

## Event Summary - Caps and Gowns Regalia

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<b>Type</b>	Request for Proposal	<b>Number</b>	EI00201~2023RFP
<b>Stage Title</b>	Caps and Gowns Regalia	<b>Organization</b>	EandiCooperative
<b>Currency</b>	US Dollar	<b>Event Status</b>	Open
<b>Work Group</b>	E&I Cooperative Services	<b>Exported on</b>	2/10/2023
<b>Exported by</b>	Jim LoGrasso	<b>Estimated Value</b>	-
<b>Payment Terms</b>	-		

## Custom Data

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### Idea #

Idea # 00219

## Response and Evaluation

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<b>Respond by Proxy</b>	Allow	<b>Use Panel Questionnaire</b>	Yes
<b>Best Value</b>	No		
<b>Sealed Bid</b>	No	<b>Auto Score</b>	No
		<b>Cost Analysis</b>	No
<b>Alternate Items</b>	No	<b>Confidential Pricing</b>	Yes

## Visibility and Communication

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Visible to Public No

## Commodity Codes

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Commodity Code	Description
Promotional Items	GP: Office: Office Supplies & Equip

## Event Dates

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<b>Time Zone</b>	EST - Eastern Standard Time (EST)
<b>Released</b>	-
<b>Open</b>	2/10/2023 10:00 AM EST
<b>Close</b>	3/13/2023 1:00 PM EST
<b>Q&amp;A Close</b>	3/2/2023 5:00 PM EST

## Event Users

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### Event Creator

#### Jim LoGrasso

[jlograsso@eandi.org](mailto:jlograsso@eandi.org)

Phone +1 631-630-8262

### Event Owners

#### Jim LoGrasso

[jlograsso@eandi.org](mailto:jlograsso@eandi.org)

Phone +1 631-630-8262

#### Helga Strobel-Pedisich

[hspedisich@eandi.org](mailto:hspedisich@eandi.org)

Phone +1 631-630-8259

#### Christine Belzer

[cbelzer@eandi.org](mailto:cbelzer@eandi.org)

Phone +1 631-630-8217

#### Sanjay Patel

[spatel@eandi.org](mailto:spatel@eandi.org)

Phone +1 562-644-9799

#### Stephanie Moore

[smoore@eandi.org](mailto:smoore@eandi.org)

Phone +1 631-630-8300

#### Casey Laurienzo

[claurienzo@eandi.org](mailto:claurienzo@eandi.org)

**Jim LoGrasso**[jlograsso@eandi.org](mailto:jlograsso@eandi.org)

Phone +1 631-630-8262

**Catherine Goglia**[cgoglia@eandi.org](mailto:cgoglia@eandi.org)

Phone +1 631-630-8318

**Ian Robbins**[irobbins@eandi.org](mailto:irobbins@eandi.org)**E&I IT**[helpdesk@eandi.org](mailto:helpdesk@eandi.org)**Contacts****Jim LoGrasso**[jlograsso@eandi.org](mailto:jlograsso@eandi.org)

Phone +1 631-630-8262

**Stakeholders****Sourcing Analyst**[irobbins@eandi.org](mailto:irobbins@eandi.org)**Jacob Giannini**[jgiannini@eandi.org](mailto:jgiannini@eandi.org)**Wu Chen**[wchen@eandi.org](mailto:wchen@eandi.org)**Melek Ucar**[mucar@eandi.org](mailto:mucar@eandi.org)**Wiatta Wilcox**[wwilcox@eandi.org](mailto:wwilcox@eandi.org)**BJ Posey**[bposey@eandi.org](mailto:bposey@eandi.org)

Phone +1 205-966-0539

**Eric Miller**[emiller@eandi.org](mailto:emiller@eandi.org)

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[dhoover@eandi.org](mailto:dhoover@eandi.org)**Danielle Ali**[dali@eandi.org](mailto:dali@eandi.org)**Bob Solak**[bsolak@eandi.org](mailto:bsolak@eandi.org)

