



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL #3371-6

Office Supply Program

Proposal Due Date

August 2, 2017 2:00 P.M. (Arizona Mountain time)

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

RFP #3371-6

Office Supply Program

A. SCHEDULE OF EVENTS

| <u>ACTIVITY</u> | <u>DATE</u> |
|--------------------------------|----------------|
| Release RFP | May 8, 2017 |
| Mandatory Pre-Proposal Meeting | May 24, 2017 |
| Questions Due | May 31, 2017 |
| Proposals Due | August 2, 2017 |
| Projected Contract Award | October 2017 |

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ACKNOWLEDGMENT OF RECEIPT

RFP #: 3371-6

Description: **OFFICE SUPPLY PROGRAM**

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. Bidders are highly encouraged to complete this acknowledgment and return via Fax to MCCCCD Purchasing at **(480) 731-8190** or email to purchasing@domail.maricopa.edu or by US Mail. Returning this Acknowledgement of Receipt will ensure that you are notified when addenda to the RFP are released.

All addenda/amendments will continue to be posted on our website at <http://www.maricopa.edu/business/purchasing/>.

Failure to sign and return the "Acknowledge of Receipt" will result in your company not being sent any addenda to this RFP.

Name of Firm: _____

Address: _____

Tel #: _____ Fax #: _____

E-Mail: _____

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

PLEASE NOTE: Failure to respond to this acknowledgement **may** result in your company's removal from our bidders mailing list for this commodity.

() We will not be responding to this solicitation please retain us on the bidder's mailing list.

1. GENERAL

1.1 INTRODUCTION

The Maricopa County Community College District (MCCCD) is seeking to establish a strategic partnership with an Office Supply contractor who will collaborate with MCCCD to execute and run a program that will provide office supplies and products to all ten Maricopa County Community Colleges, two skill centers, and associated offices.

A **MANDATORY Pre-Proposal Meeting** will occur on **Wednesday, May 24, 2017 at 10:00 AM** at the MCCCD District Support Service Center located at 2411 W 14th Street, Tempe, AZ 85281.

Attendance is required in order to submit a proposal. Attendance sign-up sheets will be posted on the Purchasing website following the meeting.

1.2 MCCCD DISTRICT MAKE-UP

The Maricopa Community Colleges is comprised of ten colleges, two skill centers, and numerous education centers dedicated to educational excellence by meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system, the Maricopa County Community College District. The District is one of the largest higher education systems in the world. As the largest provider of health care workers and job training in Arizona, it is a major resource for business and industry and for individuals seeking education and job training. Approximately 200,000 students attend the Maricopa Community Colleges each year taking credit and non-credit courses. The Maricopa Community Colleges employs nearly 4,500 full-time faculty and staff and more than 9,000 part-time faculty and staff. Many management and staff positions (including clerical, crafts, food services, security, child care, maintenance and operations, custodial, grounds) become available throughout the year. All positions with the exception of certified safety officers are advertised individually as they occur. Maricopa Community Colleges is an equal opportunity employer of protected veterans and individuals with disabilities.

1.3 HISTORY

Maricopa ranks as one of the nation's largest systems of its kind and as the largest single provider of higher education in Arizona. Maricopa educates and trains thousands of students year-round. What's more, thousands of employees from both local and relocating businesses and industries are enrolled in customized workforce training programs with the Maricopa system. Maricopa's administration, faculty and staff are committed to working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

A seven member governing board governs MCCCD. Five members are elected from geographical districts in Maricopa County, while two are elected on a countywide basis. The chief executive officer of MCCCD is the chancellor; and a president heads each of the colleges. The Maricopa Community Colleges is a political subdivision of the state, and the elected governing board has the power to levy taxes. Funding comes from property taxes, state aid appropriations, student tuition, and federal, state and private grants.

2. PROPOSAL INSTRUCTIONS

2.1 PURPOSE OF RFP

The Maricopa County Community College District requests proposals from qualified vendors to establish a contract for Office Supplies for its ten Maricopa County Community Colleges, two skill centers, and associated support offices. In addition to providing the supplies listed in this RFP MCCCCD is looking to establish a relationship with a company who can become a strategic partner. We are seeking a company that can help expand the boundaries of what has been thought of as traditional components of an office supply program by infusing the program with new concepts, out-of-the box thinking, and value-added offerings that may not have existed before. It is recommend that you review our 2017 – 2020 Strategic Commitments and detail in your proposal how leveraging a strategic partnership with your company can assist MCCCCD in achieving our goals. A copy of these commitments can be found using the link below:

<https://asa.maricopa.edu/sites/default/files/StrategicPlan20172020.pdf>

2.2 PROPOSAL QUESTIONS

All questions regarding this Request for Proposal should be directed to:

Mr. Larry Woo, Buyer I
(480) 731-8521 FAX (480) 731-8190
E-Mail: larry.woo@domail.maricopa.edu

*Questions must be sent by mail or e-mail. Questions will only be accepted until 2:00 PM (Arizona Mountain Time), **May 31, 2017**. We will not respond directly to the company asking the question. Questions we feel need to be responded to will be answered in the form of an addendum and sent to all potential respondents on/about **June 7, 2017**.*

2.3 PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

The Proposal packet must contain one (1) printed original, five (5) printed copies of the proposal and one (1) copy in PDF Format on a USB flash drive. The original must be clearly marked "Original" and the Proposal submission must be delivered Sealed.

The Proposals must be addressed to and received at the Main Reception Desk of MCCCCD, address 2411 West 14th Street, Tempe, AZ, 85281, **no later than 2:00 P.M. (Arizona Mountain Time), August 2, 2017**. Proposals received after this time and date shall not be considered and will be returned unopened. When delivering your bid/proposal please allow for sufficient time to check in through the Security Desk.

The following information must be clearly visible on the outer most Proposal Packaging:

Request for Proposal # 3371-6, OFFICE SUPPLY PROGRAM
Proposal Closing Date: August 02, 2017 Time: 2:00 p.m. (Arizona Mountain Time)

NOTE: If you are hand carrying or having a proposal package hand delivered, you or the delivery agent should allow sufficient time to arrive, park, and go through security prior to dropping off your proposal package. This applies to any other method of delivery (FedEx, UPS, USPS, etc.) as well. Late proposals

will not be accepted or considered for award. **Regardless of the method of delivery, it is your responsibility to insure on-time delivery of the proposal package.**

In submitting your proposal, make sure that it complies with Part IV – Proposal Requirements, Paragraph 4.3 – Deviations from RFP – to the extent that that paragraph is applicable to the terms of your submission.

2.4 PROPOSAL EVALUATION

This Request For Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request For Proposal. The award shall be made on the proposal(s) that serves the best interest of the District and will not be evaluated solely on a monetary basis. The District reserves the right to negotiate a contract with the selected awardee. If it does so, no contract award shall exist for purposes of the awardee initiating contract performance or incurring contract costs until an authorized representative of the District signs the contract document. If the District determines that the RFP and the selected awardee's proposal will constitute the contract, no contract award shall exist until the selected awardee receives a Notice of Award" from an authorized representative of the District and, if applicable, the approval of the District's Governing Board. Additionally, a selected awardee may not initiate contract performance or incur contract costs until it receives a District-issued purchase order.

2.5 PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

2.6 PROPOSAL FORM

All proposals must be submitted in writing. Oral, telephone, facsimile (fax machine) or computer data transfer proposals will not be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents.

2.7 MODIFICATIONS TO PROPOSALS

No oral, telephone, telegraphic, facsimile or computer data transfer proposals or modifications will be considered.

2.8 WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request at any time prior to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

2.9 PROPOSAL COSTS

Any and all costs associated with the preparation of responses to this Request For Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

2.10 ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the District. The District will schedule the time and location for any presentations as requested. Oral presentations will be evaluated.

2.11 AWARD WITHOUT DISCUSSION

The District reserves the right to make an award(s) without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

2.12 CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. A written Notice of Award will be made prior to commencement of performance. It is the intention of MCCCDCD to award a contract period of five years. However, if a mutually beneficial strategic agreement can be reached that would be advantageous from a longer term, those terms will also be considered.

2.13 MCCCDCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by MCCCDCD Purchasing. Addenda will be mailed or faxed to all that are known to have received a copy of the RFP. Addenda will also be posted to the proposal documents on the Purchasing website located at www.maricopa.edu/purchasing.

2.14 NON-COLLUSION

The District encourages free and open competition. Whenever possible, specifications, proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the District's needs and the accomplishment of a sound economical operation. The Proposer's signature on its proposal guarantees that any prices offered have been established without collusion with other eligible Proposers and without effort to preclude the District from obtaining the lowest possible competitive price.

3. GENERAL TERMS AND CONDITIONS

These General Terms and Conditions, the other provisions of the RFP and amendments to it, the Proposer proposal, and MCCCDC's purchase order terms ("Contract Documents") along with any engagement letter will constitute the provisions of the contract between MCCCDC and successful Proposer ("Contract"). MCCCDC reserves the right to negotiate with the successful Proposer and modify any of the provisions of the Contract upon mutual written agreement of the parties. The RFP, amendments to it, and MCCCDC's purchase order terms will take precedence over any inconsistent terms in a proposal or other documents. The term "days" as used in this Contract means calendar days, unless otherwise specified.

3.1 PARTIES TO AGREEMENT

The Contract shall be between the Maricopa County Community College District and the successful Proposer ("Contractor").

3.2 LIABILITY FOR TAXES

The Contractor is responsible for paying all taxes applicable to its operations, business property and income. MCCCDC shall not be liable for any tax imposed either directly or indirectly upon the Contractor, except that MCCCDC will pay as part of the Contract price any transaction privilege or use tax assessed on Contractor's provision of the services or materials under the Contract.

3.3 FORCE MAJEURE

If the performance of a party under this Contract is interrupted or suspended due to riots, war, public emergencies or calamities, fires, earthquakes, Acts of God, government restrictions, labor disturbances or strikes, or other condition beyond any control of that party ("Force Majeure"), performance by that party will be suspended for the reasonable duration of the Force Majeure. The party claiming that its performance is interrupted or prevented must promptly deliver notice to the other party identifying the Force Majeure and use its best efforts to perform to the extent that it is able. If the Force Majeure does not abate within a reasonable amount of time, then either party may terminate this Contract by providing written notice to the other party. Alternatively, the parties may agree to extend the term of the Contract for a period of time equal to the time equal to the Force Majeure.

3.4 CONTRACT ASSIGNMENT

Contractor may not, in part or in whole, subcontract (except as otherwise specified in Contractor's proposal to the RFP), delegate or assign this Contract without the prior written permission of a representative of MCCCDC authorized to sign contracts.

3.5 NO WAIVER

MCCCDC's failure to notify the Contractor or to object to the Contractor's non-compliance with the terms of the Contract shall not be deemed a waiver of MCCCDC's right to demand compliance with the Contract or to terminate the Contract for breach for the Contractor's subsequent non-compliance with any term of the Contract, or its repeated failure to perform according to the Contract.

3.6 FINANCIAL TRANSACTIONS

If the Contractor is responsible for handling any type of financial transaction for MCCCDC, the Contractor shall demonstrate annually, as applicable, that it complies with the Statement on Standards for Attestation Engagements (SSAE) No. 16, known as SSAE 16, established by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA). The Contractor shall provide its annual report, as applicable, on a reporting form or forms adopted as part of SSAE No. 16 no later than 30 days after MCCCDC requests it in writing.

3.7 CONTRACT EXTENSION

Should the RFP provide options for extending the Contract beyond its initial term, MCCCDC reserves the right to exercise those options without prior written notice and by the issuance of a purchase order to the Contractor. If

the Contractor does not wish to renew the Contract, it must submit a written notice of its desire to cancel, which must be received by MCCCDC's Purchasing Department no later than ninety (90) days prior to the end of the current term.

Notwithstanding that the Contractor has sent a notice of intent not to renew, MCCCDC reserves the right to unilaterally extend the Contract for a period of sixty (60) days beyond the final option term of the contract should it be determined it is in the best interests of MCCCDC to do so.

3.8 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

If Contractor has access to students' educational records, Contractor shall safeguard those records and limit its employees' and/or agents' access to the records to those persons for whom access is essential to the performance of this Contract. Contractor is prohibited from disclosing those records without the prior written authorization of the student and/or the parent of a student who is a minor permitting MCCCDC and Contractor to release the information according to the authorization. At all times during this Contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 ("FERPA") in all respects and shall be responsible for ensuring that any subcontractors involved in the Contract work also comply.

3.9 INSURANCE REQUIREMENTS

The Contractor shall maintain during the term of the Contract (including any renewals of the initial term) the insurance policies specified in this Paragraph issued by companies licensed in Arizona with a current A.M. Best rating of A:VIII or better. Before the start of Contract performance, MCCCDC may direct the Contractor to furnish the MCCCDC Risk Manager with certificates of insurance evidencing the required coverage, conditions, and limits required by the Contract at the following address:

MCCCDC Risk Manager
2411 West 14th Street
Tempe, AZ 85281-6942
Tel: 480-731-8879 / Fax: 480-731-8890

The insurance policies, except Workers' Compensation and Professional Liability, must be endorsed to name MCCCDC, its agents, officers, officials, employees, and volunteers as additional insured with this language or its equivalent:

Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.

In the event any professional liability insurance required by this Contract is written on a "claims made" basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed. Contractor's work or services and must be evidenced by annual certificates of insurance. Contractor shall notify the MCCCDC Risk Manager by certified mail promptly if it receives notice of the expiration, cancellation, suspension, or material change in its insurance coverage, but in no case fewer than 30 days before the action specified in the notice. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by MCCCDC shall not contribute to it. If any part of the Contract is subcontracted, these insurance requirements also apply to all subcontractors.

3.9.1 **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, for bodily injury, property damage, personal injury, and products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

3.9.2 **Commercial Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

3.9.3 **Worker's Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

3.9.4 If applicable, **Professional Liability** insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

3.9.5 If applicable, **Network Security and Privacy Liability** coverage including costs of investigating and responding to a potential or actual breach of confidential information (e.g., computer forensic investigation, public relations response, outside counsel, notification mailing, call center, voluntary notification, credit monitoring and identity restoration costs, costs incurred in connection with any regulatory investigation, fines (including PCI fines), penalties assessed by regulator, and defense costs with limit of not less than \$2 million per claim/\$2 million aggregate.

3.10 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless MCCCCD, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the negligent or intentional acts or omissions of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of the Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

If applicable, Contractor shall also indemnify, defend and hold harmless MCCCCD and its officers, officials, employees and agents against any claim (including but not limited to attorney fees and court costs) that their authorized use of Contractor's services or materials under this Agreement violates the claimant's property rights. Contractor shall be responsible for obtaining any intellectual property consents for materials or services that it provides under this Contract.

3.11 OBLIGATIONS TO PROTECT CONFIDENTIAL INFORMATION

MCCCCD information that is required to be kept confidential will be kept so in perpetuity.

For purposes of this Contract, Confidential Information is defined as any and all MCCCCD information and data whose collection, sharing, dissemination, use, preservation, disclosure, protection, storage, destruction and/or disposition is governed by federal, state, local and/or international law or regulation. Confidential Information includes, but is not limited to, Social Security Numbers, student records, student financial records regarding students (or their parents or sponsors), financial and personal information regarding MCCCCD employees and students, personal health information (as defined by the Health Insurance Portability and Accountability Act of 1996), and other personally identifiable information identified by applicable law or regulation. In addition, Confidential Information includes data and other information that is proprietary to or developed by MCCCCD such as institutional financial and performance records.

3.11.1 Confidential Information does not include (i) information the receiving party already knows, (ii) information that becomes generally available to the public except as a result of disclosure by the receiving party in violation of this Contract, and (iii) information that becomes known to the receiving party from a source other than the disclosing party on a non-confidential basis.

3.11.2 If the Contractor potentially has access to MCCCCD Confidential Information under this Contract, Contractor agrees that Confidential Information provided to it, or to which it may have access, during the provision of service, will be used only and exclusively to support the service and service execution and not for any other purpose. Such use will not include examining data for targeted marketing either within the confines of the service or external to the service (e.g., keyword indexing). Contractor may use aggregate statistics on service usage to enhance or optimize the functionality of the service provided under the contract.

3.11.3 Contractor will limit access to Confidential Information to its employees with a need to know the Confidential Information to carry out the activities under this Contract and will instruct those employees to keep the information confidential. It is understood, however, that Contractor may disclose the MCCCCD Confidential Information on a need-to-know basis to its subcontractors who are performing services, provided those subcontractors have executed confidentiality agreements and have agreed to materially the same or greater security obligations as Contractor provides with respect to MCCCCD Confidential Information hereunder, and further provided that Contractor shall remain legally and financially liable for any unauthorized disclosure of the MCCCCD Confidential Information by those subcontractors.

If a Contractor staff person or Contractor subcontractor potentially will have access to MCCCCD's network, facilities, data, Confidential Information, and/or Sensitive Information,¹ they may not perform any work involving such access until they have received MCCCCD's privacy and security training, and/or accepted and agreed to adhere to MCCCCD's privacy and security policies and procedures.² If exigent circumstances are presented, all or part of this requirement may be waived in writing by MCCCCD's Chief Privacy Officer or General Counsel.

3.11.4 As specified in Paragraph 3.8 addressing the Family Educational Rights and Privacy Act, Contractor understands that it may have access to student educational records, under this Contract. MCCCCD designates Contractor and its employees and/or agents as an organization conducting certain studies for or on behalf of MCCCCD for purposes of the Family Educational Rights and Privacy Act of 1974. Contractor shall safeguard those records and limit access to those records to only its employees and/or agents whose access to them is essential to the performance of this Contract. Contractor will not disclose those records without the prior written authorization of the student and/or the parent of a student who is a minor permitting MCCCCD and Contractor to release the information according to the authorization.

3.11.5 At all times during this Contract, Contractor will maintain appropriate administrative, technical and physical safeguards to protect the security and privacy of the Confidential Information in use, in motion and at rest.

3.11.5.1 These safeguards include, but are not limited to, implementation of adequate privacy and security policies and data breach response plans that comply with industry standards and the requirements of applicable laws and the regulatory agencies responsible for enforcing them, as long as they meet or exceed MCCCCD's information security and privacy policies and procedures as previously described herein. Contractor will supply the appropriate MCCCCD representative with copies of those policies and plans upon request.

¹ Sensitive Information is information that is so deemed under applicable law. Personally identifiable information, personally identifiable education records, individually identifiable health information, personally identifiable financial information and payment card information are examples of Sensitive Information covered under the Arizona Revised Statutes (ARS), Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Gramm-Leach-Bliley Act (GLBA aka Financial Services Modernization Act of 1999) and Payment Card Industry Data Security Standard (PCI DSS), respectively.

² See, e.g., **MCCCCD Statement on Privacy** at <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.22-statement-on-privacy>; **MCCCCD Written Information Security Program** at <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.23-written-information-security-program>; and **MCCCCD Information Security Incident Response Plan** at <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/4-auxiliary-services/4.24-information-security-incident-response-plan>.

3.11.5.2 Contractor will maintain personnel policies that appropriately check the backgrounds of its employees who will be providing services to MCCCCD. Contractor will supply the appropriate MCCCCD representative with copies of those policies upon request.

3.11.6 Contractor will inform MCCCCD's Chief Privacy Officer and the Office of General Counsel by sending an e-mail to protectprivacy@maricopa.edu immediately, and in no event later than within one (1) business day if Contractor and/or its contractors/agents has reason to believe that an actual or suspected security incident or any other circumstance has occurred in which MCCCCD may be required to perform a risk assessment and/or provide a notification under applicable law, at which point MCCCCD internal and/or external legal counsel will determine any additional information needed or steps to be taken, and will make a legal determination regarding its course of action. Any such notice will provide a description about the Confidential Information that was accessed as Contractor has available at the time of the notice. Contractor will keep the MCCCCD Office of General Counsel updated promptly as additional details about the nature of the Confidential Information become available, and will communicate such information in a manner that maximizes the extent to which the attorney-client privilege and/or work product attaches to these communications. Furthermore, any such notice and all communications concerning a situation for which notice is provided are part of the confidential joint response of Customer and Contractor,

3.11.7 Contractor agrees to mitigate, to extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Confidential Information in violation of this Contract by Contractor or its subcontractor.

3.11.8 For purposes of this Contract, "security incident" means the unauthorized access and/or misappropriation of Confidential Information. If in the event that applicable law requires notification to individuals or others of such a security incident or such incident places individuals at an actual risk of harm, Contractor will (i) be completely accountable and responsible, financially and otherwise, at no cost to MCCCCD, (ii) provide assistance with the drafting and mailing of such notifications, (iii) retain a mutually agreed upon vendor to provide notification and call centering services, and (iv) offer to provide two (2) years of industry standard credit monitoring, identity theft restoration services and identity theft insurance to each affected individual at no cost to Customer or such affected individual. The requirement to offer such monitoring and insurance will only exist for individuals in those jurisdictions where such products are available.

3.11.9 If as result of the Contractor's systems, actions, and/or omissions, if a suspected or actual breach involving personally identifiable information or protected health information occurs, Contractor will obtain a mutually agreed upon vendor to provide at no cost to client forensic services, including, but not limited to, the collection of information in connection with a forensic and risk analysis. Contractor shall indemnify, defend and hold MCCCCD, its agents, officers, officials, employees and volunteers harmless from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) of any kind relating to the disclosure of personally identifiable information caused by the negligent or intentional acts or omissions of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Amendment. Contractor will indemnify, defend and hold MCCCCD harmless from claims of any kind relating to the disclosure of MCCCCD Confidential Information caused by a possible or actual security infiltration or exfiltration involving technology of the Contractor, its agents, employees, or any tier of Contractor's subcontractors.

3.11.10 To the extent that Contractor transmits or processes Confidential Information outside of the United States, it agrees to comply with the data security and privacy laws of each country through which such information is transmitted or processed, as well as the data security and privacy laws of the jurisdictions of residence for the individuals whose data is used by Contractor.

3.11.11 If applicable, during the term of the Contract, Contractor will be required to promptly update and resubmit the **MCCCD External Entity Due Diligence Questionnaire** in Attachment B to the RFP if it makes any revisions to its practices and policies that materially change its responses to that attachment.

3.11.12 If Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract hosts or maintains MCCCD Confidential Information on its technology, Contractor warrants and confirms that the hosting or maintenance of that information meets applicable legal and industry security standards, including qualifying for "safe harbor" rules under applicable data breach laws.

