

1. Description of Cooperative

Educational & Institutional Cooperative Services, Inc. (E&I) is a member owned New York non-profit corporation established in 1934 and is governed by a Board of Directors. The Board of Directors is a group of professionals who are elected by the E&I Membership. The Board provides oversight to ensure the Members’ needs are addressed and met. Our Membership is comprised of public and private universities and colleges, community colleges, other affiliated members, K-12, and teaching healthcare facilities throughout the United States.

Our mission is to assist our members in creating supply-chain efficiencies, lowering costs and reducing risks by collaborating with our members, respondents and strategic partners. We deliver exceptional value to higher education, K-12 and related communities by making it easy for them to access high-quality contracts, strategic sourcing expertise, insights and unrivaled customer service.

2. Purpose and Intent of the Request for Proposal (RFP)

The purpose of this RFP is to establish a cost-effective Master Agreement (“Agreement”) for comprehensive Commercial and Residential Relocation Management, Facilities, Storage and Logistic Services which complies with our Member procurement requirements and will provide E&I Members a procurement vehicle to acquire the products and/or services outlined within this RFP. **It is required that Respondents who are affiliated with larger parent companies either as agents or franchisees, defer to and strongly encourage their parent corporations to respond to this RFP.** All E&I Members will be eligible to participate in the resulting agreement.

Products and/or services considered for award should equal or exceed the quality level of industry standards as defined within this RFP and should comply with all applicable federal, state, and local technical, environmental, and performance standards and specifications.

The awarded Respondent(s) is/are required to be the manufacturer or a fully authorized dealer/distributor for any of the manufacturers it proposes. The Respondent and its distributors must be able to provide service and timely deliveries to all Members and campuses. Direct involvement by the awarded Respondent(s) may be necessary to assist Members in understanding the different types of products/services available and in selecting the best solution to fit their needs.

E&I is committed to utilizing purchasing and business practices in accordance with the National Association of Educational Procurement Code of Ethics. The primary goals and objectives of E&I are to: (1) assist our Members to obtain the absolute lowest cost and best value that exceeds other public sector consortia agreements, (2) establish a strategic sourcing partnership with any selected manufacturer(s) and authorized dealers, and (3) enhance our position as the premier Procurement Cooperative for Education.

3. Market Opportunity

By satisfying the above Member needs, the Cooperative anticipates significant Member purchases to be recorded against the resulting Agreement(s). The Cooperative currently has more than 5,000 Members, comprised of roughly 53% public and 47% private. K-12 school districts, academic healthcare and research institutions are eligible for membership in E&I. The Cooperative’s expectations are a substantial opportunity for growth (in terms of Member purchases) with competitively awarded Agreement(s) in these markets. There is also interest in utilizing the potential contract by the Participating Oregon Community Colleges (POCC).

4. Member Participation

Once the awarded Respondent has been established and the Agreement finalized, individual E&I Members (in some situations Member departments) will review the awarded Respondent’s program and determine their individual participation. See Section 43 of Attachment B of E&I’s *Master Agreement Template (Prerequisite #5)* for specific details on how members participate in awarded Respondent’s program. The awarded Respondent’s program includes the Agreement along with additional supporting materials (if any) developed by the awarded Respondent.

Upon award of a Master Agreement from this RFP, the Respondent shall be provided an electronic file listing of E&I Members. Updated versions will be sent as needed. E&I will post the awarded Respondent's program on the E&I internal web site which is password protected and only available to E&I Members.

5. Term

The Agreement term will be for five (5) years with the option of one five (5)-year renewal. Exercise of any renewal will require formal written notification and mutual agreement between E&I and Respondent at least one (1) year prior to Agreement expiration.

If this RFP results in an Agreement, a hold-over clause may be invoked by the E&I member on a month by month or year by year basis as per the agreement between the member and Respondent utilizing the same terms and conditions as listed in Agreement between the awarded Respondent and E&I.

6. Sole Point of Contact

Stephanie Moore

Contract Manager, Travel

Educational and Institutional Cooperative Services, Inc.

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Please use the Question & Answer (Q&A) Board within the RFP event of [E&I's Electronic Sourcing Solution](#) to ask any questions. See the Tentative Schedule of Events for the last day to submit questions. At all times it shall remain the responsibility of the Respondent participating in the RFP to check the RFP event for any addenda, notices or award decisions and the Question and Answer Board for updates. No further notice will be given.