Phone +1 631-630-8283

**BJ Posey**[bposey@eandi.org](mailto:bposey@eandi.org)

Phone +1 205-966-0539

**Jordan Parkins**[jparkins@eandi.org](mailto:jparkins@eandi.org)**Jill Schunk**[jschunk@eandi.org](mailto:jschunk@eandi.org)**Michael Fox**[mfox@eandi.org](mailto:mfox@eandi.org)**Workflow Approver**[nobody@jaggaer.com](mailto:nobody@jaggaer.com)**Bethany Harden**[bharden@eandi.org](mailto:bharden@eandi.org)

Phone +1 334-444-1896

**Chris Jarvis**[cjarvis@eandi.org](mailto:cjarvis@eandi.org)**Nicole Mandelkorn**[nmandelkorn@eandi.org](mailto:nmandelkorn@eandi.org)

## **Description**

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Caps & Gowns Regalia (Caps, Gowns, Tassels, Hoods, Cords, Diplomas)

## **Stage Description**

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Caps & Gowns Regalia (Caps, Gowns, Tassels, Hoods, Cords, Diplomas)

1 ★ **Instructions To Supplier :**

Please review the attached file and certify below.

**Prerequisite Content:**

**RFP Document**

EI00201-2023RFP\_-\_Caps & Gowns Regalia\_-\_February\_8\_2023 (2).docx    ../Attachments/PrereqAttachments/EI00201-2023RFP\_-\_Caps\_&\_Gowns\_Regalia\_-\_February\_8\_2023 (2).docx

**Certification**

I certify that I have read and agree to the terms above.

**Supplier Must Also Upload a File:**

No

2 ★ **Instructions To Supplier :**

Please review the attached file and have the appropriate authorized representative(s) sign and attach all forms and supporting documentation.

**Prerequisite Content:**

**Execution of Offer and Certifications**

EI00201-2023RFP - Caps & Gowns Regalia Execution+of+Offer+Certifications - 2-8-23.docx    ../Attachments/PrereqAttachments/EI00201-2023RFP - Caps & Gowns Regalia Execution+of+Offer+Certifications - 2-8-23.docx

**Certification**

I certify that I have read and agree to the terms above.

**Supplier Must Also Upload a File:**

Yes

**Enable Confidential Mode**

No

3 ★ **Instructions To Supplier :**

Please review the attached file and have the appropriate authorized representative(s) sign and attach all forms and supporting documentation.

**Prerequisite Content:**

**EDGAR Certification**

EI00201-2023 - Caps & Gowns Regalia EDGAR+Certifications - 2-3-23.docx    ../Attachments/PrereqAttachments/EI00201-2023 - Caps & Gowns Regalia EDGAR+Certifications - 2-3-23.docx

**Certification**

I certify that I have read and agree to the terms above.

**Supplier Must Also Upload a File:**

No

## Buyer Attachments

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There are no Buyer Attachments added to this event.

