



WSCA/NASPO PC Contract Administration

112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155
Fax: 651-297-3996, TTY: MN Relay Service 1-800-627-3629
<http://www.mmd.admin.state.mn.us/wsca/wsca.htm>

INTENT TO PARTICIPATE WSCA/NASPO PC CONTRACTS 2009-2014

I. PURPOSE:

The purpose of this Agreement is to provide the members of the Western States Contracting Alliance (WSCA) and the National Association of State Procurement Officials (NASPO) with the opportunity to participate in a multi-state cooperative contract. Further, this Agreement shall identify the WSCA /NASPO parties to this contract and shall ensure a firm commitment from each party.

A cooperative procurement from **MANUFACTURERS OF PERSONAL COMPUTER EQUIPMENT AND RELATED DEVICES** is considered in the best interests of WSCA and the Participating States because:

1. Access to multi-state, defined and controlled offerings is a requirement of all WSCA/NASPO States to enable them to meet anticipated requirements for personal computers and related devices in a timely manner.
2. All States have a need for centralized reporting of personal computers and related devices ordering volume, to enable better management of these types of supplies
3. The industry is divided between manufacturers that predominately deal directly with end users and manufacturers that actively use resellers/VARs/partners/ distributors to deal with end users. This provides WSCA/NASPO an opportunity to accomplish many local procurement goals, while providing end users with options at a number of levels.
4. WSCA/NASPO expects that a centrally procured and administered personal computer equipment and related devices contracts will reduce pricing and achieve better efficiencies in ordering.
5. The solicitation and resulting contracts will be structured to accommodate any Participating States' localized requirements concerning availability of products in their geographical areas.



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II. EFFECTIVE DATES OF THIS INTENT TO PARTICIPATE

This agreement shall remain in effect until the term of the contract, established in Section IV of this document, has ended or has been terminated for cause.

III. SCOPE OF THE CONTRACT

Scope Description. The Materials Management Division (MMD) of the Minnesota Department of Administration (Admin) will be requesting proposals on behalf of the State of Minnesota, the Western States Contracting Alliance (WCSA), and the National Association of State Procurement Officials (NASPO) from equipment manufacturers of:

- personal computers (desktop workstations, laptops and mobile);
- small, mid-range servers;
- storage solutions hardware for small LANS;
- individual or small shared printers;
- multifunctional (print, copy, scan, fax) printers;
- educational bundles ; and
- limited peripherals to support desktop computing.

Contractors **MUST** provide warranty and maintenance services on **ALL** equipment that is offered and purchased through the resulting contracts. Responders may also propose extended warranty and maintenance services as Value-Added services for equipment purchased from previous WCSA/NASPO contracts, as well as for equipment purchased from previous contracts Purchasing Entities may have had in place. Delivery, support, warranty, and maintenance may be provided by the contract awardees using subcontractors. The contract awardee is still responsible for the timeliness and quality of all services provided by individual sub-contractors. Subcontractor participation will be governed by individual Participating State procurement officials, who have the sole discretion to determine if they will accept services from a sub-contractor. Contractors may offer, but participating states and entities do not have to accept, limited professional services related **ONLY** to the equipment and configuration of the equipment purchased through the resulting contracts.

This RFP is divided into several bands (groups of units and configurations considered related to each other). The definition of bands is not subject to negotiations with potential Responders. Responders may respond to any or all bands. The State of Minnesota and WCSA/NASPO intend this procurement to result in **LIMITED** multiple source awards for each band.



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“Educational” offerings, including hardware configurations and special purpose educational software included as part of the original purchase, are included in this RFP. The specific rules and restrictions of these “educational” offerings must be detailed in the response.

This request for proposals **IS NOT** for a one-stop, meet-any-and-all requirements contract. Rather, whole products, i.e. computers (laptop, desktop, mobile, etc.), servers, printers, including software pre-loaded on the equipment are to be purchased. The purchase of software is allowed only at the time of the purchase of the hardware. Maintenance parts, replacement hard drives, or cards, for example are **NOT** acceptable products. At the option of the Participating State procurement official, factory warranted upgrades for equipment previously purchased from the contracts resulting from this RFP, or the previous WCSA/NASPO PC contracts, as well as for equipment purchased from previous contracts Purchasing Entities may have had in place, may be included as part of the resulting contracts. Additionally, any resulting contract **IS NOT** a reseller contract; rather, it is the intent of this request for proposals to contract with equipment manufacturers. Each state represented by WCSA/NASPO that chooses to participate in this contract independently has the option of contracting for a one-stop shop contract, contracts with resellers or any other kind of PC or computer goods or services.

Potential Responders should be aware of several limitations and boundaries intended by the WCSA Directors in supporting the issuing of this RFP.