- Respondents are required to raise any questions or concerns they have regarding the RFP. If Respondent discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, Respondent should immediately notify the Sole Point of Contact of the deficiency and request modification or clarification of the RFP document using the Q&A Board.
- Any questions and responses specific to the terms and conditions, process, procedures, language, specifications and other parts of the RFP may be made public and may be shared with other Respondents. Questions and responses that contain proprietary information will be answered confidentially.

Only those communications that are in writing from E&I shall be considered as a duly authorized expression on behalf of E&I. Respondents may not consider any verbal instructions as an official expression on E&I's behalf. **QUESTIONS DIRECTED TO, OR ANY PROPOSALS RECEIVED FROM ANY OTHER PERSON, AGENT, OR REPRESENTATIVE OF E&I WILL NOT BE CONSIDERED VALID OR BINDING.** Also, E&I will recognize only communications from Respondents that are either signed and in writing or submitted directly within E&I's Electronic Sourcing System as duly authorized expressions on behalf of the Respondent.

Respondents to this RFP or persons acting on their behalf shall not contact any E&I employee, officer, or agent; any E&I Board of Directors; or any E&I Member concerning any aspect of this RFP, except in writing to the Sole Point of Contact or the Vice President, Strategic Sourcing & Contract Management, from the date of release of this RFP through the official award date. Violation of this provision may be grounds for rejecting a proposal response.

7. Tentative Schedule of Events

This is the tentative schedule of events Respondents must follow in submitting their proposals.

| Activity | Due Date |
|---|-------------------------------------|
| Request for Proposal issued (“Open Date”) | Nov. 27, 2019 |
| Pre-Proposal Conference to be held via WebEx 1-650-479-3207 Call-in toll number (US/Canada) 1-855-244-8681 Call-in toll-free number (US/Canada) REGISTRATION REQUIRED – Register using the link below: https://eandi.webex.com/eandi/onstage/g.php?MTID=e0e0a08f0d50e2f59f12805e3f9216fa4 | Dec. 5, 2019 12:00 pm ET |
| Deadline for submission of RFP–related written questions (“Q&A Submission Close Date”) | Dec. 11, 2019 |
| E&I Response to RFP-related questions | Dec. 18, 2019 |
| 1 PM ET Deadline for Receipt of Proposals (“Close Date”) | Jan. 23, 2020 1:00 pm ET |
| Evaluation, Clarifications | Feb. 2, 2020 |
| Best and Final Offers on or about | Feb. 24, 2020 |
| Anticipated Award(s)/Letter of Intent (LOI) | Mar. 2, 2020 |
| Acceptance and Execution of Agreement | Apr. 1, 2020 |
| Implementation | Apr. 13, 2020 |

8. Scope

8.1 Statement of Work

It is E&I’s preference to establish a strategic respondent partner contract for a fully comprehensive Commercial and Residential Relocation Management, Facilities, Storage and Logistic Services with a Respondent that will position E&I as its “all-in” lead education (Higher Education & K-12) channel partner. While the preference is for a single award, E&I reserves the right to make a multiple award if deemed in the best interest of its Membership. **IT IS REQUIRED THAT RESPONDENTS WHO ARE AFFILIATED WITH LARGER PARENT COMPANIES EITHER AS AGENTS OR FRANCHISEES, DEFER TO AND STRONGLY ENCOURAGE THEIR PARENT CORPORATIONS TO RESPOND TO THIS RFP.**

For the purposes of this solicitation, E&I defines an “agent” as a local moving company, as well as brokers and franchisees that also represents a national van line, your agent can handle functions such as booking, origin, hauling and destination.

E&I defines “certified” as, any van line(s) and/or mover(s) that hold a national certification for both inter-state and intra-state according to the industry standards. This would include, but not limited to, ISO Certification, American Moving & Storage Association certification (AMSA), International Association of Movers (IAM), Registered International Mover (RIM), FIDI Accredited International Mover (FIDI-FAIM), Employee Relocation Council (Worldwide ERC) International Air Transportation Assoc (IATA)

The awarded Respondent(s) is/are required to furnish certified agent(s) and mover(s) for all services as required by Members. The Respondent and its agents must be able to provide timely services and deliveries to all Members and campuses. Direct involvement by the awarded Respondent(s) is necessary to assist Members in understanding the different types of services available and in selecting the best solution to fit their needs.