## Questions

★ Supplier Response Is Required

### Contract Alignment & Connection

#### Group 1.1: Contract Alignment & Connection

- |               |   |   |
|---------------|---|---|
| <b>1.1.1</b>  | Please detail step by step your enterprise's current contract alignment and connection process to end users.<br>Text (Multi-Line)   | ★ |
| <b>1.1.2</b>  | Who in your organization that is NOT the account rep would E&I work with to resolve issues or challenges around the alignment request process to ensure Member engagement/connection, Compliance tracking, etc.<br>Text (Multi-Line)                      | ★ |
| <b>1.1.3</b>  | What information do you need to capture from a member institution at a minimum in order to align their account to the E&I contract? (ex: preferred dealer, ship to info, tiered selection of services, member number, etc.)<br>Text (Multi-Line)          | ★ |
| <b>1.1.4</b>  | Based on minimum requirements to set up, align, and connect a contract to an E&I Member, what is the average lead time for completion and how will completion be confirmed to E&I and it's Members?<br>Text (Multi-Line)                                  | ★ |
| <b>1.1.5</b>  | Can this information be captured up front when the member submits an alignment request form?<br>Text (Multi-Line)   | ★ |
| <b>1.1.6</b>  | How is pricing activated? Through established pricing or providing a quote?<br>Text (Multi-Line)  | ★ |
| <b>1.1.7</b>  | Explain your process in regards to how the Member would receive E&I pricing?<br>Text (Multi-Line)   | ★ |
| <b>1.1.8</b>  | Is it required that a custom agreement ("Member Specific Agreement" [MSA] per the contract) for a member be established in order to achieve alignment with the E&I contract?<br>Yes/No  | ★ |
| <b>1.1.9</b>  | Please select from the options below.<br>Multiple Choice (Pick One)<br>No, it is not required, but there is an option for members to establish a custom agreement.<br>No, there is no option or requirement for a member to establish a custom agreement. | ★ |
| <b>1.1.10</b> | Please list the criteria<br>Text (Multi-Line)   | ★ |
| <b>1.1.11</b> | Do you need anything else signed from the member besides the E&I agreement? If yes, please state what else is needed.<br>Text (Multi-Line)  | ★ |
| <b>1.1.12</b> | In order for the Member to get E&I pricing, who at your firm has the authority to grant access to that pricing? Is it a regional contact for that member or does all pricing have to go through the national contact first?<br>Text (Multi-Line)          | ★ |
| <b>1.1.13</b> | When an alignment request form comes in, what do you foresee as barriers to carrying it through and fully enforcing the alignment? (i.e. authorized dealers, resellers, etc.)<br>Text (Multi-Line)  | ★ |

- 1.1.14 What suggested or recommended improvements can E&I make to the current alignment request process as outlined in the contract?  
Text (Multi-Line)
- 1.1.15 Describe your conversion process for steering/channeling alignment and connection requests from current members with direct contracts who would like to participate in the E&I contract.  
Text (Multi-Line)
- 1.1.16 If awarded an E&I contract, will you convert all current direct business to E&I Members to the E&I Contract? ★  
Yes/No
- 1.1.17 Will direct business be converted to the E&I Contract once your firm's current direct agreement terms out? ★  
Yes/No
- 1.1.18 Please provide the list of E&I Member direct business that WILL NOT be eligible to participate in the E&I agreement and that annual spend. ★  
File Upload
- 1.1.19 Please provide a list of those Members, annual spend, primary point of contact, and contract term out date. ★  
File Upload
- 1.1.20 Please provide a list of all direct business to be converted, annual spend, and primary point of contact. ★  
File Upload

## Supplier Diversity

### Group 2.1: Supplier Diversity

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- 2.1.1 Is your firm certified as a diverse supplier? ★  
Yes/No
- 2.1.2 Please provide a copy of the third party certificate that validates your diverse supplier status. ★  
File Upload
- 2.1.3 Does your firm have a supplier diversity program in place? ★  
Yes/No
- 2.1.4 Please provide the name, title, phone number, and email address of the point of contact for supplier diversity inquiries. ★  
Text (Multi-Line)
- 2.1.5 Does your firm have certified diverse supplies available as subcontracting options to support the business opportunity with E&I? ★  
Yes/No
- 2.1.6 Please provide full details of your recommendation in the attached Supplier Diversity Utilization Plan. ★  
File Upload  
E&I Supplier Diversity Utilization Plan - ../Attachments/QuestionAttachments/Supplier Diversity Utilization Plan TM2022.06.01.xlsx
- 2.1.7 Please provide areas of subcontracting where diverse suppliers can be utilized. ★  
Text (Multi-Line)
- 2.1.8 Can your firm provide E&I or it's members a Tier 1 supplier solution? ★



Yes/No

- 2.1.9 Please provide full details of your recommendation in the Supplier Diversity Utilization Plan attachment attached in question 2.1.6 ★  
Text (Single Line)
- 2.1.10 If you are successful in securing this business award, will you provide Tier 1 or Tier 2 spend reporting to E&I at a jointly determined cadence or upon request? ★  
Yes/No
- 2.1.11 Please provide your company contact for reporting if different from contact name listed in response number 2.1.4. ★  
Text (Multi-Line)