- The resulting contracts are **NOT** for the offer and purchase of major, large hardware or hardware and software offerings. In general, individual units/configurations should not exceed \$100,000 each. Printers of all types and monitors per unit/configuration cost should not exceed \$50,000 each. It is the expressed intent of some of the Participating States to set this level at not to exceed \$25,000 each. This **IS NOT** a restriction on how many units/configurations can be purchased, but on the value of each individual unit/configuration. Individual Participating States may set state specific limits in a participating addendum, with the prior approval of the WCSA Directors.

- Contract awardees should assume that the pricing accepted reflects individual or small quantity purchases. If a Participating State, or a group of Participating States or entities within a state(s), chooses to focus purchases on a “standard configuration,” this configuration will be defined and then competed within the pool of contract awardees for specific pricing. Any entity, at any time, that commits to purchasing



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such a standard configuration unit(s) shall receive the same price from a contract awardee.

- MMD and the WSCA Directors acknowledge that individual units and configurations offered in 2009 will evolve during the potential life of the resulting contracts. It is our intent to adhere to the following processes in dealing with this change, evolution.

Substitution of units/configurations: MMD and the WSCA Directors acknowledge that individual units and configurations may stop being produced during the life of the resulting contracts. Substitution of different units and configurations will be permitted with the prior written approval of the Contract Administrator.

Addition of units/configurations: MMD and the WSCA Directors acknowledge that with the evolution of technology, new, emerging units and configurations will develop. Addition of these new, emerging units may be permitted, with the prior approval of the Contract Administrator and the WSCA Directors. The addition of new, emerging units and configurations is at the sole discretion of the Contract Administrator, subject only to review and approval of the WSCA Directors.

Permissive or Mandatory: Permissive contracts. Participating state has the option of making use mandatory.

Administrative Fee: An administrative fee of one-twentieth of one percent (0.005%) will be assessed centrally for purchases under the contract. WSCA/NASPO will approve the disbursement of funds to the State of Minnesota for administration of the procurement and resulting price agreements.

IV. TERM OF THE CONTRACT

The initial contract will be established for three (3) years from September 1, 2009 through August 31, 2012, with the option of two (2) one (1) year extensions.

V. SOLICITATION AND CONTRACT DEVELOPMENT/ADDITIONAL INFORMATION



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Solicitation and contract development shall be accomplished in compliance with the WCSA Agreement of Understanding and the NASPO Memorandum of Understanding, incorporated herein by reference.

Solicitation Publication Period

Responders will be given in excess of 90 calendar days after publication to submit proposals.

Solicitation Type and Evaluation Criteria

This request for proposals will consider criteria other than price and will be evaluated based on specified and published criteria, contained in the RFP by a team of evaluators representing, currently, the following states:

Alaska	Arkansas	Louisiana
Minnesota	Montana	Nebraska
Nevada	New Jersey	North Dakota
Oregon	South Carolina	Tennessee

If a potential participating state wishes to be directly involved in the evaluation of responses, **WE MUST know BEFORE the middle of May, 2008** in order to get those individuals included in the process as it continues to go forward. At the direction of the WCSA Directors, the development of the 2009-2014 RFP has been underway since March, 2007. Please contact Paul Stembler, WCSA/NASPO PC Procurement Manager at paul.stembler@state.mn.us if you want to have staff involved or have any other questions.

Award(s): The solicitation will permit multiple awards. Multiple awards made by Participating States for use in their state will be administered by the Participating State

Additional Requested Information

Request each WCSA/NASPO member, desiring to participate in this contract, provide the following information to the Procurement Manager (Paul Stembler) as soon as possible:

1. Any known limitations on their State's ability to order commodities, such as those limitations that may arise because of the existence of mandatory price agreements.



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2. The State-specific terms and conditions that will govern orders placed within the Participating State, or other significant terms and conditions that may be required on the Participating Addendum.
3. Any participant specific data on purchases of these commodities, that were made outside of or in addition to purchases made under the WCSA/NASPO PC Contract 2004-2009.

PARTIES TO THIS AGREEMENT

The parties to this Agreement have affixed their signatures below in witness and in execution of this Intent to Contract,

Participating State: OHIO

This 28th day of AUGUST, 2008.

HUGH QUILL, DIRECTOR
 Printed Name and Title (State Chief Procurement Official or delegated alternate)

Hugh Quill/SAH
 Signature

MMD for WCSA/NASPO:

This 29th day of August, 2008.

~~Paul Stembler, WCSA/NASPO PC Procurement Manager, for MMD and WCSA/NASPO~~

[Signature]

An executed copy of this intent to participate will be returned to the Participating State.