contract Administrator:

Maggie Wilson at Maggie.Wilson@tn.gov or (615) 741-1170.

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32110-000008998	Sell	RFx	2
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1	1		
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General Questions

Question	UOM	Best	Worst	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		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

Required: Yes Mandatory Response:No

Response Comments

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

Required: Yes Mandatory Response:No



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000008998	Sell	RFx	3
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1	1		
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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, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000008998	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
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Event Currency: US Dollar
Bids allowed in other currency: No

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

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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



Event Details (cont.)

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Event ID	Format	Type	Page
32110-0000008998	Sell	RFx	5
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1	1		
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ReqYes 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



Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000008998	Sell	RFx	6
Event Round	Version		
1	1		
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Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Associated Terms: **Warranty Period**
Bidder shall indicate their standard warranty period

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 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



Event Details (cont.)

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Event ID	Format	Type	Page
32110-000008998	Sell	RFx	7
Event Round	Version		
1	1		
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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 ResponseNo

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

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



Event Details (cont.)

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Event ID	Format	Type	Page
32110-000008998	Sell	RFx	8
Event Round	Version		
1	1		
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Event Currency: US Dollar
Bids allowed in other currency: No

ReqYes 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:

- Picture of item
- Description of item
- Cost of item

Required: Yes Mandatory Response:Yes

Yes

Response Comments



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32110-0000008998	Sell	RFx	9
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1	1		
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Event Currency: US Dollar
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Line Details

Line: 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each **Bid Qty:**
Required: Yes **Reserve Price:** No

Description: Enter Pricing in the Attached Bid Workbook

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

Required: Yes **Mandatory Response:** No

Response Comments



Event Details (cont.)

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32110-0000008998	Sell	RFx	10
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1	1		
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Bidder Information

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



Event Details (cont.)

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32110-0000008998	Sell	RFx	11
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1	1		
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1	1		
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Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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United States

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

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.