## Business Partner Capability

### Group 3.1: Company Overview

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- 3.1.1 Provide a brief company history & attach a company brochure defining core values and guiding principles. (Limit 3 Pages) ★  
File Upload
- 3.1.2 Number of years in business  \_\_\_\_\_ Years ★  
Text (Single Line)
- 3.1.3 Are you a Small (10 or less employees), Medium (11-25 employees) or Large (26 plus employees) firm ★  
Dropdown List (Pick One)  
Small (1-10)  
Medium (11-25)  
Large (26 or more)
- 3.1.4 Is the Education Sector (K-12, Higher Ed, et al) a primary or a boutique focus (i.e. Non-Profit equivalent and/or low priority/minimal focus) ★  
Text (Multi-Line)
- 3.1.5 If the Education Sector (Higher Education et al.) is a not a strategic focus or considered a low priority, are there business development strategies to prioritize focus in the space? ★  
Text (Multi-Line)
- 3.1.6 In which regions, states, or cities do you have a presence? ★  
Text (Multi-Line)
- 3.1.7 Please describe your firms audit and compliance feedback process. Provide in Excel spreadsheet matrix form (Stages, Tasks, Ouputs, Deliverables) ★  
File Upload
- 3.1.8 Please provide a sample of Metrics and KPI's your firm AND industry leverage to quantify and measure business relations health, success and overall enterprise growth. ★  
File Upload

### Group 3.2: Company Experience

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- 3.2.1 Describe experience any specialty areas where you believe your firm has unique expertise or a competitive advantage. ★  
Text (Multi-Line)
- 3.2.2 Provide the qualifications of senior professionals in your firm that are likely to be assigned to support E&I and it's Members. Define who will be primarily responsible and have final authority over decisions made. ★  
Text (Multi-Line)

- 3.2.3 Provide an organizational chart with lines of authority for those individuals that will be directly involved in this contract. ★  
File Upload
- 3.2.4 Provide at least three references where similar services to institutions of higher education or healthcare have been provided within the past three years. Include the name of the firm/organization, the complete mailing address, and the name, telephone number and email address of the contact person. ★  
File Upload

### Group 3.3: Company Qualifications

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- 3.3.1 Will you provide to the Member, at the Supplier's expense, a sample of each cap. gown. tassel package? ★  
Yes/No
- 3.3.2 Please describe your Merchandise Guarantee and Return policy. ★  
Text (Multi-Line)
- 3.3.3 Please provide your experience and qualifications in providing quality service and products of Custom Cap & Gown Regalia. ★  
Text (Multi-Line)
- 3.3.4 Please provide in detail any sponsorship opportunities with the Member Institution which includes use of any agreed upon marks, signage, hospitality, media and promotional opportunities. ★  
Text (Multi-Line)
- 3.3.5 Please describe in detail your responsibilities regarding receiving returned apparel immediately following commencement ceremonies. ★  
Text (Multi-Line)
- 3.3.6 Do you have an on-line web site for rental or purchase of apparel and accessories that can be linked to the Member Institution's commencement web site? ★  
Text (Multi-Line)
- 3.3.7 Please describe how you match a special color or trim specification for Caps & Gowns. ★  
Text (Multi-Line)
- 3.3.8 Please describe your service plan for each commencement ceremony. ★  
Text (Multi-Line)
- 3.3.9 Will you have a Supplier Representative on-site if a Member Institution requires one? ★  
Text (Multi-Line)
- 3.3.10 Will you have a Supplier Representative available 24/7 a week for the Member Institution to contact in case of emergencies? ★  
Text (Multi-Line)
- 3.3.11 Please describe your implementation process for Commencement setup at each Member Institution's campus. ★  
Text (Multi-Line)
- 3.3.12 Will you store extra inventory in case the Member needs additional product? ★  
Text (Multi-Line)
- 3.3.13 What is the lead time that you need to produce a custom Cap & Gown? Please elaborate on the lead time for new, rental and customized products. ★  
Text (Multi-Line)