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The awarded Respondent(s), at its/their own expense, is/are to obtain and maintain any necessary permits, licenses or other lawful authority required for effecting the removal, handling and other services to be performed under this agreement.

The awarded Respondent, or Respondents in case of multi-award and their identified agent(s) are required to be a fully authorized for any services it proposes. The awarded Respondent(s) must be internationally and nationally certified, and internationally and nationally insured as appropriate in accordance with proposed services and products. E&I is seeking a fully comprehensive contract for these services but may consider awards based on multi-regional coverage.

E&I defines an “all-in” lead education channel partner relationship as one where the contract respondent partner will:

- a) Ensure organizational senior leadership support for the E&I partner relationship
- b) Lead with E&I agreement & pricing on all new Higher Education and K-12 opportunities resulting in E&I receiving Sales and Contract Administrative and Marketing Fee (CAF) (See Section 8.10)
- c) Lead with E&I contract & pricing on all renewals of existing Higher Education and K-12 contractual relationships (ex: Big 10, SUNY and other State Contracts, etc.) resulting in E&I receiving Sales and CAF credit
- d) Ensure that all sales staff are trained and financial incented to lead with the E&I contract on all new and renewal opportunities
- e) Report back to E&I any Higher Education and K-12 entity that does not want to use E&I provided pricing in advance of offering an alternate contract option or if the entity is not currently an E&I Member
- f) Engage and assist all E&I Members in transitioning their existing contract(s) and volume over to the E&I Agreement while extending their current agreement to be co-terminus with the E&I Agreement.
- g) Mutually develop and regularly update a Contract Relationship Key Performance Indicator (KPI) Scorecard to measure Contract performance against established goals
- h) Commit to annual Sales and CAF goals with agreed upon financial commitment per the following:
 - o Establish and maintain a formal process to ensure accurate reporting of all E&I contract Sales through a dealer/branch network
 - o Ensure timely Sales and CAF reporting on a monthly basis per the E&I approved process and requirements.

For service or other work that is specified to be conducted on Member’s premises, Respondent at its own expense must obtain and maintain throughout the term of this Agreement general commercial liability insurance against claims for bodily injury, death and property damage with limits of not less than one million dollars (\$1,000,000) per occurrence, and three million dollars (\$3,000,000) general aggregate, and shall maintain in force during the period of such work the following coverage’s: (a) worker’s compensation, as required by the laws of the State of Member; (b) automobile liability for bodily injury and/or property damage in an amount of not less than \$3,000,000 single limit, per occurrence. Respondent shall provide a certificate of insurance naming E&I and Member as additional insured. Respondent shall furnish to E&I satisfactory proof of such insurance coverage included with Respondent’s proposal.

Individual Members may require coverage in addition to the above limits to cover such liability caused by, or arising out of, activities of the Respondent and its agents and/or employees while engaged in or preparing for the provision of the Services. The Respondent shall furnish to the Member certificates of insurance evidencing that such insurance has been procured prior to commencement of such work. If the need for additional coverage develops, it will be the responsibility of the Member to arrange for such coverage with the Respondent.

The awarded Respondent(s) must cooperate with the Member staff, other respondents, contractors and sub-contractors employed at the E&I Member’s location. In the case of new construction or renovation construction, all work must be coordinated as to the time when work can begin and the manner in which it shall progress in connection with all other work involved at the same E&I Members location.

Should questions of union jurisdiction of compatible labor arise, the awarded Respondent(s) shall immediately take steps to settle any disputes and shall use such labor as may be determined to have jurisdiction at no additional cost to the E&I Member.

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It shall be the respondent’s responsibility to provide a plan for each move to the Member relocation coordinator or E&I Member or party being moved, develop a schedule of activities for supervisory personnel and supply an adequate number of supervisors to oversee each move. Provide damage protection for the premises at both the new and old locations for the respective E&I Member being moved, including but not limited to floors, walls, furniture, equipment and fixtures. As well as assume responsibility for the removal of refuse and any packing materials related to each move from all of the buildings involved. The awarded Respondent must abide by the Member’s sustainability and waste management policies for refuse removal and must make an effort to obtain these policies prior to rendering services.