3.12 RECORD AND DATA RETENTION, OWNERSHIP, ACCESS AND DECOMMISSIONING

3.12.1 As a political subdivision of the State of Arizona, MCCCD is subject to applicable laws related to the inspection and production of public records. A public record entails any record, either paper or electronic, made by a public officer (including members of the Governing Board, faculty, staff and administrators) and kept as a memorial of an official transaction. Pursuant to Arizona Revised Statutes §41-151.12, MCCCD must retain records according to established retention periods. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations must be retained until released from such official proceedings. Thus, if applicable, the Contractor's hosted system shall have the ability to:

- A. Archive records according to variable time periods/life cycles;
- B. Search and retrieve records based upon content;
- C. Place a litigation hold on records to ensure that they are not deleted;
- D. Grant direct access to MCCCD for its own search and production of records;
- E. Preserve meta data;
- F. Produce electronic records in their native format; and
- G. Comply with the Americans with Disabilities Act.

3.12.2 MCCCD owns all of the records and data of which Contractor has custody on MCCCD's behalf. Contractor will not disclose, use, destroy, transfer or otherwise manage those records and data except as provided in this Contract or, if the Contract is silent, without the express written approval of an authorized MCCCD representative. Contractor will work with MCCCD to transfer all of MCCCD's records and data to MCCCD on the termination or expiration of this Contract.

3.12.3 Contractor agrees to provide MCCCD access to records and Confidential Information that Contractor holds or uses on behalf of MCCCD upon written request of MCCCD with reasonable advance notice. Further, Contractor agrees to make amendments to Confidential Information as directed by MCCCD and will maintain a record of those changes.

3.12.4 Contractor agrees to maintain, and provide to MCCCD if requested, a record of when and to whom Confidential Information is disclosed.

3.12.5 MCCCD agrees to provide Contractor with adequate notice of any further limitations or restrictions on the use of Confidential Information, and modifications to the amendment of records or accounting of disclosures.

3.12.6 Confidential Information of the disclosing party will be returned to the disclosing party or securely destroyed promptly upon request of the disclosing party without retaining any copies thereof, with any

destruction confirmed in writing by receiving party, with any destruction confirmed in writing by receiving party, except to the extent copies are required by law to remain with Contractor.

3.13 PERMITS

The Contractor shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, county, State and Federal laws.

3.14 PROVISION OF SUPPLIES, MATERIALS AND LABOR

The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services or materials it supplies under this Contract, or in subsequent extensions or amendments.

3.15 CONFLICT OF INTEREST

Notice is given of Arizona Revised Statutes §38-511 under which MCCCCD may cancel a contract without recourse for any conflict of interest described in that law.

See: <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/38/00511.htm&Title=38&DocType=ARS>

3.16 SAFEKEEPING OF RECORDS

Contractor shall keep in a safe place all financial and performance records and statements pertaining to this Contract for a period of three (3) years from the close of each term of the Contract.

3.17 AUDITS

Contractor shall make available during normal business hours and with advance notice from MCCCCD all records pertaining to the Contract for purposes of audit by MCCCCD staff or other public agencies having jurisdiction over or audit rights involving the expenditure of MCCCCD funds.

3.18 UNAUTHORIZED COSTS OR COSTS OUTSIDE SCOPE OF AGREEMENT; TRAVEL

Costs or expenses of the Contractor relating to its performance of this Contract that are not included in the Contract price or are not authorized by the Contract are the sole responsibility of the Contractor and not of or reimbursable by MCCCCD. If the Contract specifies that MCCCCD will reimburse the Contractor a specific cost, Contractor may not charge MCCCCD that cost without MCCCCD approving a prior estimate of it. Additionally, MCCCCD reimburses travel and related expenses only at the rate that it reimburses its employees.

3.19 NON-DISCRIMINATION

Contractor will comply with all applicable state and federal law, rules, regulations and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans With Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, age, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. MCCCCD also prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), disability, veteran status or genetic information.

3.20 COMPLIANCE WITH IMMIGRATION LAWS; LEGAL WORKER'S ACT

The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments) and shall indemnify, hold harmless, and defend MCCCCD from any and all costs or expenses whatsoever arising out of Contractor's noncompliance. To the extent applicable to this Contract under Arizona Revised Statutes § 41-4401, Contractor warrants on behalf of itself and its subcontractors that it verifies the employment eligibility through the e-verify program of any employee it hires and complies with federal immigration laws and regulations relating to their employees. The Contractor shall at all times comply with the

Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments to it) and shall indemnify, hold harmless, and defend MCCCCD from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance with that law. Additionally, Contractor agrees to abide by all applicable laws that apply to it and this Contract, including executive orders of the Governor of the State of Arizona.

3.21 CONTRACT TERMINATION

MCCCCD may terminate this Contract for convenience by giving Contractor 15 days' written notice of termination. MCCCCD may terminate this Contract for the failure of the Contractor to perform according to the Contract by giving the Contractor 10 days' written notice of the failure to comply. MCCCCD may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating to insolvency, such as an assignment for the benefit of creditors.

3.22 BREACH CURE; REPLACEMENT

The Contractor shall perform all requirements of the Contract in a manner consistent with the highest industry or professional standards. If MCCCCD provides the Contractor with a 10-day written notice, Contractor must take immediate action to correct the deficiency identified in the notice. Contractor's failure to cure the deficiency within 10 days of receipt of the written notice will result in termination of the Contract. If, in MCCCCD's sole discretion, the Contractor diligently pursues correction of the default and correction cannot be completed in 10 days, MCCCCD may extend the time for curing the default by providing the Contractor with written notice of the extension before the end of the 10-day period. MCCCCD is entitled to exercise all of its remedies under applicable law and in equity relating to Contractor's breach.

3.23 INTERPRETATION

The parties intend this Contract to express their complete and final agreement.

3.24 RISK

The Contractor assumes all risks due to any unfavorable conditions within its indirect or direct control except Force Majeure. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known before entering submitting its proposal on which this Contract is based, under a scope of work issued under this Contract, or, if applicable, at the time of individual purchases under this Contract..

3.25 WORK TO BE PERFORMED BY OTHERS

MCCCCD reserves the right to perform any and all services in-house or to utilize the services of other firms on unrelated projects.

3.26 PURCHASES OF OTHER PUBLIC ENTITIES

MCCCCD has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements and with the concurrence of the Contractor, other public entities that are members of these associations or any entity within MCCCCD may purchase services or materials, as applicable, off of this Contract unless Contractor explicitly specified in its proposal that it did not want to make the Contract available other than to MCCCCD. This provision applies only to contracts that are for the provision of services or supplies on an "as-needed" basis throughout the contract term, and not to contracts for specific projects or one-time purchase where the contract expires on the completion of the project or the purchase.

Cooperative purchasing on this contract is not considered permissible until MCCCCD and Contractor execute a separate Cooperative Purchasing Agreement that shall be attached to the contract as an amendment.

3.27 PAYMENT

MCCCD will pay for services or materials under the Contract after the Contractor has supplied them and only after the Contractor submits a detailed invoice referencing a purchase order, itemizing the services/deliverables or materials provided and specifying the dates that they were provided. MCCCD may request supporting documentation for an invoice. Where the Contractor is to provide services or materials over a period of time, such as for a project, MCCCD may agree to pay progress payments. If approved, progress payments will be paid in arrears and require that the Contractor submit the detailed invoice specified in this clause. MCCCD reserves the right to dispute an invoice or make partial payment based on the Contractor's failure to perform the Contractor's work according to the Contract, including for lack of timeliness or failure to provide deliverables. **CONTRACTOR MAY NOT BEGIN WORK UNDER THE CONTRACT NOR WILL ANY PAYMENT BE MADE WITHOUT THE CONTRACTOR RECEIVING A SIGNED PURCHASE ORDER FROM THE MCCCD PURCHASING DEPARTMENT.**

3.28 BILLING

If MCCCD permits the Contractor to receive progress payments, Contractor may only invoice in increments of 30 days or more. The monthly billings should be submitted to the "BILL TO" address or "E MAIL" address shown on the purchase order.

3.29 ADVERTISING AND PROMOTION

The name or logos of the MCCCD or those of any of the colleges, skill centers, or programs under MCCCD's jurisdiction shall not be used by Contractor except as may be required to perform this Contract and only as approved under MCCCD's "Use of MCCCD Marks" regulation at:

http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_19.php

3.30 UNAVAILABILITY OF FUNDS

MCCCD may terminate this Agreement, without penalty, if its Governing Board fails to appropriate funds in subsequent fiscal years to support the specific program that is the subject of this Contract. MCCCD shall give Contractor prompt written notice after it knows that funding will not be available.

3.31 NO WAIVER OF SOVEREIGN IMMUNITY

Nothing in this Agreement shall be interpreted or construed to waive MCCCD's sovereign immunity under the laws of the State of Arizona.

3.32 APPLICABLE LAW

The laws of the State of Arizona apply to every aspect of this Contract.

3.33 PROPERTY RIGHTS

Except for pre-existing works of the Contractor or works of third parties for which Contractor has the permission to supply to MCCCD under this Contract, MCCCD shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature ("Works") to be developed and delivered under this Contract. Contractor agrees that the Works are "works for hire" and assigns all of the Contractor's right, title, and interest to MCCCD.

3.34 **DOCUMENTATION OF ANALYSES TO SUPPORT FINDINGS, CONCLUSIONS AND RECOMMENDATIONS**

To the extent that the work under the Contract requires the Contractor to make findings, conclusions or recommendations to MCCCD, the Contractor shall retain during performance and provide to MCCCD detailed analyses relating to each of its findings, conclusions or recommendations, whether or not the analyses support or are inconsistent with the findings, conclusions or recommendations. Unless specified in the subsequent Parts of this RFP, Contractor shall provide that documentation separately but at the same time that it presents its findings, conclusions and recommendations. MCCCD reserves the right to withhold or deduct payments otherwise due to

Contractor if it fails to provide the detailed analyses. In some instances, Contractor may be directed to prepare its findings, conclusions and recommendations under the direction of the Office of the General Counsel. In those instances, Contractor will submit its findings, conclusions and recommendations in a manner that maximizes the extent to which attorney-client privilege and work product protections apply to such deliverables.

3.35 NOTICES

Notices to MCCCDC under this Contract shall be made in writing, and sent via certified mail, return receipt requested, or any other commercially reasonable method by which MCCCDC is required by the deliverer to acknowledge receipt to: Purchasing Manager, Maricopa Community Colleges, 2411 West 14th Street, Tempe, Arizona 85281-6942.

3.36 REVISIONS TO THE CONTRACT WORK OR PRICE

Contractor is on notice that the only MCCCDC representatives who may authorize revisions to the Contract are employees at MCCCDC's District Office who are authorized to sign contracts. Revisions include deletions of or additions to the work, alterations of performance time, or changes in pricing. Any revision must be reflected in a written amendment to the Contract that is signed by a representative of MCCCDC authorized to sign contracts. The person requesting a revision in the Contract, whether it is the Contractor or an MCCCDC employee, must provide the authorized MCCCDC representative with documentation to support the requested change. It is the Contractor's responsibility to ensure that revisions of the Contract have been appropriately authorized before proceeding with the revised work.

For contracts renewing annually, excluding those for which Proposers are required to provide future year pricing in their Proposals, MCCCDC may review a fully documented request for a price increase only after the Contract has been in effect for one (1) full year. Unless the Contractor's scope of work has increased at MCCCDC's authorization, a price increase adjustment will only be considered at the time of a Contract extension and shall be a factor in the extension review process. The requested increase must be based upon a cost increase to the Contractor that was clearly unpredictable at the time of the offer and is directly correlated to the price of the particular product or service. MCCCDC will determine whether the requested price increase or an alternate option is in its best interest.

3.37 GIFTS, GRATUITIES, UNRELATED COMPENSATION AND CONFLICTS OF INTEREST

In the interest of public stewardship, MCCCDC holds its employees, officers, and vendors to high ethical standards. Arizona state law prohibits an MCCCDC employee or officer from participating in any way in any MCCCDC decision, contract, sale or purchase if he or she has received something of value from an outside party whose interests are involved in that MCCCDC decision, contract, sale or purchase. Additionally, Arizona state law precludes any MCCCDC employee or officer from obtaining compensation of any kind for performing his or her responsibilities other than the compensation provided by MCCCDC. MCCCDC also has adopted a regulation that prohibits any employee from accepting any cash, currency, item with a value of more than \$50 (from a single source in a fiscal year), meal, beverage or cost of entertainment if it could be interpreted as an enticement to receive MCCCDC business (whether or not paid for by a vendor or by a vendor's personal funds) or if there is an expectation of future financial benefit to the vendor. In keeping with these policies, Contractor certifies that neither it nor, if applicable, its subcontractors, suppliers, or distributors, has offered anything of value, and will not offer anything of value so long as it does business with MCCCDC, to an MCCCDC employee or officer responsible for MCCCDC decisions, contracts, sales or purchases that may benefit Contractor or its subcontractors, suppliers or distributors.

3.38 DISABILITY STANDARDS.

If applicable to the work of the Contractor under this Contract, Contractor warrants that it complies with Arizona and federal disabilities laws and regulations. Contractor warrants that the products or services to be provided under this Contract comply with the accessibility requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §12101 *et seq.*) and its implementing regulations set forth at Title 28, Code of Federal Regulations, Parts 35 and 36, Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d) and its

implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194; and maintain, if applicable, Web Content Accessibility Standards 2.0 at Level AA. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Contractor must provide, on request, accessibility testing results and written documentation verifying accessibility. Contractor further agrees to indemnify and hold harmless MCCCDC from any claims arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a material breach and be grounds for termination of this Agreement.

4. PROPOSAL REQUIREMENTS

Paragraphs 4.1 & 4.2 below require specific, written responses or confirmations. To be considered for selection, respondents shall meet/provide the following requirements:

4.1 MINIMUM REQUIREMENTS

- 4.1.1 Must be licensed by the State the business is in, if services requested require such licensure.
- 4.1.2 Must provide a completed pricing schedule (Section 8) signed by an authorized company signatory.
- 4.1.3 Must have carefully read and understand all parts of the RFP and certified that the Proposal is made in accordance therewith.
- 4.1.4 Must submit written answers to the respondent questionnaire (Section 7). All answers must be in the order in which the questions were asked.

4.2 SPECIFIC REQUIREMENTS

Order Placement Requirements

- 4.2.1.1 Able to receive orders electronically as well as over the phone.
- 4.2.1.2 Individual accounts for authorized users are required for each person placing an order. These accounts shall be unique and password protected.
- 4.2.1.3 There will be no minimum order amount. MCCCCD will consider establishing a minimum order amount if there is an appropriate reason to do so.

Order Processing and Fulfillment

- 4.2.2.1 Fulfill and deliver, without cost, in stock orders within a 24 hour business day window.
- 4.2.2.2 Orders shall be delivered to a designated receiving point at each MCCCCD location. Desktop delivery options will also be considered. Main campus addresses are located in Attachment E.
- 4.2.2.3 The contractor is fully responsible for all items while in transit. Any freight claims will be the responsibility of the contractor. Any damaged shipments will be rejected and notification given to the contractor.
- 4.2.2.4 Backorders of out of stock items will be created automatically and notification shall be sent via email which includes an ETA for delivery.
- 4.2.2.5 Packing slips will be included with each order and detail at minimum the ordering person and contact info, method of payment (ex-list the PO number), items shipped, and any backordered items.

4.2.2.6 Packaging shall be the minimum necessary to ensure damage-free delivery of products. Please describe your packaging reduction program and any availability of reusable packaging.

Methods of Payment

4.2.3.1 Accepted forms of payment will be by valid Procurement Card (currently Visa backed) or by signed Purchase Order.

4.2.3.2 All orders must capture either a valid Procurement Card number or a PO number. Failure to capture this information will relieve MCCCCD's responsibility for payment of that order.

Reporting

4.2.4.1 Reporting capabilities should include but are not limited to: order history, dollar volume, non-core item purchases, accounts payable aging, sustainability usage, etc.

4.2.4.2 Reports should be available in an electronic format. At minimum reports are to be available in Excel and Adobe PDF formats.

4.2.4.3 Usage reports are to be provided on a quarterly basis.

Invoicing and Payment

4.2.5.1 Individual invoices will be sent daily to MCCCCD's Accounts Payable Department via email. Invoices are to be sent in a PDF format.

4.2.5.2 Any invoices that reference a PO as the payment option must include a valid PO number in order to be processed for payment.

4.2.5.3 Payments of invoices will be made via ACH transfers.

4.2.5.4 A priced receipt for orders purchased using a Procurement Card will be emailed to the end user who placed the order once the card is charged.

Account Representation

4.2.6.1 A dedicated, local account representative will be assigned to the account who can address customer service issues, account set-ups, accounts payable issues, etc.

4.2.6.2 Whenever circumstances allow, MCCCCD should be notified in writing of any forthcoming changes to the account team.

4.2.6.3 The Account Manager will conduct quarterly business reviews with the MCCCCD Buyer to review contract utilization and core item sales. Core item usage will be adjusted quarterly according to sales. Annually, on the anniversary of the contract, the Regional Vice President and the MCCCCD Director of Purchasing & Auxiliary Services will attend the quarterly meeting for

the purpose of assessing the overall success of the contract and any progress towards meeting the strategic initiatives established at the onset of the contract.

Pricing

- 4.2.7.1 Core pricing shall remain firm and fixed for the first two (2) years from the date the contract goes into effect.
- 4.2.7.2 MCCCCD will consider core price increase requests if submitted in writing 60 days prior to contract renewal. When possible, it is preferred that price increases coincide with our fiscal year, which begins on July 1.
- 4.2.7.3 Price increase requests must be substantiated with proof of increased costs using such items as independent industry indices and/or manufacturer letters. It will be at MCCCCD's discretion to accept such reports and agree to them.
- 4.2.7.4 Pricing is to be discounted off a core list of approximately 600 items as listed in Attachment C. Items on the core list represent usage information with quantities purchased from July 2015-June 2016.

Additionally, a negotiated discount of any non-core catalog item/product category shall be part of a pricing proposal. Pricing should be based on a "cost +" model where an item's price is established by calculating the cost for the item plus a set percent mark-up per item category.

- 4.2.7.5 Paper usage information is available in Attachment D. This information represents the approximate usage from July 2015-June 2016. Quantities are calculated using data from the current contract as well as paper purchased from other suppliers.

Options for discounts off other paper options (different sizes, colors, weight, etc.) than those listed should be offered using the "cost +" method.

- 4.2.7.6 Private label / branded items on the core list or paper list may be substituted for an equivalent item. Substituted items should be of the same quality, count, package size, etc. as the private label / branded item. Any substituted items must be clearly identified as such. Name brand items shall not be offered a substitute option at this time.
- 4.2.7.7 Options for printing services on items such as stationary, envelopes, business cards, report binding, etc. may also be submitted under Section 5.5 - Additional Services.

Currently a variety of logos, material choices, etc. are used District-wide on these items. A review is underway by MCCCCD's Marketing Department which may result in standardizations of these items. Examples of these printed items will be provided upon request.

4.3 DEVIATIONS FROM RFP

Proposers must specifically provide a separate listing of each circumstance in which their proposal differs from any terms or conditions of the Request for Proposals. Failure to list such a deviation will result in the terms of the proposal being disregarded in favor of the corresponding term(s) of the RFP. Material deviations from the requirements of the RFP shall result in rejection of the proposal.

The term “material deviations” includes both deviations from the District contract terms set forth in this RFP **and** additional contract terms that the Proposer requests the District to consider. Be aware that the absence of a term on a subject in the RFP, particularly a general contract term and condition, does not mean that the Proposer should feel free to offer one. The District considers the General Terms and Conditions of this RFP to be a fair allocation of risk between a contractor and the District. It will not accept terms – revised or additional ones - that shift those risks or provide the Proposer with additional discretion. The Proposer in choosing the respond to this RFP, must demonstrate in its Proposal that it accepts the terms upon which the District is conducting the competition.

The Proposer must list in the separate listing specified above all deviations, including any additional terms, in its Proposal so that MCCCCD may consider them in determining the most advantageous offer. Deviations that a winning Proposer submits after it has been selected for award, such as through a vendor standard template contract, will not be considered.

4.4 SIGNATURE

The Contractor shall furnish and include all requested information with their proposal. Statements are required to be complete and accurate, and the proposal shall be signed by an authorized signatory of the company (sworn to and notarized, if requested). A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent’s authority to bind the Proposer. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

4.5 AWARD CONSIDERATION

From the total information requested, determination shall be made of the Proposer's ability to serve the District. Only proposals from responsible organizations or individuals, as determined by the District, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the District reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The District reserves the right to negotiate any and all provisions presented in the proposals.

5. SCOPE OF WORK

5.1 ENVIRONMENT:

The Maricopa County Community College District, along with most educational entities in the State of Arizona, has been dealing with decreased funding support from the State for many years. In 2015, the State of Arizona eliminated all of the funding it was providing to help support MCCCDC's operations. In addition to the loss of all funding from the State, MCCCDC has experienced decreasing student enrollment, which is a typical trend for all community colleges during strong economic times. In spite of these challenges, MCCCDC has established many meaningful and impactful strategic commitments that, once achieved, will have positive impacts on our students and the greater community. It is recommended that you review MCCCDC's 2017 – 2020 Strategic Commitments (<https://asa.maricopa.edu/sites/default/files/StrategicPlan20172020.pdf>) and detail how leveraging a strategic partnership with your company can assist MCCCDC in achieving our goals.

It is the philosophy of MCCCDC that this loss of funding and decreased enrollment should not be bridged by raising student tuitions or by burdening the public with increases in their taxes. The result of these funding reductions has created a need to rethink the traditional model of customer and vendor so that MCCCDC can continue to provide the best learning environment for our student population as well as practice good stewardship of the public support we receive.

It is the District's desire to move towards a model that is being utilized by many other higher learning institutions throughout the country which is to evolve the previous customer/supplier relationships associated with our contractors to that of becoming our Strategic Partners. By cultivating strategic partnerships it will enable MCCCDC and the awarded contractor to help identify potential cost reductions, maximize efficiencies, and tap unexplored value-added opportunities to maximize resources and support to the benefit of both parties. Any potential strategic initiatives can be established during negotiations.

MCCCDC is a diverse organization with multiple locations throughout the County. Changes in both the external and internal environments occur continuously. It is with this dynamic environment in mind that this RFP is issued and with how any resulting contract will be managed.

MCCCDC currently purchases their office supplies from a cooperative contract that includes a core list of items that are deeply discounted, combined with a percentage off list for other items listed in the full catalog. Copy paper and printing services have not been a large percentage of the purchases under the current office supply contract. It is the intent with the new agreement that future purchases of these items may be facilitated under this contract if it is found advantageous to MCCCDC.