- 3.3.14** What do you need from the Member Institution in order to produce a custom cap & gown? ★  
Text (Multi-Line)
- 3.3.15** What types of clients do you primarily work with? (Size of Organizations, Industry, etc.)? Have you worked with a Group Procurement Organization? Elaborate on your experience and years within this industry. ★  
Text (Multi-Line)
- 3.3.16** Do you outsource any part of business to a subsidiary or a third party relationship (supplier/subcontractor)? If yes, please detail which portions are outsourced and how do you manage that process? ★  
Text (Multi-Line)
- 3.3.17** How and where do you source your products? What does your supply chain look like, and what kind of relationships do you have with your suppliers and manufacturers? ★  
Text (Multi-Line)
- 3.3.18** Please discuss your points of differentiation in relation to your major competitors with relevance to direct purchase. ★  
Text (Multi-Line)
- 3.3.19** Please describe why you feel your organization is a good fit for this opportunity. ★  
Text (Multi-Line)
- 3.3.20** Can you provide inventory holding services? What is the inventory capacity and how are inventory levels managed and monitored? ★  
Text (Multi-Line)
- 3.3.21** Describe your capabilities for on-demand ordering and fulfillment. ★  
Text (Multi-Line)
- 3.3.22** Elaborate on the available ordering methods - online ordering, order tracking, search options, order history and whether or not your company's website integrates with your inventory system. ★  
Text (Multi-Line)
- 3.3.23** Do you have any minimum order quantity requirements from a Member? ★  
Text (Multi-Line)
- 3.3.24** Do you have a quality assurance program in place? (Yes/No). If yes, please describe your quality assurance program. ★  
Text (Multi-Line)
- 3.3.25** Please attach your standard service level agreements. ★  
File Upload
- 3.3.26** How do you maintain transparency and ensure accuracy in pricing and invoices? Do you use any tools to track and maintain accuracy in number of items issued and billed? Please describe your IT capabilities for tracking inventory and providing clear & transparent billing. Please upload any attachments, if any. ★  
Text (Multi-Line)
- 3.3.27** Will you provide spend and performance reports with line item level detail to be shared with E&I members? Please confirm if you will comply with this requirement. Upload attachments, if any. ★  
Text (Multi-Line)

- 3.3.28 Please discuss E-Procurement Initiatives at your company(including electronic ordering, electronic payment, etc.) and thoughts of how these can be incorporated in a supply relationship with Members to lower overall costs. ★  
Text (Multi-Line)
- 3.3.29 Please describe your company's capability to provide "punch-out" catalogs at no extra cost to E&I Members. Does your company currently provide this feature to other buyers? You many attach any additional documentation ID required in response to this question. ★  
Text (Multi-Line)
- 3.3.30 Please provide an implementation plan with regards to testing, training, documentation and expected duration of the online "punch-out" catalog implementation process. You may attach any additional documentation ID required in response to this question. ★  
File Upload

## Economic Value & Financial Overview

### Group 4.1: Contract Administrative and Marketing Fee (CAF)

- 4.1.1 As a non-profit cooperative, E&I requires a Contract Administrative and Marketing Fee (CAF) to cover its operational expenses and working capital requirements. Annually, at the direction of E&I's Board of Directors, E&I refunds any CAF above these requirements to its Members based on their utilization of its contracts. Have you reviewed the Sales and CAF reporting and payment expectations within Sections I and II of the attachment under Question 5.1.2. ★  
Yes/No
- 4.1.2 Please provide the details for your proposed CAF Rate % and structure? (i.e. 2% fixed, tiered rate based on volume etc.) ★  
Text (Multi-Line)
- 4.1.3 E&I mandates that all suppliers submit Contract Administration Fees (CAF) electronically. Will there be an issue in providing CAF payment electronically? ★  
Yes/No

### Group 4.2: Financial Offer Requirements

- 4.2.1 Pricing shall include list price, discount from list for services requested in this RFP. Firms electing to propose pricing on additional services must submit additional items on a separate list. The list must be labeled as "Additional Services." E&I retains the right to accept or reject additional items in part or in whole. Do you understand and will your firm comply? ★  
Yes/No
- 4.2.2 The percent discounts and rates for the proposed services shall be applicable to all search requests made under a resulting Agreement with your firm. Percentage discounts off firm's list price shall remain firm for the life of the Agreement unless improved for the benefit of the membership. Do you understand and will your company comply? ★  
Yes/No
- 4.2.3 Your firm is authorized to offer members enhanced pricing and/or member-specific agreements on a case-by-case basis and both shall be considered part of the resulting Agreement. Your firm is required to make available any special offerings or promotions where and when appropriate. Do you understand and will your company comply? ★  
Yes/No

