**BUYERS GUIDE** *FOR*

PO-10700-00015277

Staples Contract & Commercial, LLC

Office Supplies (NASPO)

***Version 1 (February 14, 2023)***

**DESCRIPTION:**

The State of Oregon, on behalf of NASPO ValuePoint and participating states issued

RFP S-10700-00001355 seeking offers from qualified and responsible proposers to provide office supplies.

Through this cooperative solicitation, DAS PS awarded 2 Participating Addenda for use by State Agencies and Oregon Cooperative Procurement Program members:

PO-10700-00015277 – Staples Contract and Commercial, LLC

PO-10700-00015278 – ODP Business Solutions, LLC

**AVAILABLE PRODUCTS AND PRICING:**

The products and pricing available pursuant to this Participating Addenda are listed in Exhibit 3 of the Master Agreement, which is available under the Attachments tab in OregonBuys.

**There is a $25.00 purchase minimum. Orders under $25.00 are subject to a special handling fee of $5.99. See section 8.2 of the Master Agreement.**

**CONTRACTOR SELECTION:**

A Purchasing Entity, that is a state agency, using the State of Oregon’s Participating Addenda, will use one the following three processes to make its selection of a provider among the holders of State of Oregon Participating Addenda:

1. **Highest Ranked Proposer in response to the RFP that holds an Oregon Participating Addendum**: Purchasing Entity may issue purchase orders or contracts for Goods to the awardee who received the highest total points in response to the RFP and was awarded a Participating Addendum in Oregon; **Staples Contract & Commercial, LLC is the highest rank proposer in response to the RFP.**

or

1. **Highest Ranked Proposer in Market Basket Comparison**: Purchasing Entity, on an annual basis (beginning upon the Effective Date of the Participating Addendum and then on each anniversary date thereafter) may make a selection to be effective for the entire contract year period, as follows:

Purchasing Entity creates its own market basket comprised of up to 100 most-used products;

Purchasing Entity defines the criteria most important to it in the selection of a provider, such as: price, functionality, accounting/invoicing issues, use, availability, past performance;

Purchasing Entity obtains prices for the market basket items from each of the providers;

Purchasing Entity evaluates and scores the market basket from each provider;

Purchasing Entity applies all applicable preferences; and

Purchasing Entity acquires the products from the highest-ranking provider from its market basket scoring.

or

1. **Cost Comparison**: Purchasing Entity may conduct a product-specific comparison based upon price.

Purchasing Entity must document its selection process in its procurement file.

Purchasing Entities that are agencies of the State of Oregon under DAS PS procurement authority may purchase Goods under this Addendum for any dollar amount without further delegation of procurement authority from DAS PS. Notwithstanding the foregoing DAS PS delegation, Purchasing Entities that are agencies of the State of Oregon must obtain all other necessary approvals, including but not limited to legal sufficiency approval, as may be required.

Purchasers who are not State Agencies may select the Contractor of the Authorized Purchaser’s choice in compliance with applicable statute and rules.

**MANDATORY PURCHASE ORDER LANGUAGE:**

### Purchase Orders must contain the following language:

This Purchase Order is subject to Master Agreement #PO-10700-00012991, and Participating Addendum #PO-10700-00015277. The terms and conditions contained in the Participating Addendum apply to this purchase and take precedence over all other conflicting terms and conditions, express or implied. There are no understandings, agreements or representations, oral or written, not specified herein.

**ACCOUNT MANAGEMENT:**

Main Point of Contact:

Cheryl Sandman, Key Account Manager

Cheryl.sandman@staples.com

Live Chat on StaplesAdvantage.com

Email: support@staplesadvantage.com

(877) 826-7755

Monday through Friday, 8:00 am – 8 pm Eastern Time

**ORDER PLACEMENT:**

Authorized Purchasers may use Staples’ online ordering system or issue purchase orders to place orders.

Contractor’s dedicated website is: www.staplesadvantage.com

Email to which purchase orders may be submitted: support@staplesadvantage.com