Further, there have been other items excluded from purchase under the office supply contract (furniture, technology items). MCCCDC is willing to consider removing some or all of the restrictions for technology items and will evaluate those items as part of the non-core / full catalog offerings. A separate RFP will be released that addresses furniture.

It is the desire of MCCCDC to actively drive usage to the core items of this contract as well as continually evaluate and refine this list as new usage data is gathered throughout the life of the contract. It is MCCCDC administration's goal to actively promote and advocate this contract to maximize usage and

savings. Any suggestions or mechanisms that might help accomplish this goal should be outlined in depth in your response.

5.2 SCOPE OF WORK:

Describe in detail how your proposed solution to the items listed in the specific requirements section would be executed.

Functional

Detail how your company would fulfill the specifications of this program.

- 5.2.1.1 Describe the methods in which an order may be placed. List any cut-off time in order for standard next business day delivery to occur.
- 5.2.1.2 Describe how individual user accounts may be requested and created.
- 5.2.1.3 Detail the security used to protect user information from unauthorized access.
- 5.2.1.4 Can order status be monitored online? Is there a delivery tracking feature?
- 5.2.1.5 Provide a demonstration account for evaluation members to login and test for ease of use and functionality. Outline any customizations that may be made to the order platform that would better suit MCCCCD's requirements.
- 5.2.1.6 Describe in detail the order cycle from order placement, processing, delivery, billing, etc.
- 5.2.1.7 What delivery options do you offer besides a centralized delivery point (ex-desktop, expedited, etc.)? List any additional charges associated with these methods.
- 5.2.1.8 What is your return policy? Detail how a return can be requested. List any restrictions, restocking fees, deadlines for returns, length of time for a credit to be issued, etc.
- 5.2.1.9 What is your fill rate (within 24 hours of receipt of an order) of the 200 most commonly used items from our core list? How many of our core list items would be standard stock items in the distribution center servicing the MCCCCD account?
- 5.2.1.10 How are backorders handled? What are the options for a user to cancel that backorder or request a substitute product?
- 5.2.1.11 What is the location of the distribution center that will be servicing the MCCCCD account?
- 5.2.1.12 How will product substitutions or deletions be handled? Will an alternate product be recommended or automatically substituted?
- 5.2.1.13 Are there locations available for users to walk-in to purchase contracted items and/or pick up online orders (retail locations, warehouse will call)? If so, provide the locations and how this process would work.
- 5.2.1.14 What capability does the ordering platform have to direct users to core items; lower priced alternatives; or more sustainable options?
- 5.2.1.15 Can a specific item or product group be restricted from the ordering platform?
- 5.2.1.16 Describe the types of reporting that may be requested. Provide samples of reports that can be generated for usage, spend analysis, and sustainability tracking.

- 5.2.1.17 List the formats (Excel, Adobe PDF, etc.) the reports will be available in and also how quickly can they be provided.
- 5.2.1.18 Is there an ability to generate reports on demand / self-service? What kind of data can be requested in these reports?
- 5.2.1.19 What self-service account administration features are available (generating reports, adding users, restricting items, etc.)?
- 5.2.1.20 Is there an ability to price match items if a lower online price is found? If so, how would that process be handled?
- 5.2.1.21 Elaborate how your company would help MCCCCD better achieve the desired goal of driving more core list spending and ways to maximize savings.
- 5.2.1.22 Do you offer any prompt pay discounts? If so, list in section 8 Pricing Schedule.
- 5.2.1.23 Detail the discounts offered for non-core items/product category items and how they will be calculated. List them in section 8 Pricing Schedule.
- 5.2.1.24 Can user logins for the evaluation team to review the system functionality and the ordering process outlined in your proposal be made available for testing? Access level and functionality should mimic what end users and system administrators will have in your system.

Implementation

Detail your plan to transition, provide training, and implement your proposed solution.

- 5.2.2.1 Identify who will train MCCCCD staff and their experience in training.
- 5.2.2.2 What MCCCCD resources will be required to perform training?
- 5.2.2.3 Can additional trainings be scheduled for new users when needed? Detail how this would be done.
- 5.2.2.4 Provide an estimated time-line to complete implementation. Provide any recent examples of transitions of other organizations of similar size and scope.
- 5.2.2.5 Detail any technological requirement or ITS participation that may be needed for implementation.

Business Reviews

In order to foster a more strategic partnership regular business reviews are requested.

- 5.2.4.1 Provide a sample agenda for a typical review.
- 5.2.4.2 What factors are important to include at the review and why? Who should be invited to these meetings?
- 5.2.4.3 Do you agree with the business review frequency and purpose described in section 4.2.6.3 of this RFP? If not, what are your suggestions for change and why?
- 5.2.4.4 Give some specific examples of past experiences and results with other business reviews you have done.

Account Team

Identify the main account team that will be responsible for day-to-day interactions with MCCCCD.

- 5.2.5.1 Describe their experience, years with the company, familiarity with the ordering platform, etc.

- 5.2.5.2 Will there be assigned back-up to the account representative?
- 5.2.5.2 Please provide an organizational chart of your company beginning with assigned account representative to the person who would be authorized to approve a contract change.

5.3 SUSTAINABILITY:

MCCCD is interested in solutions that offer sustainable (Green) options or alternatives but also take into consideration the fiscal prudence we seek with this contract.

- 5.3.1.1 Outline ways your company can assist MCCCD in becoming a more sustainable entity through its office supply program.
- 5.3.1.2 How will these efforts be monitored and reported?
- 5.3.1.3 Is there a way to offer both a contracted core item as well as a sustainable alternative?
- 5.3.1.4 Provide past examples of being able to provide more sustainable options without significant cost increases.
- 5.3.1.5 Preferably a 30-70% recycled content for paper products would be desired if costs are similar. Is that possible? Would samples be available?
- 5.3.1.6 Is paper sourced with an FSC (Forest Stewardship Council) certification?
- 5.3.1.7 Do you or can you utilize a packaging reduction or reusable shipping container program with our account? If so, please describe your program in detail. Attach pictures of these containers.

5.4 ADDITIONAL SERVICES

Proposer may offer, on a separate page referencing this Section 5.5, additional goods and/or services including associated costs/prices that are not addressed in Section 8. The District retains the absolute and sole discretion to examine and consider these additional goods/service options for inclusion in the contract awarded under this RFP.

5.5 STRATEGIC ADDED VALUE OFFERINGS:

MCCCD would be interested in receiving any suggestions that would bring added value to this contract. As stated in section 5.1, the previous sources of State revenue support have been cut and in order to continue to provide the quality of education our students deserve MCCCD is open to considering new resources and ideas to help alleviate these short-falls. These proposals may be a one-time or recurring in nature, revenue producing (such as incentives or rebates) or other such offerings that would bring added value to our organization. Creative solutions are encouraged and should be clearly labeled in the proposal under this section (5.5).

Potential added value offerings may be proposed in general in this section but will not be reviewed and considered until after the competitive evaluation process has been completed. Once a susceptibility of award is determined by the evaluation team further negotiations regarding these added value offerings may occur and must be completed prior to a final contract award.

The negotiation of any added value offerings are separate from the evaluation process. Changes /

additions to these offerings may be made if agreed upon in writing by both parties and included as a signed contract amendment.

MCCCD reserves the right to exclude items offered under this section from co-operative use unless also agreed upon by the awardee.

6. EVALUATION CRITERIA

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

- 6.1. General quality of responsiveness of proposer:
 - A. Ability to meet all terms and conditions
 - B. Completeness and thoroughness of proposal
 - C. Grasp of scope of work to be performed
 - D. Description of approach to be taken
 - E. Evidence of effective organizational and management practices
 - F. Qualifications of personnel
 - G. Experience and past performance

- 6.2 Specific areas that will be evaluated and scored except as described in STEP THREE below:
 - A. Past experience in providing comparable services to other clients.
 - B. Responses to Minimum and Specific Requirements.
 - C. Respondent Questionnaire responses.
 - D. Pricing.
 - E. Sustainability

Proposals will be evaluated in accordance with the following three-step process:

STEP ONE - Verification of each proposer's compliance with the RFP general terms and conditions as listed in Section 1, 2 and 3 of this RFP.

STEP TWO - Verification of each proposer's compliance that all required written responses/confirmations are thoroughly submitted.

STEP THREE – All proposals meeting the criteria as presented in Steps One and Two will be evaluated with a "points-earned compliance matrix". An evaluation committee will evaluate and score the proposals. The proposals will be ranked on a "points-earned" technical, service and financial compliance matrix. The evaluation committee may continue to evaluate proposals after the initial scoring of them by any means that it deems reasonable. The lowest dollar priced service **may** or **may not** indicate the successful proposer. Price constitutes only one of several evaluation criteria. If the evaluation committee schedules oral presentations, the presentations **may** or **may not** be scored and that scoring may but is not required to be added to the previous scoring of the proposals. The evaluation committee reserves the right to use additional advisory committees or subject matter experts at any time during this RFP to assist with the evaluation.

7. RESPONDENT QUESTIONNAIRE

Provide information to all sections below. Failure to provide required information may cause the proposal to be deemed non-responsive.

Give an overview of your company's history and capabilities in the office supply industry. Include years in business, experience with business-to-business customers, retail outlets, financial outlook, account team, etc.

- 7.1 Company Overview
- 7.2 Corporate Structure
 - 7.2.1 Legal entity
 - 7.2.2 State of registration or incorporation
 - 7.2.3 Public company – listing symbol
 - 7.2.4 Majority ownership
- 7.3 Operating History
 - 7.3.1 Years in business
 - 7.3.2 Growth rate
 - 7.3.3 Services
 - 7.3.4 Hours of operation
 - 7.3.5 Financial condition
- 7.4 Core Business Strategy
- 7.5 Organizational Structure
- 7.6 Business Outlook

NOTE: When responding to this section, clearly identify in your proposal response each paragraph number shown above and your response to that paragraph.

8. Pricing Schedule

The undersigned has read and understands all conditions and terms of RFP 3371-6, is authorized to submit this proposal on behalf of the company, and hereby offers to perform the services for the **pricing** indicated below:

8.1 Products/Services as requested in this RFP:

Submit Pricing for Core Items directly on Attachment C. Submit Pricing for Paper Items directly on Attachment D. Include an Excel spreadsheet of pricing on the USB flash drive as part of your proposal.

Any private label / brand items listed on the Core list or Paper list may be substituted with an equivalent item. The quality, count, package size, etc. of any substituted item should be equal or better than the private label / brand item it is replacing. Any such substitutions must be clearly identified by highlighting the substitute item in yellow.

8.2 Prompt Payment Discount (if offered): _____

8.3 Discount for product group/category outside of the Core Items list:

| Product Group / Category: | Cost Plus Percentage: |
|---------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

8.4 Additional Products / Services and Costs:

| Products / Service: | Cost: |
|---------------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

8.5 Purchase Volume Rebate (if offered):

| Annual Purchase Volume (in dollars) | Percent Rebate |
|-------------------------------------|----------------|
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |

Other required services/fees, if any, not specifically requested in the RFP (list below)

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Costs/Fees listed above shall include all overhead and profit. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, travel, any out-of-pocket costs, meetings, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, office supplies, etc.

You may submit a more detailed pricing schedule in lieu of the above as an attachment to this page, but the next page must be completed, signed and included with your proposal.

9. Signature Page

Pursuant to Arizona Revised Statutes 35-391.06 & 35.393.06, proposer certifies that it does not have a scrutinized business operation in either Sudan or Iran.

SIGNATURE _____

PRINTED NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

Is your firm a:

Corporation* Partnership Individual Joint Venture

* If a corporation, answer the following:

(a) Where incorporated: _____

(b) Date incorporated: _____

(c) Have your Articles ever been suspended or revoked? Yes No

If yes, when, for what reason, and when were they reinstated:

Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities?

If yes, when, for what reason, and when were they reinstated:

ATTACHMENT A

BIDDER'S STATEMENT

Interested Bidders are asked to review and provide, as completely and accurately as possible, a **written response** on each applicable section below:

TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Bidder represents that it operates as:

_____ A CORPORATION incorporated under the laws of
the State of _____

_____ An INDIVIDUAL

_____ A PARTNERSHIP

_____ A NON-PROFIT ORGANIZATION

_____ A JOINT VENTURE

Federal Employer Identification
Number: _____

PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Bidder. To own the Bidding company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Bidder as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Bidder through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Bidder:

_____ IS _____ IS NOT owned or controlled by a "parent" company.

If the Bidder **IS** owned or controlled by a "parent" company, Bidder shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.

ATTACHMENT A

BIDDER'S STATEMENT (continued)

BIDDER REFERENCES

Private Business Contracts

MCCCD requires a **minimum of five (5) current and local references** for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such **during the past two (2) years**:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

ATTACHMENT A

BIDDER REFERENCES (continued)

Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

ATTACHMENT A

BIDDER'S STATEMENT (continued)

ADDITIONAL BUSINESS INFORMATION

Standard Business Hours

1. Days of week available for services: _____

2. Business hours of operation: _____

3. On-call/Emergency service hours: _____

 Phone Number(s): _____

 Web Address: _____

 FAX Number: _____

General Information

4. Business License Number: _____

5. Number of years in business under current name: _____

6. Number of offices in the State of Arizona: _____

7. Business Classification (check applicable category)

 Minority Owned Business (MBE) _____

 Woman Owned Business (WBE) _____

Does your firm hold this certification from any other agencies or companies?

No: _____ Yes: _____ With Whom? _____

ATTACHMENT A

ADDITIONAL BUSINESS INFORMATION (continued)

8. Name and address of office assigned to handle the MCCCCD account:

9. Account Manager Information:

Name: _____

Phone: _____

Pager: _____

10. Contractors License Number(s):

| TYPE | NUMBER |
|-------|--------|
| _____ | _____ |
| _____ | _____ |

11. Do you ever sub-contract any of your services?

_____ NO

_____ YES

If YES, which services?: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT.

ATTACHMENT B

MCCCD EXTERNAL ENTITY DUE DILIGENCE QUESTIONNAIRE

A completed MCCCD External Entity Due Diligence Questionnaire **is not required with the initial submission** of your proposal.

Should your proposal be deemed susceptible for an award this questionnaire may need to be completed and returned back to the MCCCD Purchasing Department within 7 days of such request for a Security and Privacy review by both MCCCD's Legal and Information Technology Services (ITS) Departments.

Failure to completely fill out and return the form by the requested deadline date may be grounds to disqualify your proposal from award consideration.

Failure to answer subsequent questions or comply with any requests by the Legal and the ITS Departments may also disqualify your proposal from award consideration.

ATTACHMENT B

**MCCCD EXTERNAL ENTITY DUE DILIGENCE QUESTIONNAIRE
FOR COMPLETION BY EXTERNAL ENTITY
SECURITY AND HOSTING STANDARDS AND PRACTICES**

Instructions for Completion of this Questionnaire:

This questionnaire must be completed if the product or service that MCCCD is being asked to adopt involves data and information that is not exclusively stored at MCCCD. By completing this questionnaire, you are verifying that your responses are based on personal knowledge and that they are the result of your due diligence to provide accurate and comprehensive information about the matter at hand.

Name of External Entity: Click here to enter text.

First and Last Names of Preparer: Click here to enter text.

Date of Completion: Click here to enter a date.

By submitting this questionnaire, I certify that I have read and agree to its contents. I attest to the validity of the responses provided herein and I certify that all responses are (i) based on my personal knowledge and (ii) the result of my due diligence to provide accurate and comprehensive information about the matter at hand.

The following table lists various security and privacy-related reports for which we ask that you provide information. Please select the correct drop-down box entry for each of the following report types to indicate whether your organization has been the subject of an audit by an independent organization which evaluates and provides an opinion on the existence and effectiveness of information security controls.

| | |
|---|-----------------|
| Report Type 1: Department of Defense Certification and Accreditation | Choose an item. |
| Report Type 2: FISMA Audit | Choose an item. |
| Report Type 3: SSAE16 | Choose an item. |
| Report Type 4: SOC 1, SOC 2 or SOC 3 [Note: The SOC 3 report is generally available and does not require an NDA; however, if your organization can provide only the SOC 1 or SOC 2, MCCCD Legal is willing to sign an NDA prior to disclosure.] | Choose an item. |
| Report Type 5: PCI DSS Audit | Choose an item. |
| Report Type 6: HIPAA Audit | Choose an item. |
| Report Type 7: Other Audit by an independent organization which evaluates and provides an opinion on the existence and effectiveness of your organization's information security controls (e.g., certification regarding a Learning Tool Interoperability (LTI) in Canvas). | Choose an item. |

If you answered "Yes" to one or more of the above report types, please provide evidence or attach a copy of the corresponding report(s) with your response. You do not need to respond to the remaining questions.

If you answered "No" to each of the above report types, please complete the remainder of the questionnaire and submit it and all related documentation with your response.

For each of the following questions, please provide a copy of your organization's policy or other documentation that addresses the particular item. Please provide as much detail as possible in your responses. Feel free to include links to websites where further explanations may be found.

[EMBED POLICIES, MANUALS, REPORTS AND RELATED DOCUMENTATION IN THIS TABLE]

| | | |
|--|--|--|
| | | |
| | | |
| | | |

2.0 Security Policies

2.1 Organizational Security

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | <p>Are the following teams and individuals involved in information security at external entity and are their roles and responsibilities clearly defined?</p> <ul style="list-style-type: none"> a) Executive-level oversight committee b) Corporate information c) All lines of business (LoBs) d) Individual information security managers who are assigned by each LoB | | |
| 2. | <p>Do external entity's information security policies and practices include in sufficient detail guiding principles for:</p> <ul style="list-style-type: none"> a) Development? b) Executive approval? c) Implementation? d) Maintenance? | | |
| 3. | <p>Do external entity's information security policies promote the practice of:</p> <ul style="list-style-type: none"> a) Compartmentalization of information? b) Least privilege? c) Need-to-know? d) Segregation of duties? | | |
| 4. | <p>Are the following individuals subject to external entity organizational security policies?</p> | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | a) All full-time and part-time employees? b) Temporary employees? c) Independent contractors ³ and subcontractors ⁴ ? | | |
| Additional Comments: | | | |

2.2 Asset Classification and Control

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | Does external entity policy define the following information assets as protected data and promote adherence to minimum handling requirements by all external entity personnel? a) Personally Identifiable Education Records - Covered under Family Educational Rights and Privacy Act (FERPA) b) Personally Identifiable Financial Information (PIFI/spiffy) - Covered under Gramm–Leach–Bliley Act (GLBA aka Financial Services Modernization Act of 1999) c) Payment Card Information (PCI/epic) - Covered under Payment Card Industry Data Security Standard (PCI DSS) d) Protected Health Information (PHI/phi) - Covered under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) | | |
| 2. | Does external entity policy require implementation of anti-virus and personal firewall software? | | |
| 3. | Does external entity policy strongly recommend use of a computer program to manage the distribution of updates and hotfixes to computers in a corporate environment? | | |
| 4. | Do external entity asset classification and control security policies apply to the following | | |

³ The term “independent contractor(s)” means independent contractors retained by external entity and its subsidiaries that provide services for the benefit of the external entity and its subsidiaries.

⁴ The term “subcontractor(s)” means subcontractors retained by external entity and its subsidiaries that assist in performing all or any part of the services which the external entity has undertaken to perform.

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | individuals? a) All full-time and part-time employees? b) Temporary employees? c) Independent external entities and subcontractors? | | |
| 5. | Do external entity policies establish requirements for acceptable non-personal business-related use of external entity's: a) Corporate network? b) Computer systems? c) Telephony systems? d) Messaging technologies? e) Internet access? f) Reprographic systems? g) Other company resources? | | |
| Additional Comments: | | | |

2.3 Human Resource Security

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | Does external entity have a code of ethical conduct that: a) Establishes high standards for ethics and business conduct? b) Applies to every level of the company? c) Applies to every location where external entity does business throughout the world? d) Applies to all full-time and part-time employees? e) Applies to temporary employees? d) Applies to independent contractors and subcontractors? e) Covers the topic of legal and regulatory compliance? f) Covers the topic of business conduct and relationships? | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | g) Requires compliance-tracked training that occurs biennially (i.e., once every 2 years) in: <ul style="list-style-type: none"> a. Ethics? b. Business conduct? c. Sensitive information handling? | | |
| Additional Comments: | | | |

2.4 Physical and Environmental Security

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | Does external entity policy establish corporate-level mandates for complying with the U.S.-European Union Safe Harbor Program's EU Data Protection Directive of 1998 on maintaining the privacy and integrity of personal data? | | |
| 2. | Does external entity policy establish mandates for frequently undergoing the second of three AICPA (American Institute of CPAs) Service Organization Controls audits (i.e., the "SOC 2" audit) to measure the following controls related to external entity's provision of IT and data center services: <ul style="list-style-type: none"> a) Security? b) Availability? c) Processing integrity (ensuring system accuracy, completion and authorization)? d) Confidentiality? e) Privacy? | | |
| 3. | Does external entity policy provide corporate-level mandates for log retention, review and analysis covering: <ul style="list-style-type: none"> a) Minimum log requirements? b) Responsibilities for the configuration and implementation of logging? c) Alert review? d) Problem management? e) Retention? f) Security and protection of logs? | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | g) Compliance review? | | |
| 4. | <p>Does external entity policy establish information erasure guidelines that cover:</p> <ul style="list-style-type: none"> a) Data erasure from all types of electronic media? b) Cost-benefit analysis of physical destruction vs. post-sanitization recycling? | | |
| Additional Comments: | | | |

2.5 Access Control

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| 1. | <p>Does external entity policy describe logical access control requirements for all external entity systems, including:</p> <ul style="list-style-type: none"> a) Authentication? b) Authorization? c) Access approval? d) Provisioning? e) Revocation for employees and other external entity-defined 'users' with access to external entity systems that are neither internet-facing nor publicly accessible? | | |
| 2. | <p>Does external entity policy require use of strong password controls by external entity employees⁵, independent contractors, subcontractors and temporary employees that include instructions on how to:</p> <ul style="list-style-type: none"> a) Choose effective passwords? b) Protect passwords? c) Change and store passwords and PINs? | | |
| Additional Comments: | | | |

⁵ The term "external entity employees" means full-time and part-time employees of external entity.