### Group 4.3: Respondent Pricing

- 4.3.1 Please upload your pricing using the attached template. You must identify all costs, fees or charges for which the members and/or E&I may be billed. Costs not indicated in your submission will not be paid. ★  
File Upload  
Caps & Gowns Regalia RFP pricing template - ../Attachments/QuestionAttachments/EI00201-2023RFP - Caps Gowns\_EI Pricing Sheet Template.xlsx - 2-7-23.xlsx

### Group 4.4: Financial Reporting Capabilities

- 4.4.1 E&I will provide the awarded supplier(s) with the an updated membership list on a monthly basis in Excel format. Explain in detail your company's ability to incorporate the updated information into the accounting system used to track and report E&I Member purchases. ★  
Text (Multi-Line)

- 4.4.2 In Column H of the "VRF Field Explanations" worksheet, indicate whether your company has the capability to provide the required fields by entering "Yes" or "No". ★  
File Upload
- 4.4.3 In the "VRF Desired Format" worksheet, provide a sample report that includes the relevant data, in the desired format, for five of your company's current Education customers invoiced during the prior month. ★  
File Upload  
VRF Desired Format - ../Attachments/QuestionAttachments/VRF Desired Format .xlsx
- 4.4.4 Please provide in detail your implementation, communication, and timeline plans to introduce and inform your sales/marketing staff, consultants, E&I Members and their respective ordering departments of the terms and benefits of an E&I Master Agreement with your company. ★  
Text (Multi-Line)
- 4.4.5 Describe your use of marketing material, technology and the internet to provide marketing and promote contract awareness. ★  
Text (Multi-Line)
- 4.4.6 Describe plans to elevate sales made on campus (departmental "road shows," leveraging web site messages, etc.) to ensure quick and deep ongoing traction with E&I Members. ★  
Text (Multi-Line)

## RFP Exceptions

### Group 5.1: Supplier Performance, Compliance et al.

- 5.1.1 Have you reviewed our Master Agreement Template attached to this question? ★  
Yes/No  
Master Agreement Template - ../Attachments/QuestionAttachments/Master\_Agreement\_Template for RFP - IRR2022.03.29.docx
- 5.1.2 Have you reviewed the Supplier Performance Expectations attached to this question? ★  
Yes/No  
Supplier Performance Expectations - ../Attachments/QuestionAttachments/Supplier Performance Expectations - IRR2022.03.29.docx
- Do you take exception to anything within this RFP to include compliance with all specifications, terms and conditions, Master Agreement Template, Supplier Performance Expectations, etc?
- 5.1.3 NOTE 1: Any exceptions which are determined to be unacceptable to E&I may result in the disqualification of your proposal. ★  
NOTE 2: Any exceptions may also have an effect on your company's evaluation under this RFP.  
Yes/No
- 5.1.4 Use the attached template signed by a company Authorized Representative to identify the details for all exceptions. ★  
File Upload  
RFP Exception Form - ../Attachments/QuestionAttachments/RFP+-+Exception+Form.docx

## E&I Risk Profile

### Group 6.1: RFP Response Quality

- 6.1.1 Please select the RFP response quality that best captures the suppliers effort. ★  
Multiple Choice (Pick One)  
Supplier provides detailed, thoughtful, nuanced, useful responses to the MAJORITY (>75%) of RFP  
Suppliers provides stock, generic, evasive or vague responses to FAIR VOLUME (>50%) of RFP  
Suppliers provides stock, generic, evasive or vague responses to RFP