2.6 Business Continuity Management

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| 1. | <p>Does external entity policy establish requirements for the development, maintenance and testing of the following:</p> <ul style="list-style-type: none"> a) Emergency response? b) Disaster recovery? c) Business continuity practices? | | |
| Additional Comments: | | | |

2.7 Compliance

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | <p>Does external entity policy require appropriate treatment by external entity of the following information assets that reside on external entity, customer and/or third-party systems to which external entity may be provided access in connection with the provision of the services:</p> <ul style="list-style-type: none"> a) Personally identifiable education records? b) PIFI/ePIFI? c) PCI/ePCI? d) PHI/ePHI? | | |
| 2. | Does external entity policy require timely and efficient reporting of and response to information security incidents? | | |
| 3. | <p>Does external entity maintain a detailed incident response plan that:</p> <ul style="list-style-type: none"> a) Defines roles and responsibilities? b) Establishes procedures detailing actions taken during the incident based on: <ul style="list-style-type: none"> a. Incident type (e.g., virus, hacker intrusion, data theft, system destruction)? b. Severity of threat to system or data? c. Status of incident (e.g., active, contained)? | | |
| 4. | Does external entity policy provide requirements for external entity employees, independent contractors, subcontractors and temporary employees to notify identified | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | contacts internally in the event of suspected unauthorized access to: <ul style="list-style-type: none"> a) Customer data? b) Personally identifiable education records? c) PIFI/ePIFI? d) PCI/ePCI? e) PHI/ePHI? | | |
| Additional Comments: | | | |

3.0 Physical Security Safeguards

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | Do external entity physical security standards restrict access to service locations to only the following: <ul style="list-style-type: none"> a) External entity employees? b) Independent contractors and subcontractors? c) Temporary employees? d) Authorized visitors? | | |
| 2. | Do external entity standards require that identification cards be issued to and worn while on the premises by the following individuals: <ul style="list-style-type: none"> a) External entity employees? b) Independent contractors and subcontractors? c) Temporary employees? d) Authorized visitors? | | |
| 3. | Do external entity standards require authorized visitors to adhere to the following guidelines when on the premises: <ul style="list-style-type: none"> a) Sign a visitor's register? b) Be escorted and/or observed? c) Enter into a written confidentiality agreement with external entity? d) Return external entity-issued | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | identification cards upon departure? | | |
| 4. | Do external entity standards require external entity security to monitor: <ul style="list-style-type: none"> a) Possession of keys/access cards? b) Ability to access service locations? | | |
| 5. | Do external entity standards require: <ul style="list-style-type: none"> a) Keys/cards to be returned by staff leaving external entity's employment? b) Keys/cards to be deactivated upon termination? c) After-hours access to service locations to be monitored and controlled by external entity security? d) All repairs and modifications to the physical security barriers and/or entry controls at service locations to be authorized by external entity security? | | |
| Additional Comments: | | | |

4.0 Network Security

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | Does external entity policy employ intrusion prevention and detection systems within the external entity network to provide continuous surveillance: <ul style="list-style-type: none"> a) For intercepting and responding to security events? b) In real time as security events are identified? c) By using a network-based monitoring approach to detect attacks on open ports? d) By using signature detection to match patterns of environment settings and user activities against a database of known attacks? e) By updating the signature database as new releases become available for commercial distribution? f) For dispatching alerts to external entity's personnel who will review and | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | respond to potential threats? | | |
| 2. | Does external entity policy require use on the external entity network of: <ul style="list-style-type: none"> a) Access control lists? b) Segmentation to separate customer data? | | |
| 3. | Do external entity standards require: <ul style="list-style-type: none"> a) Management and monitoring by external entity's IT department of all routers and firewall logs? b) Safeguarding of network devices via centralized authentication? e) Auditing of network usage? | | |
| 4. | Do external entity standards require external entity to access the environments residing on customer's system over the Internet by using either of the following technologies: <ul style="list-style-type: none"> a) Encrypted network traffic via another industry standard Virtual Private Network (VPN) or equivalent technology? b) Technology permitted by customer's network administrator? | | |
| Additional Comments: | | | |

5.0 Data Management/Protection

5.1 Deletion of Environments

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | Does external entity policy require that upon termination of services or at customer's request, external entity will: <ul style="list-style-type: none"> a) Delete the environments located on external entity computers in a manner designed to ensure that they cannot reasonably be accessed or read, unless there is a legal obligation imposed on external entity preventing it from deleting all or part of the environments? b) Archive environments on tape for six (6) months following termination of the services, unless otherwise specified in writing by customer or by | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|-------------------------------|---------|--------------------------------|
| | judicial or regulatory order? | | |
| Additional Comments: | | | |

5.2 Reporting Security Incidents

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| 1. | <p>Does external entity policy require that if the customer contract specifies that external entity is required to access a production environment to perform the services and/or to receive production data into a development or test environment to perform the services, external entity will take the following additional measures:</p> <p>a) External entity will frequently evaluate and respond to incidents that create suspicions of unauthorized misappropriation of customer's data, and external entity security will be informed of such incidents and, depending upon the nature of the activity, will define escalation paths and response teams to address the incidents?</p> <p>b) If external entity determines that data in customer's environment(s) may be or has been subject to a legal determination that a security incident has occurred (including by a external entity employee) or any other circumstance in which customer is required to provide a notification under applicable law, external entity will, unless otherwise required by law, report within 24 hours such misappropriation in writing to customer's privacy officer?</p> | | |
| 2. | Does external entity policy require that external entity personnel be instructed in addressing incidents where handling of data has been misappropriated, including prompt and reasonable reporting and escalation procedures? | | |
| Additional Comments: | | | |

5.3 Disclosure of Data

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | Does external entity policy prohibit external entity from disclosing data located on external entity, customer and/or third-party systems to which external entity may be provided access | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | in connection with the provision of the services, including text and images, except in accordance with customer's contract, customer's written instructions, or to the extent required by law? | | |
| 2. | Does external entity policy require that external entity use diligent efforts to inform customer, to the extent permitted by law, of any request for such disclosure before disclosure is made? | | |
| Additional Comments: | | | |

6.0 Access Control

6.1 Account Provisioning and Passwords

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| 1. | <p>Does external entity policy require external entity to maintain the following standards for provisioning access to and creating passwords for the environments that are in the control of external entity:</p> <ul style="list-style-type: none"> a) Access is provisioned on a need-to-know basis? b) Passwords conform to the strong password guidelines that include: <ul style="list-style-type: none"> a. Complexity? b. Expiration? c. Duplicity? d. Length? c) Passwords are neither written down nor stored on-line unencrypted in a reversible format? d) Passwords are treated as external entity confidential information? e) At customer's request, external entity will agree with customer on a schedule for periodic password changes? f) User IDs and passwords to customer's systems are not communicated to any other person without customer's prior written authorization? | | |
| Additional Comments: | | | |

6.2 General Access

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| 1. | Does external entity policy require in the event of employee terminations, deaths or resignations, external entity will take actions to terminate network, telephony and physical access for such former employees? | | |
| 2. | Does external entity policy require that external entity security frequently review accounts of terminated employees to verify that access has been terminated and that stale accounts have been removed from external entity's network? | | |
| Additional Comments: | | | |

7.0 Additional External Entity Practices

7.1 Computer Virus Controls

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | Does external entity policy require external entity to maintain mechanisms within the external entity network for computers issued to external entity employees, independent contractors, subcontractors and temporary employees and with the following capabilities: <ul style="list-style-type: none"> a) Scans email sent both to and from any external entity recipient/sender for malicious code? b) Deletes email attachments that are infected with known malicious code prior to delivery? | | |
| 2. | Does external entity policy require all external entity employee, independent contractor, subcontractor and temporary employee laptops to be equipped with virus protection software? | | |
| 3. | Does external entity policy require external entity to maintain mechanisms that ensure: <ul style="list-style-type: none"> a) Virus definitions are frequently updated? b) Updated definitions are published and communicated to external entity employees, independent contractors, subcontractors and temporary employees? c) External entity employees, independent contractors, subcontractors and temporary employees are able to automatically | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | <p>download new definitions and update virus protection software?</p> <p>d) Compliance reviews are frequently conducted by external entity?</p> | | |
| 4. | Does external entity policy require all customer data stored on external entity employee, independent contractor, subcontractor and temporary employee laptops and removable media be encrypted? | | |
| Additional Comments: | | | |

7.2 Information Security Managers

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| 1. | <p>Does external entity policy establish the "Information Security Manager" role under which an advocate within external entity has the following responsibilities:</p> <p>a) Communicate information security awareness to external entity employees, independent contractors, subcontractors, temporary employees and management?</p> <p>b) Work effectively with external entity employees, independent contractors, subcontractors, temporary employees and management to help implement and comply with external entity's corporate security practices, policies and initiatives?</p> | | |
| Additional Comments: | | | |

8.0 Human Resources Security

8.1 Personnel

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | <p>Does external entity code of ethical conduct require compliance with and acknowledgement of it by the following:</p> <p>a) External entity employees?</p> <p>b) Independent contractors?</p> <p>c) Subcontractors?</p> <p>d) Temporary employees?</p> | | |
| 2. | Does external entity code of ethical conduct stress reduction of the following risks: | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | <ul style="list-style-type: none"> e) Human error? f) Theft? g) Fraud? h) Misuse of facilities? | | |
| 3. | <p>Do external entity's efforts include:</p> <ul style="list-style-type: none"> a) Personnel screening? b) Making personnel aware of security policies? c) Training employees to implement security policies? | | |
| Additional Comments: | | | |

8.2 Security Requirements

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| 1. | <p>Does external entity policy require external entity employees, independent contractors, subcontractors and temporary employees to take the following measures to protect the security of the environments:</p> <ul style="list-style-type: none"> a) Adhere to written confidentiality agreements? b) Comply with company policies concerning protection of confidential information? c) Store materials containing data securely and share those materials internally only for the purposes of providing the services? d) Dispose of paper copies of confidential materials and materials containing data in shredding bins designated for confidential information, and not in non-secure recycling bins or trashcans (if shredders are available at client site)? | | |
| Additional Comments: | | | |

8.3 Independent Contractors and Subcontractors

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | Does external entity policy require that external entity enter into the following written | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|---|---------|--------------------------------|
| | agreements with each independent contractor and subcontractor: a) Confidentiality agreement? b) Services provider agreement that includes the external entity standards which require implementation of physical, technical and administrative safeguards consistent with external entity's obligations under the order and the <i>MCCCD External Entity Security and Hosting Standards and Practices</i> document? c) Network access agreement? | | |
| 2. | Does external entity policy establish that external entity is responsible for assuring that the independent contractors and subcontractors access, use and protect the security of the environments in a manner consistent with: a) The terms of the order? b) The <i>MCCCD External Entity Security and Hosting Standards and Practices</i> document? | | |
| Additional Comments: | | | |

8.4 Training

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|--|---------|--------------------------------|
| 1. | Does external entity policy establish that all external entity employees, independent contractors, subcontractors and temporary employees complete online information protection awareness training that satisfies the following requirements: a) Conducted upon hiring and at least every two years thereafter? b) Instructs participants on their obligations under the various central external entity privacy and security policies? c) Instructs participants on data privacy principles and data handling practices that may apply to their jobs at external entity and are required by company policy, including those related to: a. Notice? | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | <ul style="list-style-type: none"> b. Consent? c. Use? d. Access? e. Integrity? f. Sharing? g. Retention? h. Security? i. Disposal? | | |
| 2. | <p>Does external entity policy require that external entity:</p> <ul style="list-style-type: none"> a) Perform periodic compliance reviews to determine if external entity employees, independent contractors, subcontractors and temporary employees have completed the online information protection awareness training course? b) Promptly notify and instruct external entity employees, independent contractors, subcontractors and temporary employees to complete training, if external entity determines they have not done so? c) Prepare and distribute written materials to promote awareness about security-related issues? | | |
| Additional Comments: | | | |

8.5 Enforcement

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|-----|---|---------|--------------------------------|
| 1. | <p>Does external entity policy establish that:</p> <ul style="list-style-type: none"> a) External entity conduct security reviews, assessments and audits frequently to confirm compliance with external entity information security policies, procedures and practices? b) External entity employees, independent contractors, subcontractors and temporary employees who fail to comply may be subject to disciplinary action, up to and including termination? c) External entity provide customer with a | | |

| No. | Control Requirements | Yes/No? | Comments/Compensating Controls |
|----------------------|--|---------|--------------------------------|
| | <p>copy of the results of the security reviews, assessments, and audits within one week of either positive or negative results?</p> <p>d) If external entity materially fails a review, assessment and/or audit or is unable to execute an agreed-to remediation plan, customer may terminate the contract and any further payment obligation?</p> | | |
| Additional Comments: | | | |

MCCCD EXTERNAL ENTITY SECURITY AND HOSTING PRACTICES AND STANDARDS

This document identifies the security practices that are required for External Entities performing information technology services for MCCCD.

I. Definitions

The term “Authorized Visitor” means visitors who are pre-approved by MCCCD to access the Environments.

The term “Continental United States” refers to all of the United States on the North American continent. The Continental United States includes 49 states, i.e., each of the 50 states exclusive of Hawaii.

The term “External Entity” means the entity that is responsible for performing information technology services for MCCCD. External Entity is also comprised of various teams and individuals involved in information security at External Entity, including the executive-level oversight committee, corporate information, all lines of business (LoBs) and individual information security managers (“ISMs”) who are assigned by each LoB to represent the security leadership of each organization. Additionally, External Entity also includes any Subcontractor or third-party that External Entity deploys for the delivery of Services,

The term “Environment(s)” means MCCCD’s technology environments to which External Entity is granted access in order to provide the services.

The term “Service Location(s)” means External Entity offices from which the Environments may be accessed.

The term “Service(s)” means the information technology service(s) described and set forth under a written contractual agreement between MCCCD and External Entity.

The term “Subcontractors” means subcontractors retained by External Entity and its subsidiaries that assist in performing the Services.

II. Security Policies

External Entity’s corporate security policies must cover the management of security for both its internal operations as well as the Services External Entity provides to its customers, and apply to all External Entity employees, subcontractors and third-parties to External Entity, temporary employees, and individuals and legal persons that are involved in delivering services. These policies, which are aligned with the ISO/IEC 17799:2005 and ISO/IEC 27001:2005 standards, govern all areas of security applicable to the services.

Organizational Security

External Entity policy should describe the roles and responsibilities of various teams and individuals involved in information security at External Entity, including the executive-level oversight committee, corporate information, all lines of business (LoBs) and individual ISMs who are assigned by each LoB to represent the security leadership of each organization.

The policy should also describe the principles for development, executive approval, implementation, and maintenance of all information security policies and practices at External Entity. This over-arching information security policy also describes governing principles such as 'need to know', least privilege, and segregation of duties.

- All individuals and legal persons who are involved in delivering Services are subject to External Entity security policies.

Asset Classification and Control

- External Entity policy should provide guidelines for all External Entity personnel regarding information classification schemes and minimum handling requirements associated with those classifications in an effort to ensure proper protection of External Entity and MCCCCD information assets.

External Entity policy should require the implementation of anti-virus and personal firewall software and strongly recommends the use of Software Update Service (SUS) for Windows on desktop and laptop computers.

- External Entity policy should set requirements for use of the external entity corporate network, computer systems, telephony systems, messaging technologies, Internet access, and other company resources.

Human Resource Security

- External Entity should have a code of conduct that sets forth external entity's high standards for ethics and business conduct at every level of the company, and at every location where external entity does business throughout the world.
- The standards apply to employees, independent contractors, and temporary employees and cover the areas of legal and regulatory compliance and business conduct and relationships.
- Compliance-tracked training in ethics and business conduct and sensitive information handling is required once every two years.

Physical and Environmental Security

- External Entity should have a policy that states corporate-level mandates for log retention, review, and analysis. Areas covered include minimum log requirements, responsibilities for the configuration and implementation of logging, alert review, problem management, retention, security and protection of logs, as well as compliance review.
- External Entity should have a policy that establishes guidelines for secure erasure of information, from all types of electronic and physical media, where use for current purposes is no longer needed and a decision has to be made regarding recycling or destruction. The policy is intended to protect external entity resources and information from security threats associated with the retrieval and recovery of information on electronic media.

Access Control

- External Entity should have a policy that describes logical access control requirements for all external entity systems, including authentication, authorization, access approval, provisioning, and revocation for employees and any other external entity-defined 'users' with access to external entity systems which are not Internet facing publicly accessible systems.
- External Entity should have a policy that requires protection of information assets by external entity employees, through the use of strong password controls where passwords are being used as a method of authentication.
- External Entity's policy should describe the identity and access management method to define, allocate, adjust or remove an identity. The policy should address the characteristics of an identity, so as to ensure each identity is unique

Business Continuity Management

- External Entity should have a policy that addresses the requirements for the development, maintenance and testing of emergency response, disaster recovery, and business continuity

practices to minimize the impact of business disruptive events on external entity's internal business operations globally.

- External Entity has a Business Continuity Plan that addresses MCCC'D's business continuity requirements and this plan is tested at least once (1 time) every contract year

Compliance

- External Entity should have a policy that describes External Entity's treatment of data that resides on External Entity, MCCC'D or third-party systems (including personally identifiable information or "PII") to which External Entity may be provided access in connection with the provision of the Services.
- External Entity must have a policy that requires reporting of and response to information security incidents in a timely and efficient manner. External Entity must also maintain a detailed incident response plan to provide specific guidance for personnel involved in or supporting incident response.
- External Entity must have a policy that provides requirements for External Entity employees to notify identified contacts internally, in the event of suspected unauthorized access to MCCC'D data, PHI, PII and PCI.

III. Physical Security

Physical Security Safeguards: External Entity must maintain the following physical security standards, which are designed to prohibit unauthorized physical access at the Service Location(s).

- Physical access to Service Locations is limited to External Entity employees, Subcontractors and Authorized Visitors.
- External Entity employees, subcontractors and authorized visitors are issued identification cards that must be worn while on the premises.
- Authorized Visitors are required to sign a visitor's register, be escorted and/or observed when they are on the premises, and/or be bound by the terms of a confidentiality agreement with External Entity.
- External Entity security monitors the possession of keys/access cards and the ability to access Service Locations. Staff leaving External Entity's employment must return keys/cards and key/cards and all other access are deactivated upon termination.
- After-hours access to Service Locations is monitored and controlled by External Entity security.
- External Entity security authorizes all repairs and modifications to the physical security barriers or entry controls at Service Locations.

IV. Network Security

External Entity must take the following steps to secure access to the Environments:

- External Entity employs intrusion detection systems within the External Entity network to provide continuous surveillance for intercepting and responding to security events as they are identified. External Entity utilizes a network-based monitoring approach to detect attacks on open firewall ports within External Entity's network. Events are analyzed using signature detection, which is a pattern matching of Environment settings and user activities against a database of known attacks. External Entity updates the signature database as new releases become available for commercial distribution. Alerts are forwarded to External Entity's IT department for review and response to potential threats.
- External Entity uses router rules, access control lists and segmentation on the External Entity network.
- External Entity's IT department manages and monitors all routers and firewall logs. Network devices are safeguarded via centralized authentication; usage is audited.
- When External Entity accesses the Environments residing on MCCC'D's system over the Internet, it uses only (a) encrypted network traffic via industry standard Virtual Private Network (VPN) or equivalent technology, or (b) technology permitted by MCCC'D's network administrator (e.g., direct dial-up or DSL if permitted on MCCC'D's network). Unless otherwise specified in MCCC'D's order, in (a) above, External Entity uses External Entity Continuous Connection Network (OCCN), which utilizes a persistent VPN tunnel and Cisco Software VPN Combination, for internet-based connections to the Environments.
- To the extent specified in MCCC'D's order, External Entity may also use a desktop/laptop client based product when it accesses the Environments residing on MCCC'D's system over the Internet. Examples include: Cisco Software VPN, Nortel Software VPN, Checkpoint Software VPN, Netscreen

Software VPN, Point-To-Point Tunneling Protocol (PPTP), Neoteris Secure Sockets Layer (SSL) VPN, Aventail SSL VPN.

- External Entity shall ensure that all systems that contact MCCC'D's network are controlled and managed from a virus protection perspective, to the extent that unmonitored or unwarranted systems (i.e. BYOD without External Entity Device Image) will be prohibited from connecting to MCCC'D's network.

V. Data Management/Protection

Deletion of Environments: Upon termination of services or at MCCC'D's request, External Entity will delete the Environments located on External Entity computers in a manner designed to ensure that they cannot reasonably be accessed or read, unless there is a legal obligation imposed on External Entity preventing it from deleting all or part of the Environments. Unless otherwise specified in writing, External Entity will archive Environments on tape for six months following termination of the services. MCCC'D shall be entitled to request a recovery of such backed-up Environments within the six months following termination.

Reporting Security Incidents: If the MCCC'D contract specifies that External Entity is required to access a production Environment to perform the Services and/or to receive production data into a development or test Environment to perform the Services, External Entity will take the following additional measures:

- External Entity will promptly evaluate and respond to incidents that create suspicions of unauthorized misappropriation of MCCC'D's data. External Entity security will be informed of such incidents and, depending upon the nature of the activity, will define escalation paths and response teams to address the incidents.
- If External Entity determines that data in MCCC'D's Environments has been misappropriated (including by a External Entity employee), External Entity will report such misappropriation to MCCC'D in writing.
- External Entity personnel are instructed in addressing incidents where handling of data has been misappropriated, including prompt and reasonable reporting and escalation procedures.

Disclosure of Data: External Entity will not disclose data located on External Entity systems, including text and images, except in accordance with MCCC'D's contract, MCCC'D's instructions, or to the extent required by law. External Entity will use diligent efforts to inform MCCC'D, to the extent permitted by law, of any request for such disclosure before disclosure is made.

Crisis Management and Escalation Management: External Entity policy will provide a detailed plan to address an identified infection or high risk security breach (high risk event), Such policy will include the detailed activities that address escalation of the resolution of the high risk event, up to an executive level crisis management.

VI. Access Control

Account Provisioning and Passwords: External Entity must maintain the following standards for provisioning access to and creating passwords for the Environments that are in the control of External Entity:

- Access is provisioned on a need to know basis.
- Passwords conform to the strong password guidelines that include complexity, expiration, duplicity and length. Passwords will not be written down or stored on-line unencrypted.
- Passwords are treated as External Entity confidential information.
- At MCCC'D's request, External Entity will agree with MCCC'D on a schedule for periodic password changes.
- User IDs and passwords to MCCC'D's systems are not communicated to any other person without MCCC'D's prior authorization.

General Access: In the event of employee terminations, deaths or resignations, External Entity will take immediate actions to terminate network, telephony and physical access for such former employees. External Entity security will periodically review accounts of terminated employees to verify that access has been terminated and that stale

VII. Additional External Entity Practices

Computer Virus Controls: External Entity must maintain the following computer virus controls for computers issued to External Entity employees:

- External Entity maintains a mechanism within the External Entity network that scans all email sent both to and from any External Entity recipient for malicious code and deletes email attachments that are infected with known malicious code prior to delivery.
- External Entity requires all External Entity employee laptops or other devices that can access MCCCCD's network to be loaded with virus protection software. External Entity maintains mechanisms to ensure that virus definitions are regularly updated, and that updated definitions are published and communicated to employees and other device users. These mechanisms also give employees and other device users the ability to automatically download new definitions and update virus protection software. From time to time, External Entity security will conduct compliance reviews to ensure employees and other device users have the virus software installed and up-to-date virus definitions on all desktops and laptops.

Information Security Managers: External Entity should have ISMs, who function as advocates within External Entity and carry the accountability to:

1. Ensure information security awareness to External Entity employees and management, and
2. Work collectively with that group to help implement and comply with External Entity's corporate security practices, policies and initiatives.

VIII. Human Resources Security

Personnel: All External Entity employees, independent contractors, and temporary employees must be required to abide by the External Entity code of ethics and by MCCCCD rules, when visiting MCCCCD sites. External Entity must place strong emphasis on reducing risks of human error, theft, fraud, and misuse of facilities. External Entity's efforts should include screening personnel, making personnel aware of security policies, and training employees to implement security policies. For example, employees are expected to have a clear understanding of password policies and policies concerning the handling of confidential information (in any form or shape).

Employee Security Requirements

External Entity employees must be required to take various measures to protect the security of the Environments. Employee obligations include written confidentiality agreements and compliance with company policies concerning protection of confidential information (e.g., External Entity code of conduct, acceptable use and information protection policies). Employees also are required to take the following measures to protect MCCCCD's data:

- Store materials containing data securely and share those materials internally only for the purposes of providing the services.
- Dispose of paper copies of confidential materials and materials containing data in shredding bins designated for confidential information, and not in non-secure recycling bins or trashcans.

Subcontractors

- External Entity will obtain a written confidentiality agreement from each subcontractor before the subcontractor provides services. In addition, subcontractors that require access to MCCCCD's Environments are required to sign a services provider agreement and a network access agreement. Included in the services provider agreement are the External Entity standards, which require the subcontractor to implement physical, technical and administrative safeguards consistent with External Entity's obligations under MCCCCD's order and this document.
- External Entity is responsible for assuring that its subcontractors access, use, and protect the security of the Environments in a manner consistent with the terms of MCCCCD's order and this document.

Employee Training

- All External Entity employees are required to complete information protection awareness training upon hiring and at least every two years thereafter. The course instructs employees on their obligations under the various central External Entity privacy and security policies. The course also

trains employees on data privacy principles as well as data handling practices that may apply to their jobs at External Entity and are required by company policy, including those related to notice, consent, use, access, integrity, sharing, retention, security and disposal of data.

- External Entity performs periodic compliance reviews to determine if employees have completed the online data privacy awareness-training course. If External Entity determines that an employee has not completed this training, the employee will be promptly notified and instructed to complete such training as soon as practicable, and may be subject to disciplinary action.
- External Entity promotes awareness of, and educates employees about, issues relating to security. External Entity prepares and distributes to its employees notices and other written material on security.

Enforcement

- External Entity must conduct security reviews, assessments, and audits periodically to confirm compliance with External Entity information security policies, procedures and practices. Employees who fail to comply with information security policies, procedures and practices may be subject to disciplinary action, up to and including termination.
- MCCCCD will be entitled to audit External Entity's Security Policies every year, once per year.

VII. Additional External Entity Practices

Computer Virus Controls: External Entity must maintain the following computer virus controls for computers issued to External Entity employees:

- External Entity maintains a mechanism within the External Entity network that scans all email sent both to and from any External Entity recipient for malicious code and deletes email attachments that are infected with known malicious code prior to delivery.
- External Entity requires all External Entity employee laptops and other devices used to connect to the MCCCCD network to be loaded with virus protection software. External Entity maintains mechanisms to ensure that virus definitions are regularly updated on all devices, and that updated definitions are published and distributed to employee devices per direct.. From time to time, External Entity Global Information Security will conduct compliance reviews to ensure employees have the virus software installed and up-to-date virus definitions on all desktops and laptops.

CONTRACT TERMS

The following list provides examples of topics for security and privacy contractual terms that MCCCCD External Entities may be asked to adopt:

Background Check and other Personnel Policies

Confidential Information

Cybersecurity Insurance

Dispute Resolution

Hosting Location

Maintenance and Incorporation of Privacy and Security Policies

Mitigation of Effect of Security Incident

Notification of Security Incident

Personnel Policies

Privacy Laws

Record and Data Retention, Ownership and Decommissioning

Termination for Breach

Attachment C

| Line# | Product # | Product Description | Manufacturer | UOM | QTY | Unit Price |
|--------------|------------------|----------------------------------|---------------------|------------|------------|-------------------|
| 1 | J481505 | EXPO DRY ERASER | EXPO | EA | 3310 | |
| 2 | N143922 | REFILL VBOARD MASTER BK | PILOT | EA | 1684 | |
| 3 | N143923 | REFILL VBOARD MASTER BE | PILOT | EA | 1269 | |
| 4 | L311110 | INSERTABLE 5TB BUFF-CLEAR 1PK | AVERY | ST | 822 | |
| 5 | P3OM04182 | OMX FILLER PAPER 11X8.5 200CT CR | OFFICE | PK | 723 | |
| 6 | H1S7079172 | TOT MINI STAPLER - BLUE | SWINGL | EA | 705 | |
| 7 | N143924 | REFILL VBOARD MASTER RD | PILOT | EA | 647 | |
| 8 | N280003 | EXPO LOW ODOR CHISEL BLUE DZ | EXPO | DZ | 508 | |
| 9 | L2OM03289 | OMX DURABLE 1" BINDER BLUE | OFFICE | EA | 504 | |
| 10 | N143914 | MARKER BEGREEN WHITEBD BK | PILOT | EA | 493 | |
| 11 | N283001 | EXPO MARKER BLACK 12 PACK | EXPO | DZ | 487 | |
| 12 | J481803 | DRY ERASE MARKER CLEANER 8 OZ | EXPO | EA | 478 | |
| 13 | N283008 | DRY ERASE MRKR CHISEL PT PRPL | EXPO | DZ | 466 | |
| 14 | L2OM02821 | OMX DURABLE BINDER BLACK 1" | OFFICE | EA | 452 | |
| 15 | N280001 | EXPO LOW ODOR CHISEL BLACK DZ | EXPO | DZ | 415 | |
| 16 | N143925 | REFILL VBOARD MASTER GN | PILOT | EA | 390 | |
| 17 | N1GSM11-BK | ROUND STIC PEN MED BLACK 12PK | BIC | DZ | 352 | |
| 18 | H2OM99298 | 1-HOLE PUNCH 6 SHEET BASIC | OFFICE | EA | 351 | |
| 19 | N143915 | MARKER BEGREEN WHITEBD BE | PILOT | EA | 328 | |
| 20 | P1903115 | GP CERTIFICATE COVER NAVY 5CT | GREAT | PK | 315 | |
| 21 | N280002 | EXPO LOW ODOR CHISEL RED DZ | EXPO | DZ | 311 | |
| 22 | N283003 | EXPO CHISEL MARKER BLUE | EXPO | DZ | 310 | |
| 23 | L2OM02781 | ECON VW BINDER WHITE 1.5" 2PK | JUST B | PK | 305 | |
| 24 | E6OM98736 | SOLID MOUSE PAD BLACK | OFFICE | EA | 303 | |
| 25 | P3OD320155 | COMP BOOK GRAPH 4Q 80SH | SCHOOL | EA | 302 | |
| 26 | B1SP24D0016 | RY2016 ZOMX MN DESK PAD 22X17 | OFFICE | EA | 293 | |
| 27 | E7OM98378 | WALL SIGN HOLDER 8.5X11 | OFFICE | EA | 293 | |
| 28 | N143926 | REFILL V BOARDMASTER OR | PILOT | EA | 290 | |
| 29 | L288010 | QUICKFIT RR VIEW BNDR 1" WE | STRIDE | EA | 285 | |
| 30 | N280004 | EXPO CHSL TIP DRY ERASE MARKR | EXPO | DZ | 281 | |
| 31 | N13331131 | STIC PENS MEDIUM BLACK | PAPER | DZ | 274 | |
| 32 | H2K00114A | 1 HOLE PUNCH 6 SHEETS | OFFICE | EA | 270 | |
| 33 | W39674-12 | ALOE SANITIZER PUMP 8OZ | PURELL | EA | 266 | |
| 34 | F3OM99035 | 3X5 RULED WHT INDEX CRDS 500PK | OFFICE | PK | 262 | |
| 35 | H154501 | 545 STANDARD STAPLER BLACK | SWINGL | EA | 243 | |
| 36 | L2OM02986 | OMX DUR VW 1"BDR SLNT RNG WHT | OFFICE | EA | 241 | |

| | | | | | | |
|----|--------------|------------------------------------|--------|----|-----|--|
| 37 | Q395507 | STORE'N' GO USB DRIVE 2.0 8GB | VERBAT | EA | 239 | |
| 38 | N13311131 | STIC PENS MEDIUM BLUE 12PK | PAPER | DZ | 226 | |
| 39 | P3LL0175459 | OMX FILLER PAPER 100CT CR | OFFICE | PK | 225 | |
| 40 | L2OM02774 | ECON VW BINDER WHITE 2" | JUST B | EA | 223 | |
| 41 | N230001 | SHARPIE FINE BLACK 12 PACK | SHARPI | DZ | 221 | |
| 42 | L2OM02766 | ECON VW BINDER WHITE 1" 2PK | JUST B | PK | 215 | |
| 43 | L201606 | VINYL RING BNDR PCKET 9.5"X6" | SPARCO | EA | 211 | |
| 44 | L9D303/357PK | WATCH/CALCULATOR BATTERY | DURACE | EA | 204 | |
| 45 | H468902 | 23" NECK CORD NYLON RED | BAUMGA | EA | 200 | |
| 46 | A8C-38-BK | TAPE DISP BASIC BLACK | SCOTCH | EA | 196 | |
| 47 | A2OD-3318Y | OM NOTE 3X3 18PK YELLOW | OFFICE | PK | 193 | |
| 48 | A55160 | LBL 1X2-5/8 WHT LSR 3000PK | AVERY | BX | 192 | |
| 49 | H1OM99216 | STANDARD STAPLES-3PK | OFFICE | PK | 187 | |
| 50 | H3OM97678 | 8" BENT SHEAR BLACK | OFFICE | EA | 185 | |
| 51 | N283004 | DRY ERASE MARKER CHISEL PT GRN | EXPO | DZ | 180 | |
| 52 | F1OD810838 | FILE FLDR LTR 1/3CUT MAN 100CT | OFFICE | BX | 179 | |
| 53 | E9OM98381 | STAND-UP SIGN HOLDER 8.5X11 | OFFICE | EA | 177 | |
| 54 | N229812 | ERASER EVRBLD DRY ERASE | AVERY | EA | 177 | |
| 55 | L3OM99023 | INSERTABLE DIV 8-TAB COLOR 3PK | OFFICE | PK | 176 | |
| 56 | W521271 | TISSUE FACIAL BOUTIQ 6/P | UNAVAI | PK | 176 | |
| 57 | H1OM97553 | STAPLER FULL STRIP BLACK | OFFICE | EA | 169 | |
| 58 | L2OD498811 | STD WEIGHT SHEET PROT 100PK | OFFICE | BX | 166 | |
| 59 | F7OM01920 | RECYCLED CLIPBRD HRDBD-LTR | JUST B | EA | 163 | |
| 60 | L2OM02883 | FOLDER 2 POCKET DRK BLUE 25PK | OFFICE | PK | 160 | |
| 61 | P3OM97319 | OMX LEGALPADWHT LR 8.5X11 12PK | OFFICE | DZ | 158 | |
| 62 | N1GSMG11-BK | ROUND STIC GRIP ULTRA BLK 12PK | BIC | DZ | 157 | |
| 63 | F1OM97666 | FOLDERS FILE LTR-SIZE ASSTD | OFFICE | BX | 154 | |
| 64 | N5OM04727 | 425164 NO. 2 PENCIL,12PK | JUST B | PK | 150 | |
| 65 | P1MP-2201-GN | POPPERMINT GREEN 11" 20# | BOISE | RM | 148 | |
| 66 | L311124 | INSERTABLE PAPER 8TB CLEAR 1PK | AVERY | ST | 144 | |
| 67 | J158-7722 | CLASSIC MARKERS BROADLINE 10CT | CRAYOL | PK | 143 | |
| 68 | N1GSMG11-BE | ROUND STIC GRIP ULTRA BLUE 12PK | BIC | DZ | 143 | |
| 69 | N225025 | SHARPIE ACCENT TANK YELLOW DZ | SHARPI | DZ | 143 | |
| 70 | N5OM04728 | OD BRAND WOOD PENCILS#2 PACK OF 36 | JUST B | PK | 143 | |
| 71 | N1GSM11-BE | ROUND STIC PEN MED BLUE 12PK | BIC | DZ | 141 | |
| 72 | P1MP-2201-BE | BTTLE RCKET BLUE 11" 20# | BOISE | RM | 141 | |
| 73 | P1MP-2201-CY | CRACKLING CANARY 11" 20# | BOISE | RM | 141 | |
| 74 | A82600-24A | MASKING TAPE 24MMX55M | HIGHLA | RL | 139 | |
| 75 | L2OM02776 | ECON BINDER BLUE 1" 2PK | JUST B | PK | 139 | |
| 76 | N1GSM609BK | ROUND STIC 60-COUNT BLACK | BIC | BX | 139 | |
| 77 | P390223 | I.C. NOTEBOOK 11X9 WHITE | TOPS | EA | 137 | |
| 78 | J168-4012 | COLORLED PENCILS 12 COUNT | CRAYOL | ST | 136 | |
| 79 | N143916 | MARKER BEGREEN WHITEBD RD | PILOT | EA | 131 | |
| 80 | N1GSMG11-RD | ROUND STIC GRIP RED 12PK | BIC | DZ | 131 | |
| 81 | A231118 | ASST CLRS SEE NOTE ARROW FLAGS | REDI-T | PK | 128 | |

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| 82 | A8OD-IB3436-12 | 3/4"X1296" INVISIBLE 12PK | OFFICE | PK | 128 | |
| 83 | N280174 | EXPO II 4CT CHISEL ASST | EXPO | ST | 127 | |
| 84 | H4OM99272 | SMALL BINDER CLIPS 3/8"144PK | OFFICE | PK | 126 | |
| 85 | N283002 | EXPO CHISEL MARKER RED | EXPO | DZ | 125 | |
| 86 | H3OM97615 | 8" STRAIGHT SHEAR SFT BLUEGREY | OFFICE | EA | 124 | |
| 87 | W330112 | DISINFECTING WIPES CLOROX 3 PK | CLOROX | BX | 123 | |
| 88 | P343-475 | NTBK,PERM BND,10X7.88 | REDIFO | EA | 120 | |
| 89 | L226330 | XTRALIFE CVR BINDER 3"CAP | CARDIN | EA | 118 | |
| 90 | W377182 | 77182 LYSOL WIPES 80 CT LEMON LIME BL | UNAVAI | EA | 116 | |
| 91 | L2OD624900 | HWG NON GLARE SP 100CNT | OFFICE | BX | 114 | |
| 92 | C8DT1G48GB | 8GB DATATRAVELER FLASH DR 2274 | KINGST | EA | 112 | |
| 93 | N5OM04729 | 733601 NO. 2 PENCIL,72PK | JUST B | PK | 109 | |
| 94 | L311112 | INSERTABLE 8TB BUFF-CLEAR 1PK | AVERY | ST | 107 | |
| 95 | N189465 | PROFILE RT BP BLK 12CT | PAPER | DZ | 107 | |
| 96 | J158-7726 | CLASSIC MARKERS FINE 10CT | CRAYOL | PK | 106 | |
| 97 | H135450 | FULL STRIP STAPLES 5000 BOX | SWINGL | BX | 104 | |
| 98 | N131020 | G2 GEL PEN FINE PT. BLACK 12PK | PILOT | DZ | 104 | |
| 99 | A5TZE-2312PK | BRTH LT BLK ON WHT 1/2" 2PK | BROTHER | PK | 102 | |
| 100 | K147401 | AWARDS DOC CVR MTBE | ROYAL | PK | 102 | |
| 101 | N52254 | BLACK WARRIOR MIRADO PENCIL #2 | PAPER | DZ | 102 | |
| 102 | L2OM02765 | ECON VW BINDER WHITE 1" | JUST B | EA | 101 | |
| 103 | P3OD998584 | COMPBOOK CR 80CT | SCHOOL | EA | 101 | |
| 104 | J1OM99440 | WOOD RULER W/METAL EDGE 12" | OFFICE | EA | 100 | |
| 105 | P5140085 | TOTE FILE LTR/LGL CLR/BLK | OFFICE | EA | 100 | |
| 106 | S9F9P609-03 | 6 OUTLET POWER STRIP 3FT | BELKIN | EA | 100 | |
| 107 | L2OM02769 | ECON VW BINDER WHITE 1.5" | JUST B | EA | 99 | |
| 108 | H4OM99955 | COLOR PUSH PINS 250CT | OFFICE | BX | 96 | |
| 109 | N31031 | MULTI-HOLE MAN PENCIL SHRPNR | X-ACTO | EA | 96 | |
| 110 | P13R05858 | PAPER,COPY,20#,LTR,YELW,500SHT | XEROX | RM | 96 | |
| 111 | L287010 | QUICK OVERLAY BINDER LTR 1 WE | R & G | EA | 95 | |
| 112 | B1OM20260016 | RY2016 ZOMX TU M DSK PAD 22X17 | ACCO B | EA | 94 | |
| 113 | N280678 | DRY ERASE MARKERS ASST. 8/ST | EXPO | ST | 94 | |
| 114 | H4OM99149 | PPR CLIPS #1 1000PK | OFFICE | PK | 92 | |
| 115 | L311901 | INSERT PLSTC 8TB COLOR 1PK | AVERY | ST | 91 | |
| 116 | P1MP-2201-TN | MP COLOR 8X11,20#,TAN | BOISE | RM | 91 | |
| 117 | H144401 | 444 DESK STAPLER STD TYPE | SWINGL | EA | 90 | |
| 118 | P3563 | POST-IT TABLE TOP EASEL PAD | POST-I | PD | 90 | |
| 119 | J41752229 | EXPO NON-TOXIC CLEANER 22OZ | EXPO | EA | 89 | |
| 120 | A2OM99213 | OM NOTE 1.5X2 12PK YELLOW | OFFICE | DZ | 88 | |
| 121 | J4434415 | WHITE PROJ DIP BOARD 36 X 48 | ROYAL | EA | 88 | |
| 122 | L2OM02975 | OMX DUR VW 1" BINDER RED | OFFICE | EA | 88 | |
| 123 | A1E304 | SCHOOL GLUE 4OZ. | ELMERS | EA | 87 | |
| 124 | F5OM97187 | HANGING FLDR LTR1/5 RECYCLE 25 | OFFICE | BX | 87 | |
| 125 | A5TZE-231 | BRTH LT BLK ON WHT 1/2" | BROTHER | EA | 86 | |
| 126 | P1MP-2201-PK | POWDER PINK 11" 20# | BOISE | RM | 86 | |

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| 127 | K321002-0 | TRAY SDLD LTR STCKBLE BK | OFFICE | EA | 85 | |
| 128 | N1GSMG11-PE | ROUND STIC GRIP PURPLE 12PK | BIC | DZ | 85 | |
| 129 | N237001 | SHARPIE U-FINE BLACK 12 PACK | SHARPI | DZ | 85 | |
| 130 | L9MN1500B24 | ALKALINE AA COPPERTOP VALUE PK | DURACE | PK | 84 | |
| 131 | L9QU1500B20Z10 | QUANTUM AA 20/PK | DURACE | PK | 84 | |
| 132 | A95032315 | LP DRYLINE CORRECTION 5PK | LIQUID | PK | 83 | |
| 133 | F7OM96031 | PLASTIC CLIPBOARD BLUE | OFFICE | EA | 83 | |
| 134 | H4OM99147 | PPR CLIPS JUMBO 1000PK | OFFICE | PK | 82 | |
| 135 | N222480PP | FLIP CHART ASST 8CT | SHARPI | ST | 82 | |
| 136 | L316177 | WRITE-ON DUR-PKT 8TB COLOR 1PK | WILSON | ST | 81 | |
| 137 | P3OM97499 | STENO BOOK ASSTD 6X9 80SH 4PK | OFFICE | PK | 81 | |
| 138 | S6UDS-10MS-3P | DUSTER OFFICE DEPOT 10OZ 3PK | OFFICE | PK | 81 | |
| 139 | L226331 | XTRALIFE COVER BINDER BLK 3" | CARDIN | EA | 80 | |
| 140 | W521005 | KLEENEX BUNDLE PACK 5 CARTON | KLEENE | PK | 80 | |
| 141 | F162702 | FF MICROGRD MN 1/3 LTR 100/BX | PENDAF | BX | 79 | |
| 142 | L2OM02984 | OMX DUR VW 1"BDR NONMERCH WHT | OFFICE | EA | 77 | |
| 143 | L2PV119ED-50 | SHT PROTECTORS HWT LETTR CLEAR | AVERY | BX | 77 | |
| 144 | N231144 | CHALK WHITE 12CT BOX | PRANG | BX | 76 | |
| 145 | N43030131 | SHARPWRITER MECH PENCIL 12PK | PAPER | DZ | 76 | |
| 146 | H135440 | STAPLES 1/4 STRIP 5000/BX | SWINGL | BX | 74 | |
| 147 | N281043 | EXPO MARKER 4NEW COLORS 12CT | EXPO | BX | 74 | |
| 148 | N283007 | DRY ERASE MARKER BROWN | EXPO | DZ | 74 | |
| 149 | P246065 | ENVELOPE MOISTENER | QUALIT | EA | 74 | |
| 150 | S9910-001354 | WIRELESS PRESENTER R400 | LOGITE | EA | 74 | |
| 151 | L2OM02960 | OMX DUR VW 1" BINDER WHITE | OFFICE | EA | 73 | |
| 152 | P3OM96414 | OMX POLY ASSIGN NTBK CR 100CT | OFFICE | EA | 73 | |
| 153 | J110526 | RULERPLAS12"ASST | WESTCO | EA | 72 | |
| 154 | J1325941 | STD METRIC RULER 12" CLR | SPARCO | EA | 72 | |
| 155 | L278513 | OXFORD 100% RECYCLED 2 POCKET | ESSELT | BX | 72 | |
| 156 | H4OM99276 | VALUE PK MED BNDR CLIPS 144PK | OFFICE | PK | 71 | |
| 157 | F5OM97199 | TAB FLDR 1/3-CUT CLEAR 25/PK | OFFICE | PK | 70 | |
| 158 | L2OM02790 | ECON VW BINDER WHITE 2" 2PK | JUST B | PK | 70 | |
| 159 | P1MP-2201-LV | MP COLOR 8X11,20#,LVNDR | BOISE | RM | 70 | |
| 160 | P3563PRL | EASELPRIMARY RULEDWH | POST-I | PD | 70 | |
| 161 | A9WOTAPP418 | WITE-OUT CORRECTION TAPE 4PK | BIC | PK | 69 | |
| 162 | A9WOTAP10 | WITE-OUT CORR TAPE 10PK | BIC | PK | 68 | |
| 163 | M1TI-30XIIS | TI-30XIISOLAR SCIENTIFIC CALC | TEXAS | EA | 68 | |
| 164 | N283006 | DRY ERASE MRKR CHISEL PT ORG | EXPO | DZ | 68 | |
| 165 | P3OM03827 | COMPBOOK WR 80CT | SCHOOL | EA | 68 | |
| 166 | A53748013 | LANYARD ROUND BLACK 12PK | GBC | PK | 67 | |
| 167 | N2BL11-YW | BRITE LINER YELLOW 12PK | BIC | DZ | 67 | |
| 168 | W390098 | FABRIC BANDAGES 100CT | ACME | BX | 67 | |
| 169 | L2OD279376 | ECONOMY SHEET PROTECTOR 200BX | OFFICE | BX | 66 | |
| 170 | L3OM96173 | PREPRINTED TOC DIV MULTI A-Z | OFFICE | EA | 66 | |
| 171 | M1EL233SB | 8 DIGIT HANDHELD CALCULATOR | SHARP | EA | 66 | |