## Group 6.2: Litigation

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- 6.2.1** Are any employees, officers, directors, members, agents or consultants of Supplier related to any employee, officer or director of E&I? ★  
Yes/No
- 6.2.2** Please provide details: List employee, officer, director, member, agent, or consultant name; relation to, and name of employee, officer or director of E&I?  
Text (Multi-Line)
- 6.2.3** Does your firm have any current (active) public lawsuits, legal actions or governmental investigations including, but not limited to, parties of dispute, and equipment affected, cause of action, jurisdiction and date of legal complaint? E&I reserves the right to ask for additional information on any past case (including cases older than five years) that may cause a member, their board or governing body to ask for further details on any case listed or discovered during due diligence. ★  
Yes/No
- 6.2.4** Please provide specific details here. ★  
Text (Multi-Line)
- 6.2.5** Does your firm have any lawsuits, legal actions or governmental investigations from the past five (5) years that are public record, even if there was no verdict or admission of any wrong doing? ★  
Yes/No
- 6.2.6** Provide details here including proof of resolution of any case or a letter explaining the decisions made by the company. ★  
File Upload
- 6.2.7** Has your firm or any of your firm's personnel experienced any loss of licencing or certification within the past five (5) years? ★  
Yes/No
- 6.2.8** Please explain. ★  
Text (Multi-Line)
- 6.2.9** Describe any specific restructuring, mergers, or corporate name changes within Supplier's firm that have occurred during the past three years or is anticipated in the next three years, noting potential impacts to the products and services contemplated by this RFP. ★  
Text (Multi-Line)
- 6.2.10** Provide information relating to Supplier bankruptcies or reorganizations with the last five (5) years. ★  
Text (Multi-Line)

## Group 6.3: Education Sector Spend History

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- 6.3.1** Year 1: Higher Education Sales ★  
Numeric Text Box
- 6.3.2** Year 1: K-12 Sales ★  
Numeric Text Box
- 6.3.3** Year 2: Higher Ed Sales ★  
Numeric Text Box
- 6.3.4** Year 2: K-12 Sales  
Numeric Text Box

- 6.3.5 Year 3: Higher Ed Sales  
Numeric Text Box
- 6.3.6 Year 3: K-12 Sales ★  
Numeric Text Box

**Group 6.4: Financial Health Assessment**

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- 6.4.1 Is your firm Public or Private? ★  
Multiple Choice (Pick One)  
Public  
Private
- 6.4.2 Provide a URL to a link of the three (3) most recent annual reports. ★  
Text (Single Line)
- 6.4.3 Provide copies of the most recent three (3) year audited financial statements or other documented evidence of financial stability to assure required performance upon request. ★  
File Upload
- 6.4.4 Working Capital ★  
Numeric Text Box
- 6.4.5 Retained Earnings ★  
Numeric Text Box
- 6.4.6 EBIT (Earnings Before Interest & Tax) ★  
Numeric Text Box
- 6.4.7 Sales ★  
Numeric Text Box
- 6.4.8 Market Value of Equity ★  
Numeric Text Box
- 6.4.9 Total Liabilities ★  
Numeric Text Box
- 6.4.10 Total Assets ★  
Numeric Text Box

**Group 6.5: Client Termination**

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- 6.5.1 Do you have any former clients (Higher Education or K-12) that have terminated a contracting relationship with your company in the past 24 months. ★  
Yes/No
- 6.5.2 Use the attached template to provide the details of any Higher Ed or K-12 terminated contracting relationships within the last 24 months. ★  
File Upload  
Former Client Termination - ../Attachments/QuestionAttachments/Former+Client+Terminations (1).xlsx

**Group 6.6: Existing Contracts with Direct Competitors**

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- 6.6.1 Do you have dedicated resources focused on Consortium/Group Purchasing contracting, as well as Higher Education and K-12? ★  
Yes/No
- 6.6.2 Please Describe.  
Text (Multi-Line)

- 6.6.3** Does your company have any GSA, State, or GPO agreements that are currently in effect or that your company is in the process of securing? (Note: E&I reserves the right to request copies or access to any or all of these agreements) ★  
Yes/No
- 6.6.4** Provide the GSA/State/GPO Name, Discount(s) Offered, Contract Expiration Date, and Annual Sales Volume for each GSA/State/GPO contract your company has in place. ★  
Text (Multi-Line)