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| 172 | A2R330-14YWM | POP-UP NOTES 3X3 YELLOW/NEON | POST-I | PK | 65 | |
| 173 | L312173 | EDIT INDX DIVIDR 1-10 CO 2300 | AVERY | PK | 65 | |
| 174 | P399401 | PAD,PERF,8.5X11,OD,LGL RLD,12P | OFFICE | DZ | 65 | |
| 175 | F153296 | COPY SAFE PROJECT PKTS-ASST | PENDAF | PK | 64 | |
| 176 | L2OM96208 | LCKG D-RING VIEW BINDR 4"WHITE | OFFICE | EA | 64 | |
| 177 | F1OM04654 | INDEX CARD 3X5 RULD RNBW 100CT | OFFICE | PK | 62 | |
| 178 | F1OD172816 | JB FILE FLDR LTR MAN 150BX | OFFICE | BX | 61 | |
| 179 | H472380 | SMOOTH #1 PAPRCLIP 10BX 100CNT | ACCO | BX | 60 | |
| 180 | L226302 | XTRALIFE COVER BINDER BLUE 1" | CARDIN | EA | 60 | |
| 181 | N162153 | PEN JETSTREAM RT FINE BE | UNI-BA | EA | 60 | |
| 182 | N1GSM609BE | ROUND STIC BLUE 60CT | BIC | BX | 60 | |
| 183 | N280556 | EXPO ORGANIZER SET | EXPO | KT | 60 | |
| 184 | W5H307 | REFIL ANTISEPTIC 50/BX | FIRST | BX | 60 | |
| 185 | E7OM98382 | STAND UP SIGN HOLDER 5X7 | OFFICE | EA | 59 | |
| 186 | K3OM96862 | MESH STACKING LETTER TRAY BLACK | OFFICE | EA | 59 | |
| 187 | W525836EA | ANTIVIRAL FACIAL TISSUE BX | KLEENE | EA | 59 | |
| 188 | A8812-12P | GREENER TAPE 3/4X1296 12PK | SCOTCH | PK | 58 | |
| 189 | J481850 | MARKERBOARD TOWELETTES | EXPO | EA | 58 | |
| 190 | N1BL77D | PEN LIQUID GEL GN | PENTEL | EA | 58 | |
| 191 | N298034 | HI-LITER DESK STYLE ASST 12 PK | AVERY | ST | 58 | |
| 192 | N5OM97245 | GOLF PENCILS 144/PK | JUST B | PK | 58 | |
| 193 | Q395236 | STORE'N'GO USB DRIVE 4GB 2.0 | VERBAT | EA | 58 | |
| 194 | L311187 | READY INDEX 5TB COLOR 6PK | AVERY | PK | 57 | |
| 195 | L311900 | INSERT PLSTC 5TB COLOR 1PK | AVERY | ST | 57 | |
| 196 | L9QU2400B20Z10 | QUANTUM AAA 20/PK | DURACE | PK | 57 | |
| 197 | P365000 | NOTEBOOK 1SUB WIDE RL WH | TOPS | EA | 57 | |
| 198 | H3OM97613 | 8" BENT SHEAR SOFT BLUEGREY | OFFICE | EA | 56 | |
| 199 | K11826N3T | FRAME DOC WOOD BLACK | BURNES | EA | 56 | |
| 200 | L2OM02837 | OMX DUR BNDR LBL HLDR BK 3" | OFFICE | EA | 56 | |
| 201 | F3OM99037 | INDEX CARD 4X6 RULD WHT 500CT | OFFICE | PK | 55 | |
| 202 | A2686-ALYR | FILING TABS 2X1.5 ASST'D 24PK | POST-I | PK | 54 | |
| 203 | K129900235BGD | CERTIFICATE HOLDER DARK BLUE | JM COM | PK | 54 | |
| 204 | L2OM02777 | ECON VW BINDER WHITE 0.5" 2PK | JUST B | PK | 54 | |
| 205 | L311907 | INSERT PLSTC 2PKT 8TB COLR 1PK | AVERY | ST | 54 | |
| 206 | A2653-24VAD-B | POST-IT 1.5X2 YW 24PK | POST-I | PK | 53 | |
| 207 | A2DS330SSVA | POP-UP NOTE DISPENSER | POST-I | PK | 53 | |
| 208 | H135107 | STAPLES STANDARD SF1 2 PACK | SWINGL | PK | 53 | |
| 209 | P13R05859 | PAPER,COPY,20#,LTR,PINK,500SHT | XEROX | RM | 53 | |
| 210 | P3SP0382300 | OMX 1SUB SPIRALNTBK CR 100CT | OFFICE | EA | 53 | |
| 211 | Q349171 | 8GB STORE N GO V3 USB 3.0 | VERBAT | EA | 53 | |
| 212 | A55978 | LBL 2X4 NEON LSR 150PK | AVERY | PK | 52 | |
| 213 | L2OM02990 | OMX DUR VW 1.5"BDR SLNTRNG WHT | OFFICE | EA | 52 | |
| 214 | L9MN16B4DW | 9V COPPERTOP BATTERIES 4PK | DURACE | EA | 51 | |
| 215 | N6OD91670 | MAGNETIC DRY ERASE ERASER | OFFICE | EA | 51 | |
| 216 | P13R05862 | PAPER,COPY,20#,LTR,IVRY,500SHT | XEROX | RM | 51 | |

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| 217 | P1MP-2201-IY | FLASHING IVORY 11" 20# | BOISE | RM | 51 | |
| 218 | P306132M | CAMBRIDGE BUSLTD MEETING 11X8.5 | CAMBRI | EA | 51 | |
| 219 | A1E1322 | GLUE-ALL 4OZ | ELMERS | EA | 50 | |
| 220 | A2654R-24CP-AP | POST-IT 3"X3" RECYCLED NOTES | POST-I | PK | 50 | |
| 221 | F152565 | FOLDER POLY VIEW LTR 6PK | PENDAF | PK | 50 | |
| 222 | H4OM99803 | BINDER CLIPS MED BLACK 24PK | OFFICE | PK | 50 | |
| 223 | N131256 | G2 RET GEL INK BOLD BLACK DZ | PILOT | DZ | 50 | |
| 224 | N224415PP | LIQUID ACCENT ASST 10CT | SHARPI | ST | 50 | |
| 225 | H4OM99801 | BINDER CLIPS MINI BLACK 60PK | OFFICE | PK | 49 | |
| 226 | J187727097 | SCHOOL WORKS PLASTIC RULER. | FISKAR | EA | 49 | |
| 227 | N112221 | Z-GRIP RET PEN BLACK 24PK | ZEBRA | PK | 49 | |
| 228 | N5OM04730 | OD BRAND GOLF PENCILS, PACK OF 144 | JUST B | BX | 49 | |
| 229 | P1OX9001-CTN | 10-REAM CASE X-9 11" | BOISE | CT | 49 | |
| 230 | P3OM03825 | COMPBOOK ASTD MARBLE WR 80CT | SCHOOL | EA | 49 | |
| 231 | A2R330-14-4B | NOTES BONUS PACK 3X3 | POST-I | PK | 48 | |
| 232 | A95643115 | LIQUID PAPER BOND WHITE 3PK | PAPER | PK | 48 | |
| 233 | H313529 | TITANIUM 8"STRAIGHT SCISSORS | WESTCO | EA | 48 | |
| 234 | L2OM02966 | OMX DUR VW 1.5" BINDER ORANGE | OFFICE | EA | 48 | |
| 235 | N143917 | MARKER BEGNWHITEB5PK AST | PILOT | PK | 48 | |
| 236 | N25001-2MA | MARKER ENDURAGLIDE BK | QUARTE | DZ | 48 | |
| 237 | N250013M | MARKER ENDURAGLIDE BE | QUARTE | DZ | 48 | |
| 238 | N6551 | CLEANER RE-MARK BOARD 8OZ | QUARTE | EA | 48 | |
| 239 | H4OM99274 | VALUE PK LRG BNDR CLIPS 48PK | OFFICE | PK | 47 | |
| 240 | N238201 | SHARPIE CHISEL BLACK 12PK | SHARPI | DZ | 47 | |
| 241 | P13R05856 | PAPER,COPY,20#,LTR,BLUE,500SHT | XEROX | EA | 47 | |
| 242 | W377925 | 4IN1 WIPES OCEAN FRESH 80 | LYSOL | EA | 47 | |
| 243 | W5KCC21270BX | KLEENEX FACIAL TISSUE | KIMBER | EA | 47 | |
| 244 | A9WOELP418 | EXACTLINER CORR FILM 4 PACK | BIC | PK | 46 | |
| 245 | B1PM12816 | 2016RY MNTH OFFICEWALL 8X11 | AT A G | EA | 46 | |
| 246 | F5OM97200 | TAB FLDR 1/5-CUT CLEAR 25/PK | OFFICE | PK | 46 | |
| 247 | H472100 | BINDER CLIPS LARGE 1.06 BK SV 12PK | ACCO | DZ | 46 | |
| 248 | L274101 | SHT PROT SEMI-CLEAR ECON 100PK | AVERY | BX | 46 | |
| 249 | L9MN15P36 | COPPERTOP AA ALKALINE 36 PK | DURACE | PK | 46 | |
| 250 | A55395 | NAMEBADGE WHT LSR/IJ 400PK | AVERY | BX | 45 | |
| 251 | A8OM97059 | TAPE DISPENSER DESKTOP 1" CORE | OFFICE | EA | 45 | |
| 252 | F150990 | FILE JACKETS POLY 10PK ASST | PENDAF | PK | 45 | |
| 253 | J1OD05902 | RULER W/BNDR HOLES 12" ASST PL | OFFICE | EA | 45 | |
| 254 | M1OM96125 | 8-DIGIT DESKTOP CALCULATOR | OFFICE | EA | 45 | |
| 255 | P13R05857 | PAPER,COPY,20#,LTR,GRN,500 SHT | XEROX | RM | 45 | |
| 256 | P13R11230 | PAPER,COPY, 20#,LTR,LILC,500SHT | XEROX | EA | 45 | |
| 257 | P399422 | PAD PERF 5X8 LGL WHT RLD 12PK | OFFICE | DZ | 45 | |
| 258 | A9662415 | DRYLINE CORRECTION FILM 2 PK. | PAPER | PK | 44 | |
| 259 | B1SK140016 | 2016RY MNTH DESKPAD CAL 18X11 | AT A G | EA | 44 | |
| 260 | B3702600516 | 2016RY MTHLY PLNR BK BLK 9X11 | AT A G | EA | 44 | |
| 261 | N29387 | EXPO XL ERASER PAD REFILL | EXPO | EA | 44 | |

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| 262 | P1903117 | GP CERTIFICATE COVER BLACK 5CT | GREAT | PK | 44 | |
| 263 | P5OM02687 | PORTABLE FILE & FOLD CART | OFFICE | EA | 44 | |
| 264 | A82600-48A | MASKING TAPE 48MMX55M 24/CS | SCOTCH | RL | 43 | |
| 265 | L2OD21936719 | OMX MULTIRING SHT PRTCTR 10PK | OFFICE | PK | 43 | |
| 266 | L9MN16RT4Z | 9 VOLT BATTERY 4-PACK | DURACE | PK | 43 | |
| 267 | P399401 | PAD,PERF,8.5X11,OD,LGL RLD,12P | OFFICE | PK | 43 | |
| 268 | A55868 | MAIL SEAL 2" GOLD IJ 44PK | AVERY | PK | 42 | |
| 269 | A8142-6 | HD PKGTAPE W/DISP VALUE 6PK | SCOTCH | PK | 42 | |
| 270 | F153295 | POLY WAVE POCKET PRJ FLDR LTR | PENDAF | PK | 42 | |
| 271 | F3OM99050 | INDEX CARD 3X5 RULD WHT 300CT | OFFICE | PK | 42 | |
| 272 | H1OM02270 | STAPLE REMOVER 3PK | OFFICE | PK | 42 | |
| 273 | J158-7808 | BROADLINE WASHABLE MARKERS 8CT | CRAYOL | PK | 42 | |
| 274 | N131022 | PEN G2 RLRBL FINE RT RED 12PK | PILOT | DZ | 42 | |
| 275 | N189466 | PEN PROFILE PAPERMATE BLUE | PAPER | DZ | 42 | |
| 276 | N298189 | HI-LITER DS 4PINK 20 YLW | AVERY | PK | 42 | |
| 277 | A968683 | SINGLETRAC CORRECTION 2PK | TOMBOW | PK | 41 | |
| 278 | H3OD02913 | SCISSORS STRAIGHT OD 8IN BLACK | OFFICE | EA | 41 | |
| 279 | J481800 | BOARD CLEANER 1 GAL | EXPO | EA | 41 | |
| 280 | K375317 | CERTIFICATE HOLDER CLEAR | ADVANT | EA | 41 | |
| 281 | L2OM02977 | OMX DUR VW 1" BINDER BLUE | OFFICE | EA | 41 | |
| 282 | L6OD03318 | BINDER ODP VW RR 1" GREEN | OFFICE | EA | 41 | |
| 283 | P390222 | FOCUSNOTES STENO WHT 6X9 80CT | TOPS | EA | 41 | |
| 284 | A2653-24APVAD | POST-IT NOTES PASTEL 1.5X2 | POST-I | PK | 40 | |
| 285 | A2654-12SSCY | POST IT SUPERSTICKY 3X3 | POST-I | PK | 40 | |
| 286 | A2660-5SSCY | SS NOTE 4X6 5PK LINED CANARY | POST-I | PK | 40 | |
| 287 | A2686-PGO | FILING TABS TO GO 1" 2GP 3-PGO | POST-I | PK | 40 | |
| 288 | A8845-R2 | BOOK REPAIR TAPE | SCOTCH | RL | 40 | |
| 289 | H472050 | BINDER CLIPS MEDIUM BLK 12CT | ACCO | DZ | 40 | |
| 290 | L2OD697137 | BINDER POCKETS ASST 5PK | INPLAC | PK | 40 | |
| 291 | L2OM02772 | ECON VW BINDER WHITE 0.5" | JUST B | EA | 40 | |
| 292 | L2OM02978 | OMX DUR VW 1" BINDER BLACK | OFFICE | EA | 40 | |
| 293 | L9PC1500 | PROCELL AA ALKALINE 24PK BATTERIES | DURACE | PK | 40 | |
| 294 | N233001 | SANFORD SUPER SHARPIE BK | UNAVAI | DZ | 40 | |
| 295 | N244001 | SHARPIE MAGNUM MARKER BLACK | SHARPI | EA | 40 | |
| 296 | E9OM98395 | STAND-UP SIGN HOLDER 11X8.5 | OFFICE | EA | 39 | |
| 297 | F3OM99050 | INDEX CARD 3X5 RULD WHT 300CT | OFFICE | PK | 39 | |
| 298 | N1RLC11BK | PEN GEL RT VELOCITY BLACK | BIC | DZ | 39 | |
| 299 | A2675-6SSNRP | SS NOTE 4X4 6PK LINED HUES RCL | POST-I | PK | 38 | |
| 300 | F3OM99036 | 3X5 BLANK WHT INDEX CRDS 500PK | OFFICE | PK | 38 | |
| 301 | F5OM97186 | FLDR HANG LTR 1/3-TABS 25/BX | OFFICE | BX | 38 | |
| 302 | K3OM04318 | ACRYLIC SIGN HOLDER 8.5X11" | OFFICE | EA | 38 | |
| 303 | K6WB0189 | 28 QT WASTEBASKET BLACK | OFFICE | EA | 38 | |
| 304 | M1OM96126 | 8-DIGIT MINI HANDHELD CALC | OFFICE | EA | 38 | |
| 305 | N1OM97462 | CHAIN PEN W/O HOLDER | OFFICE | EA | 38 | |
| 306 | A198-073 | PERMANENT GLUE STICK 6PK | AVERY | PK | 37 | |

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| 307 | A2654R-24CP-CY | POST-IT 3"X3" RECYCLED NOTES | POST-I | PK | 37 | |
| 308 | L1KK0240 | BOARD,FORAY,MAG D/E,11X14,WHT | OFFICE | EA | 37 | |
| 309 | L217685 | BINDER FLEXI-VIEW 1" | AVERY | EA | 37 | |
| 310 | L311906 | INSERT PLSTC 2PKT 5TB COLR 1PK | AVERY | ST | 37 | |
| 311 | L3OM96177 | INDEX DIV CLEAR 8 TAB 3 PACK | OFFICE | PK | 37 | |
| 312 | N131021 | RTRKBL RB FINE BLUE INK | PILOT | DZ | 37 | |
| 313 | N1GSMG11-GRN | ROUND STIC GRIP GREEN 12PK | BIC | DZ | 37 | |
| 314 | N21905069 | MR SKETCH 12PK | MR. SK | ST | 37 | |
| 315 | N283006 | DRY ERASE MRKR CHISEL PT ORG | EXPO | EA | 37 | |
| 316 | P306672 | CAMBRIDGE BUSLTD NTBK 9.5X7.5 | CAMBRI | EA | 37 | |
| 317 | A2653-AST | ASST POST ITS PASTEL 1.5 X2 | POST-I | PK | 36 | |
| 318 | A91744480 | LP DRYLINE GRIP RECYCLED | LIQUID | PK | 36 | |
| 319 | N14621401 | PMOP 60CT BLK | PAPER | BX | 36 | |
| 320 | N1GSM11-RD | ROUND STIC PEN MED RED 12PK | BIC | DZ | 36 | |
| 321 | N4MPLWS11 | MECHANICAL PENCIL 0.9MM 12PK | BIC | DZ | 36 | |
| 322 | P33314 | QUAD 4"X4" SQ PERIN LTR WHT | TOPS P | PD | 36 | |
| 323 | P5TB-56D | 53.65 QT. STACK & PULL BOX | IRIS | EA | 36 | |
| 324 | W315948 | DISINFECTING WIPES LEMON 75CT | CLOROX | EA | 36 | |
| 325 | A82600-18 | MASKING TAPE 18MMX55M | SCOTCH | RL | 35 | |
| 326 | F35309 | TENT CARD 3.5X11 IJ/LSR 50PK | AVERY | BX | 35 | |
| 327 | F710043 | WOOD CLIPBOARD MEMO SIZE | OFFICE | EA | 35 | |
| 328 | J138046Z | SIGN 4X6 DESK CLR | NU-DEL | EA | 35 | |
| 329 | L9MN2400B24 | AAA COPPERTOP VALUE PACK 24 | DURACE | PK | 35 | |
| 330 | N1GSME509-BK | ECOLUTIONS RS 50-PACK BLACK | BIC | PK | 35 | |
| 331 | P3OM97310 | OMX LEGAL PAD WHT 5X8 12PK | OFFICE | DZ | 35 | |
| 332 | W301654 | WIPES DISINFECTANT LAV | UNITED | EA | 35 | |
| 333 | W3OG110AF | GLASSES OVERGLASS CLR | CREWS | EA | 35 | |
| 334 | W3RAC84251CT | LYSOL DISINFET WIPES 80SHT, 3PK | LYSOL | EA | 35 | |
| 335 | A2653-AN | POST-IT 1.5X2 NEON ASST 12/PK | POST-I | PK | 34 | |
| 336 | A2654-24VAD-B | POST-IT 3X3 90PD YW 24PK | POST-I | PK | 34 | |
| 337 | H3OM96138 | 8" BENT SCISSORS BLACK 3PACK | OFFICE | PK | 34 | |
| 338 | H4OM99299 | MAGNETIC SQUARE CLIP 1.75" 2CT | OFFICE | PK | 34 | |
| 339 | L323281 | BIG TAB INSERT DIVIDERS | AVERY | ST | 34 | |
| 340 | L3OM99027 | WRITE-ON DIV 8-TAB COLOR 3PK | OFFICE | PK | 34 | |
| 341 | N228101 | ACCENT RT ASST 8CT | SHARPI | ST | 34 | |
| 342 | P336-646 | BOOK,STENO,6X9,GREGG ,60 | REDIFO | EA | 34 | |
| 343 | A2R330-18AUCP | POST-IT NOTES 3X3 ULTRA | POST-I | PK | 33 | |
| 344 | A5M231 | BRTH LT BLK ON WHT 1/2" | BROTHE | EA | 33 | |
| 345 | A8142 | HD CLR PKGTAPE W/DISP 2"X22.2 | SCOTCH | RL | 33 | |
| 346 | B280-150-05-07 | CLASS RECORD BOOK | AT-A-G | EA | 33 | |
| 347 | F1OM97184 | FF 1/3 CUT LEGAL MANILA 100 CT | OFFICE | BX | 33 | |
| 348 | H1OM97112 | STAPLE REMOVER JAW-STYLE | OFFICE | EA | 33 | |
| 349 | H4OM97397 | PANEL HOOKS WNT 5PK | OFFICE | PK | 33 | |
| 350 | K3OM96838 | MS PENCIL CARD HOLDER BLACK | OFFICE | EA | 33 | |
| 351 | L311673 | TABLE'N TAB DIVIDER 1-12 COLOR | AVERY | ST | 33 | |

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| 352 | N131257 | G2 RET GEL INK BOLD BLUE DZ | PILOT | DZ | 33 | |
| 353 | N135830 | PEN PROFILE RT 1.4MM PE | PAPER | DZ | 33 | |
| 354 | N319501 | X-ACTO MIGHTY MITE SHARPENER | X-ACTO | EA | 33 | |
| 355 | P1PF18 | AWARDS CERTIF HOLDER BK | SOUTHW | PK | 33 | |
| 356 | W369075P | DISINFECTANT WIPES | OFFICE | EA | 33 | |
| 357 | A2654-14AN | POST IT PLN NEON 3X3 14PK | POST-I | PK | 32 | |
| 358 | J9CATALOG-16 | MPXI WORKPLACE LIST 2016 | OFFICE | EA | 32 | |
| 359 | L2390-14B | HANG BINDER W/LBL HLDR BLK 1" | WILSON | EA | 32 | |
| 360 | N169025EA | VISION ELITE GEL .8MM PRPL | SANFOR | EA | 32 | |
| 361 | P264014 | MAILER PHOTO 9X115 25BX | QUALIT | BX | 32 | |
| 362 | P399709 | LEGAL RULED PAD 50SHT WHT 6PK | DOCKET | PK | 32 | |
| 363 | S6TLP74RB | PROTECT IT! SURGE SUPPRESSOR, 7 OUTLE | TTRIPP | EA | 32 | |
| 364 | S6UDS-10MS | DUSTER OFFICE DEPOT 10OZ | OFFICE | EA | 32 | |
| 365 | A5TZE-251 | BRTH LT BLK ON WHT 1" | BROTHE | EA | 31 | |
| 366 | A8232-1 | MASKING TAPE 3" CORE 1"X 60 | SCOTCH | RL | 31 | |
| 367 | B3E7175016 | 2016RY DAILY DESK CAL REFL 3X6 | AT-A-G | EA | 31 | |
| 368 | F7OM96028 | PLASTIC CLIPBOARD CLEAR | OFFICE | EA | 31 | |
| 369 | K6FG295673BLUE | MED RECYCLED WASTE CAN, 28-QT | RUBBER | EA | 31 | |
| 370 | L2FT07091 | DIY VIEW BINDERS 1" WHITE 6PK | FIND I | PK | 31 | |
| 371 | N216001 | VIS-A-VIS FINE POINT BLACK DZ | EXPO | DZ | 31 | |
| 372 | N28430152 | FLAIR POINTGUARD BLACK 12 PACK | PAPER | DZ | 31 | |
| 373 | N513818 | YELW PRESHARPENED PENCILS 18CT | TICOND | PK | 31 | |
| 374 | P59C | 9L CLEAR BOX | REALLY | EA | 31 | |
| 375 | Q349171 | 8GB STORE N GO V3 USB 3.0 | VERBAT | EA | 31 | |
| 376 | W351019 | ALCOHOL PAD REFILLS | ACME | BX | 31 | |
| 377 | W390139-4 | WINDEX TRIGGER BOTTLE 32 OZ. | WINDEX | EA | 31 | |
| 378 | A2675-6SSCY | SS NOTE 4X4 6PK LINED CANARY | POST-I | PK | 30 | |
| 379 | A2683-VAD1 | FLAGS VALUE 0.5" 8PK W/ARROWS | POST-I | PK | 30 | |
| 380 | A591331 | 1/2" POLY BLACK ON WHITE | DYMO | EA | 30 | |
| 381 | A968666 | MONO CORRECTION REFILL | TOMBOW | EA | 30 | |
| 382 | H417068 | MEDIUM WIRE HOOK 2PK W/STRIPS | COMMAN | PK | 30 | |
| 383 | H4OM99275 | PROMO CLIP PACK 96 COUNT | OFFICE | BX | 30 | |
| 384 | J177106 | PROTRACTOR 6"PLAS CR | CHARLE | EA | 30 | |
| 385 | L3OM96169 | PREPRINTED TOC DIV MULTI 8-TAB | OFFICE | EA | 30 | |
| 386 | L9MN1500B20Z | COPPERTOP AA ALKALINE BAT 20PK | DURACE | PK | 30 | |
| 387 | M1EL243SB | CALCULATOR8DIG PTBL | SHARP | EA | 30 | |
| 388 | M1FX260SLRSC | FX260SLRS SCIENTIFIC CALC | CASIO | EA | 30 | |
| 389 | P1OD98023-CTN | OD COPY 10 RM CASE | OFFICE | CT | 30 | |
| 390 | P277292 | ENVELOPE,#10,LWIN,SECC/S,250BX | OFFICE | BX | 30 | |
| 391 | P3570 | PAD FLIPCHART WE 2CT | 3M | CT | 30 | |
| 392 | P3OD97624 | NOTEBOOK 8X5" 70SH | OFFICE | EA | 30 | |
| 393 | W520070/03 | BRAWNY INDUST MED WIPERS | UNAVAI | BX | 30 | |
| 394 | A2653RP-A | OS NOTE 1.5X2 12PK PASTEL RCLD | POST-I | PK | 29 | |
| 395 | A82090-1E-XS | ALL PURPOSE BLUE PAINTERS TAPE | SCOTCH | EA | 29 | |
| 396 | F1OM01607 | CLSS FDR MP LTR 2DIV DBL 10BX | INPLAC | BX | 29 | |

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| 397 | H472133 | CLIP MAGNETIC LARGE | ACCO | EA | 29 | |
| 398 | K5SPC919 | 24-HOUR CLOCK | SHARP | EA | 29 | |
| 399 | N1BLN77-V | PEN ENERGEL RTX .7 VT | PENTEL | EA | 29 | |
| 400 | N1BPSTP11SBK | TECH 2IN1 STYLUS+PEN 1-PK | BIC | PK | 29 | |
| 401 | N224000 | HI-LITER DESK STYLE YLW 12 PK. | AVERY | DZ | 29 | |
| 402 | N25001-18M | ENDURAGLIDE MRKR AST CHSL 12PK | ACCO | PK | 29 | |
| 403 | P5OM97210 | BOX STORAGE ECON 12X10X15" | OFFICE | CT | 29 | |
| 404 | W301594 | CLEANER WIPES DSINFCT LMN | COLOROX | EA | 29 | |
| 405 | A1KG-58248SN | KRAZY GLUE GEL SINGLE-USE 4PK | KRAZY | PK | 28 | |
| 406 | A2660-5PK-AST | NOTE 4X6 LINED 5PK AST | POST-I | PK | 28 | |
| 407 | A2660RP-A | OS NOTE 4X6 5PK LND PSTL RCLD | POST-I | PK | 28 | |
| 408 | A7KCC25854 | KLEENEX 3PK FACIAL TISSUE | KLEENE | EA | 28 | |
| 409 | A82090-24E | PAINTER TAPE BLUE 24MM X 54.8M | SCOTCH | RL | 28 | |
| 410 | A9WOC12 | FLUIDCORRECTMULTIPRSE | BIC | EA | 28 | |
| 411 | F5OM97643 | HANG FLDR 1/5 LTR-SZ ASST 25PK | OFFICE | BX | 28 | |
| 412 | H1OM97111 | STAPLE REMOVER BLADE-STYLE | OFFICE | EA | 28 | |
| 413 | H4OM99802 | BINDER CLIPS SMALL BLACK 36PK | OFFICE | PK | 28 | |
| 414 | L288030 | QUICKFIT RR VIEW BNDR 2" WE | STRIDE | EA | 28 | |
| 415 | L3OM05565 | XWIDE INSERT DIV 8TAB COLOR | OFFICE | ST | 28 | |
| 416 | N13321131 | PAPERMATE STICK PEN RED 12PK | PAPER | DZ | 28 | |
| 417 | N2OD89564 | DRY ERASE MARKER 12 PK BLACK | FORAY | DZ | 28 | |
| 418 | N4MPFG11-BLK | MATIC GRIP MECHPNCL .5MM DZ | BIC | DZ | 28 | |
| 419 | N5OM99382 | YELLOW PENCILS #2 72CT | OFFICE | PK | 28 | |
| 420 | P121588 | AB TERRA GREEN 24# 500CT | ASTROB | RM | 28 | |
| 421 | P1MP-2201-TT | MP COLOR 8X11,20#,TURQUS | BOISE | RM | 28 | |
| 422 | P322-144 | ENG PADS 15 LB 200 SHTS 5X5 GN | AMPAD | PD | 28 | |
| 423 | P3559-STB | POST-IT EASEL PAD | POST-I | CT | 28 | |
| 424 | A11364076 | SUPER GLUE CONTROL GEL | LOCTIT | EA | 27 | |
| 425 | A2684-SH | FLAGS 0.5" 4PK ARROW/SIGN PMY | POST-I | PK | 27 | |
| 426 | A55366 | FILE LBL 1/3 WHT LSR/IJ 1500 | AVERY | BX | 27 | |
| 427 | A95640415 | LIQUID PAPER MULTIFLUID | PAPER | EA | 27 | |
| 428 | B126002 | CLNDR MONTHLY BK | HOUSE | EA | 27 | |
| 429 | B4OD71000016 | RY2016 ZOMX WK/MN PLN8.5X11BLK | OFFICE | EA | 27 | |
| 430 | J110562 | PLASTIC RULER 12" ACRYLIC | WESTCO | EA | 27 | |
| 431 | K11070162-OM1 | CORNELL BLACK FRAME 8.5X11 | UNIEK | EA | 27 | |
| 432 | L9MN14RT8Z | C BATTERY 8 EA/PK | DURACE | PK | 27 | |
| 433 | N169000 | VISION ELITE RBALL BLK .5MM DZ | UNI-BA | DZ | 27 | |
| 434 | N1GSFG11-BK | ROUND STIC GRIP FINE BLACK 12PK | BIC | DZ | 27 | |
| 435 | N225009 | SHARPIE ACCENT TANK PINK 12PK | SHARPI | DZ | 27 | |
| 436 | N513830 | TICONDEROGA #2 PENCIL | TICOND | BX | 27 | |
| 437 | P1MP-2201-GY | MP COLOR 8X11,20#,GRAY | BOISE | RM | 27 | |
| 438 | P1MP-2201-OR | ECHO ORCHID 11" 20# | BOISE | RM | 27 | |
| 439 | P374880 | RCYCL LEGAL PAD 15LB 12PK | TOPS P | PK | 27 | |
| 440 | P3OD21071377 | OMX NTBK 3-SUB POLY WR 150CT | OFFICE | EA | 27 | |
| 441 | W51000039985 | OD BRAND HND SNITIZER ALOE 8OZ | OFFICE | EA | 27 | |

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| 442 | A83850-6 | HD PKGTAPE 1.88"X54.6YD 6 | SCOTCH | PK | 26 | |
| 443 | A95640115 | LIQUID PAPER 12 PK BOND WHITE | PAPER | DZ | 26 | |
| 444 | E7OM98388 | 3 TIER MAGAZINE LIT HOLDER | OFFICE | EA | 26 | |
| 445 | F5431/2 | TAB FOLDER CR 1/3 25/PK | PENDAF | PK | 26 | |
| 446 | K31746466 | MESH OVAL SUPPLIES CADDY | SENARI | EA | 26 | |
| 447 | L226311 | XTRALIFE COVER BNDR BLK 1.5" | CARDIN | EA | 26 | |
| 448 | L311109 | INSERTABLE 5TB BUFF-COLOR 1PK | AVERY | ST | 26 | |
| 449 | L9MN13RT8Z | D SIZE BATTERY 8-PACK | DURACE | PK | 26 | |
| 450 | N2OD89564 | DRY ERASE MARKER 12 PK BLACK | FORAY | DZ | 26 | |
| 451 | N4QE517A | AUTOMATIC PENCIL 0.7 MM.BLK | PENDEL | EA | 26 | |
| 452 | P7B851WSS25PK | 4X8 #000 WHITE SS BUBBLE 4912 | BOX PA | EA | 26 | |
| 453 | S9981-000014 | STEREO HEADSET H390 | LOGITE | EA | 26 | |
| 454 | A2686-RYB | FILING TABS TO GO 1" 2GP 3-RYB | POST-I | PK | 25 | |
| 455 | A2R330RP-12AP | OS POP-UP 3X3 12PK PASTEL RCLD | POST-I | PK | 25 | |
| 456 | A5TZE-241 | BRTH LT BLK ON WHT 3/4" | BROTHE | EA | 25 | |
| 457 | A8665-2PK | DOUBLE SIDED TAPE 2PK ROLLS | SCOTCH | PK | 25 | |
| 458 | A8667 | DOUBLE SIDED REMOVABLE TAPE | SCOTCH | RL | 25 | |
| 459 | E7OM98379 | WALL SIGN HOLDER 11X8.5 | OFFICE | EA | 25 | |
| 460 | E7OM98396 | SLANTED SIGN HOLDER 8.5X11 | OFFICE | EA | 25 | |
| 461 | F7OM96032 | PLASTIC CLIPBOARD NEON PINK | OFFICE | EA | 25 | |
| 462 | G8961465 | VINYL 3-RING BINDER W/HANDLES | SAMSON | EA | 25 | |
| 463 | H135111 | STANDARD STAPLES 10 PACK | SWINGL | PK | 25 | |
| 464 | H1STCRP21151/4 | B8 STAPLES 1/4" 5000/BOX | STANLE | BX | 25 | |
| 465 | L232200 | ANTI MICROBIAL LRR VIEW BNDR 1" | CARDIN | EA | 25 | |
| 466 | L247780 | LAY FLAT REPORT COVER BLUE 1PK | AVERY | EA | 25 | |
| 467 | L284012CB | DIVIDER PCKT MULTI-COLOR 5 TAB | CARDIN | PK | 25 | |
| 468 | L2OD491658 | HVYWT SHEET PROTECTOR 100 CLEAR | OFFICE | BX | 25 | |
| 469 | L2OM02882 | FOLDER 2 POCKET LT BLUE 25PK | OFFICE | PK | 25 | |
| 470 | L311111 | INSERTABLE 8TB BUFF-COLOR 1PK | AVERY | ST | 25 | |
| 471 | L311306 | PREPRINT LAMINATE DIVIDER A-Z | AVERY | ST | 25 | |
| 472 | L9MN2400B20Z | COPPERTOP AAA ALKALINE 20PK | DURACE | PK | 25 | |
| 473 | L9PC1300 | PROCELL D BATTERY 12 PACK | DURACE | BX | 25 | |
| 474 | L9QU2400B8Z10 | QUANTUM AAA 8/PK | DURACE | PK | 25 | |
| 475 | N1BK90-A | BALL PT PEN FINE PT BK INK CR | PENDEL | DZ | 25 | |
| 476 | N456043 | CLICK PENCIL 0.7 MM BLUE | PAPER | EA | 25 | |
| 477 | N456047PP | CLEARPOINT STARTER SET .7MM | PAPER | PK | 25 | |
| 478 | P1015300 | PAPER 8.5X11 NDEX 250 WH | SPRING | PK | 25 | |
| 479 | P1MP-2201-GRP | GOLDEN GLIMMER 11" 20# | BOISE | RM | 25 | |
| 480 | P325-093 | MEMO NOTEBOOK TOP SPIRAL | AMPAD | EA | 25 | |
| 481 | P356872 | IDEA COLLECTIVE JOURNAL, BLACK COVER, | TOPS | EA | 25 | |
| 482 | P380274 | PRISM GRAY STENO GREGG 6X9 4PK | TOPS P | PK | 25 | |
| 483 | W382027 | MR. CLEAN MAGIC ERASER 4 PK | LAGASS | PK | 25 | |
| 484 | A1E904 | RUBBER CEMENT 4OZ | ELMERS | EA | 24 | |
| 485 | A545013 | LABEL TAPE D1 BLK PRINT/WHITE | PELOUZ | EA | 24 | |
| 486 | A625405 | RUBBERBANDS SIZE#117B NTN | ALLIAN | BX | 24 | |

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| 487 | A8810H3 | TPE 5X1296 3PK CR | SCOTCH | PK | 24 | |
| 488 | A9WOETP21-WHI | WHITE-OUT ECOLUTIONS TAPE 2PK | BIC | PK | 24 | |
| 489 | B1C17722716 | DURAGLOBE MONTHLY DESK PAD | BLUELI | EA | 24 | |
| 490 | B1SW2000016 | 2016RY MNTH DSKPD 2C BLK 22X17 | AT A G | EA | 24 | |
| 491 | E965972 | WALL FILE SINGLE LTR PCKT CLR | ELDON | EA | 24 | |
| 492 | F5686F1 | FILING TABS 2X1.5 ASST'D 24PK | POST-I | PK | 24 | |
| 493 | H417003-HOOK | LARGE WHITE HOOK W/2 STRIPS | COMMAN | PK | 24 | |
| 494 | H4OM99326 | SUCTION CUP WITH HOOK 2 PACK | OFFICE | PK | 24 | |
| 495 | J152-0080 | LARGE SIZE CRAYONS 8CT | CRAYOL | BX | 24 | |
| 496 | L226300CB | XTRALIFE CVR BINDER 1"CAP | CARDIN | EA | 24 | |
| 497 | L226312 | XTRALIFE COVER BNDR BLUE 1.5" | CARDIN | EA | 24 | |
| 498 | L288020 | QUICKFIT RR VIEW BNDR 1.5" WE | STRIDE | EA | 24 | |
| 499 | L2OM02887 | FOLDER 2 POCKET RED 25PK | OFFICE | PK | 24 | |
| 500 | L2OM02959 | OMX DUR VW .5" BINDER WHITE | OFFICE | EA | 24 | |
| 501 | L311073 | READY INDEX 12TB COLOR 3PK | AVERY | PK | 24 | |
| 502 | N131258 | G2 RET GEL INK BOLD RED DZ | PILOT | DZ | 24 | |
| 503 | N14621501 | PMOP 60CT BLU | PAPER | BX | 24 | |
| 504 | N1BK91PC12A | RSVP BLACK MED DZ | PENTEL | DZ | 24 | |
| 505 | N1BLN25B | PEN ENERGEL NV FINE RD | PENTEL | EA | 24 | |
| 506 | N281045 | LOW ODOR CHISEL MRKR 16CT ASST | EXPO | ST | 24 | |
| 507 | N2OD89566 | DRY ERASE MARKER 12 PK RED | OFFICE | DZ | 24 | |
| 508 | N2OD92733 | HIGHLIGHTER PEN 12 PK ASSORT | OFFICE | DZ | 24 | |
| 509 | N670520 | ERASER PINK PEARL MEDIUM 24PK | PAPER | BX | 24 | |
| 510 | P500703 | FILE STOR LTR/LGL 12CT | BANKER | CT | 24 | |
| 511 | S9910-002650 | 23138908ELESS MOUSE BLUE | LOGITE | EA | 24 | |
| 512 | S997086 | DRIVE USB FLASH 2GB BE 2300 | VERBAT | EA | 24 | |
| 513 | A2654-CYP-24VA | PAD NOTE 3X3 ASST 24 PK | POST-I | PK | 23 | |
| 514 | A2R335 | OS POP-UP 3X3 6PK LINED CANARY | POST-I | PK | 23 | |
| 515 | F511136 | WORKSAVER 2" TAB INSERTS 100PK | AVERY | PK | 23 | |
| 516 | H11423 | PAPERPRO EVO DESKTOP STAPLER | PAPERP | EA | 23 | |
| 517 | H3OM97679 | STRAIGHT SCISSORS BLACK | OFFICE | EA | 23 | |
| 518 | H410004 | JUMBO SMOOTH PAPER CLIPS 10PK | OFFICE | PK | 23 | |
| 519 | H4OM99594 | MAGNETS ASST SIZE/COLOR 30PK | OFFICE | PK | 23 | |
| 520 | L2FT07090 | DIY VIEW BINDERS 1IN BLK 6PK | FIND I | PK | 23 | |
| 521 | L9DL2032BPK | LITHIUM BATTERY | DURACE | EA | 23 | |
| 522 | N131025 | PEN G2 RLRBL FINE RT GRN 12PK | PILOT | DZ | 23 | |
| 523 | N230002 | SHARPIE FINE RED 12 PACK | SHARPI | DZ | 23 | |
| 524 | N286674K | FINE CARDED 4CT ASST. | EXPO | ST | 23 | |
| 525 | N513806 | PENCIL TIC SHARPENED YW | DIXON | DZ | 23 | |
| 526 | N6OM99379 | CAP ERASERS ASSORTED 25CT | JUST B | PK | 23 | |
| 527 | P140311 | INDEX,EXACT WHITE,90# | WAUSAU | PK | 23 | |
| 528 | P363116 | LGL PAD LGL RULE ASST | TOPS P | PK | 23 | |
| 529 | W315949EA | CLNR DSNFCT WIPES FRSH | UNITED | EA | 23 | |
| 530 | A2OM96199 | OM POP-UP 3X3 12PK BRIGHTS | OFFICE | PK | 22 | |
| 531 | A510697 | 2PK 1/2" BLACK/WHITE LBL TAPE | DYMO | PK | 22 | |

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| 532 | A574459 | NAMEBADGE HANGING 3X4 100/PK | AVERY | BX | 22 | |
| 533 | A8C60-BK | DISPENSER TAPE DESKTOP BLACK | SCOTCH | EA | 22 | |
| 534 | E900920 | DOOR STOP-BROWN | BIG FO | EA | 22 | |
| 535 | E900941 | DOOR STOP-GREY | BIG FO | EA | 22 | |
| 536 | H10M99951 | PREMIUM STAPLES 5000 COUNT | OFFICE | BX | 22 | |
| 537 | H410231 | 2" PRONG FASTENER 50 SETS | OFFICE | BX | 22 | |
| 538 | H472620 | CLAMPS BUTTERFLY IDEAL #2 | ACCO | BX | 22 | |
| 539 | J481002 | PUSH PINS.39" POINT.5" HEADCLR | SPARCO | BX | 22 | |
| 540 | J4951120 | BLACK ON BLACK FOAMBOARD 20X30 | ELMERS | PK | 22 | |
| 541 | K126009-OM | AWARD PLAQUE BLACK 8.5X11 | UNIEK | EA | 22 | |
| 542 | K1DEF89105 | NAMEPLATE WITH CUBICLE CLIPS | DEFLEC | EA | 22 | |
| 543 | K384150 | HOLDER,PAPER CLIP,MESH | LORELL | EA | 22 | |
| 544 | K30M96866 | MESH PENCIL CUP BLACK | OFFICE | EA | 22 | |
| 545 | L20M02974 | OMX DUR VW 1" BINDER PURPLE | OFFICE | EA | 22 | |
| 546 | P1OX9001-SKD | PPR,X-9 20#,8.5X11,WE | BOISE | PL | 19 | |
| 547 | P3559VAD6PK | POST-IT EASEL PAD 6PK | POST-I | PK | 19 | |
| 548 | M1TI-84PLUS | TI-84+ GRAPHING CALCULATOR | TEXAS | EA | 17 | |
| 549 | N9RM2SS | 9X11-1/2 SELF SEAL MAILER 4912 | UNAVAI | CT | 17 | |
| 550 | H148200 | PORTABLE ELECTRIC STAPLER | SWINGL | EA | 17 | |
| 551 | F114033 | FOLDER CLASS LTR GN | SMEAD | BX | 17 | |
| 552 | P399420 | OD LEGAL PAD CNY 8.5X14 12PK | OFFICE | DZ | 17 | |
| 553 | P376002 | SCP WHITE LEGAL PAD 5X8 50CT | DIVERS | DZ | 17 | |
| 554 | N169021 | VISION ELITE RBALL BLU .5MM DZ | UNI-BA | DZ | 17 | |
| 555 | H174701 | STANDARD STAPLER BLACK | SWINGL | EA | 17 | |
| 556 | M1TI30SMV | TI-30XSMV SCIENTIFIC CALC | TEXAS | EA | 17 | |
| 557 | N28440152 | FLAIR MARKR FELT TIP PT GR INK | PAPER | DZ | 17 | |
| 558 | E69182201 | MSEPD WRIST SUPPT GEL SAPPHIRE | FELLOW | EA | 17 | |
| 559 | A58066 | FILE LBL 1/3 WHT RMVBLIJ 750CT | AVERY | PK | 17 | |
| 560 | P1OX9007-CTN | PAPER,XERO,WE,11X17,20# | BOISE | CT | 16 | |
| 561 | F10M01632 | FILE FLD 1/3 LT AST FASH 100BX | OFFICE | BX | 16 | |
| 562 | A4OD-3318A | OM NOTE 3X3 18PK PASTELS | OFFICE | PK | 16 | |
| 563 | P278125 | ENVELOPE,#10,PLN,24#,500CT,WHT | OFFICE | EA | 16 | |
| 564 | E69252101 | PLUSH TOUCH WRIST REST - BLACK | FELLOW | EA | 16 | |
| 565 | A2R330-12AU | OS POP-UP 3X3 12PK ULTRA | POST-I | PK | 16 | |
| 566 | N138610 | PRECISE GEL ROLLERBALL PEN | PILOT | DZ | 16 | |
| 567 | F10M04210 | FSTN FLDR LTR 1/3 GREEN 50BX | OFFICE | BX | 15 | |
| 568 | J1104234 | BRD POSTER 22X28 FLAST | PACON | CT | 15 | |
| 569 | N21735790 | RETRCTBLE MRKR ULTRA FINE BK OZ | SHARPI | DZ | 15 | |
| 570 | F50M97642 | FOLDERS HANG LTR-SIZE VIOLET | OFFICE | BX | 15 | |
| 571 | N232001 | SHARPIE TWIN TIP BLACK DZ | SHARPI | DZ | 15 | |
| 572 | H11710 | PAPERPRO DESKTOP ECOSTAPLER | PAPERP | EA | 15 | |
| 573 | A2R330-12AN | POST-IT NEON 3X3 12 PK | POST-I | PK | 15 | |
| 574 | N21742663 | SHARPIE PEN BLACK 12PK | SHARPI | DZ | 15 | |
| 575 | N135336 | PV5 RD DOZEN CLEAR BOX EXT FIN | PILOT | DZ | 15 | |
| 576 | P8Q1397A | PAPER BOND BASIC 36X150 | HP | RL | 15 | |

| | | | | | | |
|-----|---------------|-------------------------------------|--------|----|----|--|
| 577 | P5OM97213 | BOX ARCHIVE LGL/LTR WHITE | OFFICE | CT | 14 | |
| 578 | F1OM97662 | FOLDERS FILE LTR-SIZE RED | OFFICE | BX | 14 | |
| 579 | P277880 | ENVELOPE INTEROFFICE REC 10X13 | OFFICE | BX | 14 | |
| 580 | N1BL77-V | ENERGEL RTX GEL VIOLET 12PK | PENTEL | DZ | 14 | |
| 581 | N1BLN77-C | PEN ENERGEL RTX .7 BE | PENTEL | DZ | 14 | |
| 582 | S797563 | 4GB CLIP-IT USB DRIVE 3PK | VERBAT | PK | 14 | |
| 583 | P374830 | RCYCL JUNIOR LEGAL PAD 15LB 12PK | TOPS P | DZ | 14 | |
| 584 | N135346 | PRECISE BLACK FINE POINT 12PK | PILOT | DZ | 14 | |
| 585 | L2TP3854-200 | THERMAL POUCH 8.9"X11.4" 200PK | SCOTCH | EA | 13 | |
| 586 | F12-153L-3 | 1/3 TAB CUT FILE FOLDERS | SMEAD | BX | 13 | |
| 587 | P3G48 | REPORTER'S NB GREGG 4"X8" WHT | SPARCO | DZ | 13 | |
| 588 | W3962504 | SANITIZER PURELL 2 LITER CR | PURELL | EA | 13 | |
| 589 | L9E91BP-24 | ENERGIZER MAX AA-24 | ENERGI | PK | 13 | |
| 590 | L257872 | RECYCLED CLEAR FRONT REP COVER BLUE | PENDAF | BX | 13 | |
| 591 | L2145612 | Z LAMINATOR 60' CARTRIDGE | XYRON | EA | 13 | |
| 592 | L9QU1500BKD09 | QUANTUM AA 144/CT | DURACE | CT | 12 | |
| 593 | W315948CT | CLNR DSNFCT WIPES LMN | UNITED | CT | 12 | |
| 594 | L23745022 | LAM PCH 3 MIL LTR 8.8X11.25 CR | GBC | PK | 12 | |
| 595 | S1CN684WN#140 | HP 564XL BLACK INK CARTRIDGE | HEWLET | EA | 12 | |
| 596 | F5OM01717 | FILE FLDR 1/3 LTR YLW 100BX | OFFICE | BX | 12 | |
| 597 | F1OM97664 | FOLDERS FILE LTR-SIZE GREEN | OFFICE | BX | 12 | |
| 598 | F5OM97649 | HRNGING FLDR 1/5 LGL ASST 25BX | OFFICE | BX | 12 | |
| 599 | A2654-18BRCP | BRIGHT COLORS NOTE 3X3 18PK | POST-I | PK | 12 | |
| 600 | L339170 | INDEX 2 LASER TAB 300 WE | REDI-T | PK | 12 | |
| 601 | A968723 | MONO CORRECTION TAPE RETRO | TOMBOW | PK | 12 | |
| 602 | Q397088 | USB DRIVE BLUE 8GB | VERBAT | EA | 12 | |
| 603 | N283083 | ORIGINAL CHISEL 16CT | EXPO | ST | 12 | |
| 604 | A4OD-35Y | OM NOTE 3X5 12PK YELLOW | OFFICE | DZ | 12 | |

**Attachment
D**

Additional Paper Purchased Outside Office Supply Contract FY 15-16

| College | 8.5x11, 20#, White | 8.5x11, 20#, White, 100% Recycled | 8.5x11, 20#, White, Domtar, 92 | 8.5x11, 20lb, White, Pacesetter, | 8.5x14, 20#, White | 11x17, 20#, White |
|----------------|-------------------------------|--|---|---|-------------------------------|------------------------------|
| CGCC | 7930 | | | | 11 | 9 |
| GWCC | 9514 | | | | 0 | 40 |
| GCC | 10020 | | | | 0 | 9 |
| MCC | 15550 | | | | 10 | 15 |
| PC | 9770 | | | | 20 | 40 |
| PVCC | 4430 | | | | 10 | 50 |
| SMCC | 4250 | | | | 10 | 20 |
| EMCC | | 4900 | | | | 30 |
| PVCC | | | 2000 | | | |
| RIO | | | | 6200 | | |
| DO | 3100 | | | | 20 | 40 |
| | | | | | | |
| Total* | 64564 | 4900 | 2000 | 6200 | 81 | 253 |

*Units in Reams

| | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Proposed Pricing: | \$ | \$ | \$ | \$ | \$ | \$ |
|--------------------------|----|----|----|----|----|----|

Attachment D

Additional Paper Purchased Outside Office Supply Contract FY 15-16

| 8.5x11 Cardstock, White | 8.5x11, 67#, Bristol | 11x17 Cardstock, White | 11x17, 67# , Bristol | 8.5x11, Pastel | 8.5x14, Pastel | 8.5x11 Cardstock. Pastel |
|--|---------------------------------|---------------------------------------|---------------------------------|---------------------------|---------------------------|---|
| 27 | | 2 | | 1434 | 0 | 35 |
| 149 | | 0 | | 769 | 0 | 0 |
| 19 | | 3 | | 760 | 0 | 76 |
| 122 | | 2 | | 1890 | 0 | 94 |
| 93 | | 30 | | 1069 | 3 | 57 |
| 78 | | 24 | | 1238 | 0 | 154 |
| 87 | | 0 | | 460 | 0 | 0 |
| | 100 | | 10 | 600 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 575 | 100 | 61 | 10 | 8220 | 3 | 416 |

| | | | | | | |
|----|----|----|----|----|----|----|
| \$ | \$ | \$ | \$ | \$ | \$ | \$ |
|----|----|----|----|----|----|----|

Attachment D

Additional Paper Purchased Outside Office Supply Contract FY 15-16

| 11x17 Cardstock, Pastel | 8.5x11, Astrobright | 11x17, Astrobright | 8.5x11 Cardstock, Astrobright | 8.5x11, 28#, Laser Paper | 11x17, 28#, Laser Paper |
|--|--------------------------------|-------------------------------|--|-------------------------------------|------------------------------------|
| 0 | 143 | 0 | 15 | 260 | 7 |
| 0 | 361 | 0 | 16 | 275 | 10 |
| 26 | 0 | 0 | 0 | 25 | 0 |
| 10 | 197 | 0 | 13 | 645 | 9 |
| 0 | 124 | 0 | 76 | 195 | 25 |
| 6 | 157 | 28 | 73 | 188 | 66 |
| 0 | 98 | 0 | 0 | 105 | 0 |
| | | | 60 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 42 | 1080 | 28 | 253 | 1693 | 117 |

| | | | | | |
|----|----|----|----|----|----|
| \$ | \$ | \$ | \$ | \$ | \$ |
|----|----|----|----|----|----|

ATTACHMENT E
Main Campus Locations

| Campus | Address | Cit | Zip |
|---|-------------------------|------------|------------|
| Chandler - Gilbert CC (CGCC) | 2626 E Pecos Road | Chandler | 85225 |
| District Support Services Center (DSSC) | 2411 W 14th Street | Tempe | 85281 |
| Estrella Mountain CC (EMCC) | 3000 N Dysart Road | Avondale | 85323 |
| GateWay CC (GWCC) | 108 N 40th Street | Phoenix | 85034 |
| Glendale CC (GCC) | 6000 W Olive Avenue | Glendale | 85302 |
| Mesa CC (MCC) | 1833 W Southern | Mesa | 85202 |
| Paradise Valley CC (PVCC) | 18401 N 32nd Street | Phoenix | 85032 |
| Phoenix CC (PCC) | 1202 W Thomas Road | Phoenix | 85013 |
| Rio Salado CC (RSCC) | 1325 S Park Ln, Ste 1 G | Tempe | 85281 |
| Scottsdale CC (SCC) | 9000 E Chaparral Road | Scottsdale | 85256 |
| South Mountain CC (SMCC) | 7050 S 24th Street | Phoenix | 85042 |

Additional Satellite Campus / Office Locations

| Campus | Address | Cit | Zip |
|--|----------------------------------|------------|------------|
| Auxillary Services Support Center | 4110 E Wood Street | Phoenix | 85040 |
| CGCC - Williams | 7360 E Tahoe Avenue | Mesa | 85212 |
| EMCC - Buckeye Educational Center | 902 E Eason Avenue | Buckeye | 85326 |
| EMCC - West-MEC Southwest Campus | 500 N Verrado Way | Buckeye | 85326 |
| GCC - North Campus | 5727 W Happy Valley Road, Bldg C | Phoenix | 85310 |
| GWCC - Central City | 1245 E Buckeye Road | Phoenix | 85034 |
| GWCC - Deer Valley | 2931 W Bell Road | Phoenix | 85053 |
| MCC - Red Mountain | 7110 E McKellips Road | Mesa | 85207 |
| MCC - Downtown Center | 145 N Centennial Way | Mesa | 85201 |
| PCC - Healthcare | 3144 N 7th Ave | Phoenix | 85003 |
| PCC - Nursing | 3700 N 3rd Avenue | Phoenix | 85013 |
| PVCC - Black Mountain Campus | 34250 N 60th Street | Scottsdale | 85266 |
| SMCC - Guadalupe Center | 9233 S Avenida del Yaqui (Priest | Guadalupe | 85283 |
| SMCC - Laveen Center (Legacy Traditional | 7900 S 43rd Avenue | Laveen | 85339 |



RFP 3371-6 ADDENDUM #1 & ACKNOWLEDGMENT

Description: Office Supply Program
RFP #: 3371-6 Addendum #1
Date: June 13, 2017

The following clarifications, changes, additions or deletions for this project shall be made to the above mentioned RFP; all other conditions shall remain unchanged. The Addendum supersedes current conditions shown in the RFP document. This Addendum forms a part of the Contract Documents and modifies them as follows:

QUESTIONS AND ANSWERS

No further questions will be answered.

Below are responses to the questions that were received regarding this RFP. If your question(s) was not specifically answered it may be because it was not pertinent to your ability to respond to the RFP; did not address what was requested in the RFP; was similar to a question previously asked; was information that only the successful proposer will need and will be provided when they start working on the project; and/or the answer is already contained in the RFP package or available on our website.

Please note the questions are in black, with the response following in blue. When possible wording for each question was kept in the same format as received but may have been edited to provide clarity. Questions may be placed in a different order and renumbered. Responses to questions received are as follows:

- Q1. Are the usage numbers based on a full calendar year?
A1. Usage represents approximately our last complete fiscal year 7/1/2015 to 6/30/2016.
- Q2. What is the total amount of spend for the represented usage range?
A2. Approximately \$638,000 was spent with our current office supply contractor (which includes a portion of the copy paper spend). Spend on paper that was purchased through other paper supply vendors totaled approximately \$364,800.
- Q3. On page #13, what percentage of delivery is desk top delivery?
A3. There is no mention of desktop delivery on page 13 but currently all deliveries are to a centralized campus receiving location.

- Q4. What is the total volume of this RFP
A4. See answer to question #2.
- Q5. Do you have an idea of your average order size?
A5. Approximately \$120 per order.
- Q6. Do you know an estimate on the percentage of spend that will be through Purchase cards?
A6. The goal for FY 17-18 is to move all spend on office products to the ProCard. If a department has an extremely large order a Purchase Order may still be allowed but that will be more an exception than the norm.
- Q7. Regarding the pricing floor: Are you asking each vendor to provide a pricing floor, or are you asking that your pricing doesn't have a floor?
A7. See answer to question #9
- Q8. What is the weighted scale on each of the three steps? Are they equally weighted or one or more is weighted more?
A8. Specific weighting of the RFP evaluation criteria is not shared prior to award in order to encourage all responders to provide their best offering based on the requirements of the RFP.
- Q9. Regarding a Cost Plus Model, how would that be evaluated given each vendor has a different cost that is proprietary information with the manufacturer. For instance, our purchasing power is greater given our leading financial strength amongst the other Office Supply vendors?
A9. After consideration of this question we are asking all offerors to respond with percentage off manufacturer's list price. This will allow MCCCCD to fairly compare prices prior to award. However, a proposer who is deemed susceptible for award may then be asked for cost plus pricing for comparison purposes.
- Q10. You currently state you purchase off other cooperative contracts - how do you handle terms and conditions of those contracts when they conflict with your terms and conditions as outlined in your RFP?
A10. Purchases made from a co-operative contract are bound by the terms and conditions of that contract as those contracts are not issued by MCCCCD. Since this RFP is issued by MCCCCD the terms and conditions outlined in our RFP would take precedent. Any deviations from that language would need to be reviewed and approved by MCCCCD's Purchasing and Legal Departments.
- Q11. How are you going to determine what cost is and how will you audit the process as cost will vary from supplier to supplier?
A11. Please see answer to question #9.

- Q12. How will items that have been substituted with a private label house brand be evaluated when they are different units of measure from the name brand on your core list?
- A12. Per section 4.2.7.6, private label / (house) branded items on the core list may be substituted with an equivalent item of the same quality, count, package size, etc. It is expected that any such private label be the same or similar in measure. A private label / (house) branded item on the core list may be substituted with your own private label equivalent. Such changes must be noted and clearly stated as to what the difference is. For minor differences a formula to determine per unit cost will be utilized if possible. For instance, if legal note pads had 100 sheets vs. 90 sheets the proposed price would be divided by the number of sheets to get a per sheet price.
- Brand name items on the core list that have private label alternatives will not be part of the initial evaluation. In your proposal describe the advantages of switching to alternatives. Any changes to the core list would be made after determining susceptibility for award. MCCCCD may consider supplementing or replacing core list items during negotiations if they provide a more cost effective option.
- Q13. Can we assume that for evaluation purposes you want us to quote in the same unit of measure as the name brand?
- A13. Please see answer to question #12.
- Q14. What was the supply spend and the paper spend for fiscal year 2015-2016?
- A14. Please see answer to question #2.
- Q15. In regards to the Scope of Work, Section 5.5 – Strategic Added Value Offerings, does a response have to be included at the time of submittal in order to be considered for an award? If not, at what point will potential awardees be contacted for their “Added Value Offering” proposal for final consideration?
- A15. Strategic Added Value Offerings that might be incorporated into a strategic partnership do not need to be listed initially. In your proposal you may indicate your willingness to develop these offerings in conjunction with MCCCCD and include a general idea of what may be possible but no specifics are needed to be considered for an award. These ideas will be discussed and negotiated once a proposal has been evaluated and deemed susceptible for award.
- Q16. What is the name of the charitable foundation MCCCCD partners with?
- A16. It is the Maricopa Community College Foundation. Below is a link to their website:
<https://mcccdf.org/>
- Q17. How does MCCCCD process orders sized \$50k-\$99k?
- A17. Orders that exceed the limits of a ProCard may be purchased using a Purchase Order.
- Q18. Page 18 section 4.2.7.6 Alternative Equivalents – Are bidders limited to the manufacturer listed on the Core Items list? For example: can we bid an Oxford folder instead of a Smead folder if the item specifications are the same? Papermate vs. Bic? Neither is private label.

A18. For name brand items on the core list it is desired that the same name brand items be proposed. An alternative name brand item can be added to the core list during negotiations if they are a more cost effective alternative.

Q19. Page 27 section 8.3 and page 18 section 4.2.7.4-.5 – Being asked to provide cost + pricing is unusual. Please elaborate on what MCCCCD is looking for bidders to provide.

1. How would this be used in the evaluation since it is so subjective? Bidders will have negotiated different costs from their manufacturers.

See chart for an example:

| Bidder | Bidder Cost on Item A | Category Mark-up | MCCCCD Price |
|----------|-----------------------|------------------|--------------|
| Vendor A | \$20 | 5% | \$21 |
| Vendor B | \$18.75 | 10% | \$20.63 |
| Vendor C | \$20.25 | 4% | \$21.06 |

2. Would this information be kept confidential from other bidders?

3. Would MCCCCD accept a discount off universal List Price instead?

A19. Please see answer to question #2.

Q20. Page 27 section 8.3 – Are there specific categories MCCCCD expects to see here? There are eight lines provided in the RFP, should all bidders have eight categories?

A20. No specific numbers of categories are expected here. The area is intended to capture the discounts offered on all items in your catalog that are not specifically called out in the core list.

Q21. Regarding Attachment C:

1. How much of the MCCCCD’s spend do the 604 items represent?

2. How much did MCCCCD spend on Office Supplies for the usage time period July 2015 – June 2016?

A21. The core list represents approximately \$258,000 of the total \$638,000 spent with our Office Supply Vendor in FY 15-16.

Q22. Regarding Attachment C: If an item has been discontinued by the manufacturer and is no longer available, how would MCCCCD like the bidders to proceed?

A22. If there is a discontinued item it should be noted and replaced with the manufacturer’s replacement item, if any. If that is not possible an equivalent alternative item may be offered for consideration. MCCCCD will determine if that item will be accepted / replaced.

Q23. Attachment D, page 73 – need more information about the Pacesetter paper. Some info may have been cut off: 8.5x11, 20lb, White, Pacesetter, (?) What is the brightness level? Is it coated paper? What are the specs and the item number would be useful as well.

A23. The Pacesetter 8.5x11, 20# is “High Bright” multi-purpose copy paper. There is no additional information on the item number or brightness available.

- Q24. Attachment D page 74 – need more information: Are all these cardstock or are the pastels 20# paper? Which colors? Please provide Item numbers, if possible, for all the items on page 74.
- A24. Any cardstock item is listed as such. For the Pastels the weight is 20# and colors included: blue, green, yellow, grey, orchid, and tan. Specific quantities of each color or item numbers were not available. These purchases were included as part of the managed print services contract which allowed for paper purchases.
- Q25. Attachment D page 75 – need more information about the Astrobrights, specifically the weights and Item numbers, if possible, for all the items on page 75
- A25. Astrobrights paper is 24#. Item numbers were not available as the paper was purchased as part of the managed print services contract.
- Q26. Please confirm that no part of attachment B is required on the initial submission of the RFP.
- A26. Attachment B (MCCCD External Entity Due Diligence Questionnaire) is not required at the time of proposal submittal. MCCCD may ask for this attachment to be filled out at a later time.
- Q27. Would you extend the time for Q & A for 48 hours after the addendum has been released should there be any need for clarification?
- A27. No, there will not be any follow-up period for additional questions.
- Q28. Since cost plus was determined as a unstable method of determining price can we assume you will require a net price file for the non-core products with a pre-determined hold on pricing for the remaining full line catalog of items ?
- A28. Pricing for non-core items as discussed in Question #9 should be offered as a percent off manufacturer's list pricing. Additional analysis of the pricing offered for non-core items will be done using a market basket of these non-core items. Non-core pricing will adhere to the same terms as outlined on page 18 (under Pricing) of the RFP.

Please fill in the requested information below as acknowledgment that you have received this addendum as noted above and include IN YOUR PROPOSAL when it is submitted.

Name of Firm: _____

Address: _____

Fax # : (_____) _____ Tel. #:(_____) _____

Name:(Print) _____ Title: _____

Signature: _____ Date: _____

E-Mail: _____