In preparations for all commercial and residential moves the respondent must provide and make available the following equipment in sufficient quantities:

- a) Packing Supplies
- b) Dollies (hard rubber wheels maintained free of grease and dirt) Including Stair climbing Dollies
- c) Rolling racks/bins
- d) Cartons/Transporters
- e) Rigging Equipment (large/heavy equipment)
- f) Aluminum or magnesium ramps of various sizes
- g) Masonite sheets – Minimum 1/4" tempered (not plywood)
- h) Two-way radios or communication devices
- i) Wall/corner protective materials/pads

E&I recognizes that any one Respondent may not provide all product lines. However, for all products and services proposed, Respondent is required to provide the full range of comprehensive products and/or services. No systems, products, or services have been excluded from this RFP. All product, supplies and accessories carried in a Respondent’s catalog(s), price book(s) or otherwise available by special order are part of this solicitation.

8.2 Scope of Products and Services

The Respondent is required to provide a full range of services for Commercial and Residential Relocation Management, Facilities, Storage and Logistic Services as required by Members. All services offered under a resulting agreement shall be performed in a professional and workmanlike manner and in conformity with industry standards. The Respondent must own or have sufficient rights in all products and services to be delivered by Respondent. Respondents must be a qualified, financially sound, and responsible Moving and Relocation Company and will provide a comprehensive moving service program for use by all E&I Members.

The Scope of services shall comprise six (6) categories of deliverables which the Respondent may respond to separately or as a combined offering. Respondents may respond to one or more categories. These categories are (I) Commercial Moving, Relocation and Logistics Services (II) Residential Moving Relocation and Logistic Services. (III) Relocation Management (IV) Facility Management Services (V) Decommissioning Services (VI) Furniture, Fixtures and Equipment Storage and Facilities Logistic Services. Each of the categories will be evaluated separately.

Respondent must provide details of all programs and or services that your company offers and will be made available to E&I and the Members to help achieve its envisioned goals including environmentally preferable options, automation opportunities. Respondent must include a full description of each services and/or products offering and clearly state its ability to provide products and related supporting services.

8.3 Commercial Moving, Relocation and Logistics Services

E&I, on behalf of its Membership, is seeking proposals for a commercial relocation Respondent(s) to provide a full-service commercial relocation offering to include both inter and intra-office and inter and intra-campus relocation, storage and logistic services. Commercial relocation services should include planning, preparation, disassembly, assembly, line-haul and other general activities related to relocation of E&I Members. In addition, all proposals should allow E&I Members to take advantage of low rate for time and materials in order to accomplish smaller less complex moving tasks.

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Additional services that may be required, but are not limited to, standard classrooms, kitchens, computer labs, science labs, libraries, administrative office, music rooms, etc. The services to be provided by the awarded Respondent(s) under this contract should include, but are not limited to, the following:

- a) Detailed planning with each department
- b) Web-based software platform with specific department move plan templates
- c) Emergency response teams for inter-campus moving or small jobs on an as needed basis
- d) Packing/unpacking and/or moving classrooms and/or administration offices from permanent buildings to interim housing and back to permanent buildings after construction is complete
- e) Vendor coordination for equipment that needs servicing and vendor support for its relocation
- f) Laboratory relocations (Including Live Animals)
- g) Lab area set-ups/clean room moves
- h) Storage in transit
- i) IT and Communications Equipment
- j) Hi-Tech products, Electronics, Exhibits, and Displays
- k) Special Commodity (special handling) for sensitive items in storage and/or transit
- l) Project management and process oversight
- m) Design and planning
- n) Furniture installation and reconfiguration
- o) Furniture disposition
- p) Packing and custom crating
- q) Inventory management (on-site)
- r) Transportation services
- s) Warehouse and asset management
- t) Customized data integration and reporting
- u) High-value shipping
- v) Data center deployment

8.4 Residential/ Employee Moving Relocation and Logistic Services

E&I Members may seek a full service, certified residential relocation, storage and logistic respondent for all inter-state, intra-state, and international moving services on an as needed basis for institutions, employees, retirees, alumni, and students (all hereafter known as “E&I Members”). Such moving services that may be required would be standard household goods, and automobiles, etc. The services to be provided by the awarded Respondent under this contract should include, but are not limited to, the following:

- a) Consulting services
- b) Household goods moving – domestic
- c) Household goods moving – international
- d) DIY (Do it yourself) moving
- e) Allowance/Lump Sum program management
- f) Auto, Boat & Motorcycle Hauling
- g) Custom Crating and Containerization
- h) Pre/Post Consulting Services
- i) Cost analysis and assessments
- j) Reporting & satisfaction surveys
- k) Area orientation
- l) Direct delivery
- m) Allowance & lump sum administration
- n) Expense management (multiple currencies)
- o) Temporary accommodations
- p) Rental assistance
- q) Mortgage services
- r) Security deposit advancement
- s) Language training
- t) Spouse/partner assistance
- u) Settling-in services
- v) Temporary domestic assignment management

- w) Long-term domestic assignment management
- x) Cultural counseling
- y) Visa management
- z) Partner/family support
- aa) Cross-cultural training
- bb) Visa & immigration
(direct delivery)

8.5 Relocation Management, Planning & Coordination

E&I is requesting proposals for the coordination and management of the personal and group relocation process on an as needed basis for its E&I Members. The services to be provided by the awarded Respondent under this contract should include, but are not limited to, the following:

- a) Relocation Policy Support- Assisting in the evaluation of the value of the moving service offered to the employee or department
- b) Relocation Counseling- Providing information aligned with Human Resources and Administration Guidelines to relocating employees and departments
- c) Area Familiarization-Personal or Department introduction to physical environment, neighborhood, transportation, daycare, medical, dental etc.
- d) Temporary Housing Office Space- 30 Day Temporary Housing or Office Space as needed.
- e) Home Sale and Purchase- Real Estate Offering or national Real Estate referral
- f) Lease cancellation
- g) Maintenance, Repair, Remodeling
- h) Coordinated Job Order referrals for construction related service (Residential and Commercial)
- i) Reporting & satisfaction surveys
- j) Candidate assessment
- k) Repatriation & reassignment

**Additional services not listed here may be included in your submission.*

8.6 Facility Management Planning & Coordination Services

E&I is also seeking proposals for comprehensive facilities services on an as needed basis for Members. Respondents should provide a comprehensive program for use by all E&I Members who choose to use the resulting agreement(s). The services to be provided by the awarded Respondent under this contract should include, but are not limited to, the following:

- a) Policy services
- b) Program development
- c) Transition & implementation
- d) Pre-decision consulting
- e) Cost analysis and projection
- f) Group move management
- g) Vendor management
- h) Management reporting
- i) Property management
- j) Direct delivery
- k) Tenancy management
- l) Vendor coordination for equipment that needs servicing and vendor support for its relocation
- m) Detailed planning
- n) Web-based software platform with specific inventory and warehouse templates
- o) Meetings with each department to plan each
- p) Assure all stakeholders have visibility to each piece of equipment

8.7 Decommissioning Services

E&I, on behalf of its Membership, is seeking proposals for a relocation Respondent to provide a full-service relocation offering to include decommissioning services. Decommissioning services should include

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|---------------------------------------|--------|
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planning, preparation, disassembly, and other general activities related to decommissioning E&I Members. In addition, all proposals should allow E&I Members to take advantage of low rate for time and materials in order to accomplish smaller less complex tasks. The services to be provided by the awarded Respondent under this contract should include, but are not limited to, the following:

- a) Donate, sell, recycle, refurbish, auction and dispose (environmentally responsible methods)
- b) Re-purposing of equipment through a web-based platform to order and track
- c) Terminal cleaning services to prepare old facility for decommissioning
- d) State mandated certifications for decommissioning with all documentation
- e) Removal of all items for decommissioning such as batteries, sanitizers, biohazards etc., with process
- f) Web-based software platform

8.8 Furniture, Fixtures and Equipment Storage Onsite or Offsite Logistics Management

E&I, on behalf of its Membership is seeking a comprehensive storage onsite or offsite logistics management services. Respondent’s proposals for storage onsite or offsite logistics management services will be provided on an as needed basis for its Members. Respondent(s) should provide storage and logistics management for, furniture, fixtures and equipment. Other services can include, but not limited to, receiving, assemble, and warehousing.

- a) Collaborative development of a logistics program based on the project needs.
- b) Logistics management of assets for deployment into new facility to prepare the new space to be ready
- c) Manage the expediting of all equipment, IT equipment & furniture ordered
- d) Project Risk Assessments
- e) Complete chain of custody for control of equipment ordered and mitigation of risk
- f) Software to track all purchase orders and status of each item ordered
- g) Receiving, warehousing, assembly, deployment and installation of all equipment to site, so rooms are ready

8.9 No Exclusions.

E&I recognizes that any one Respondent may not provide all product lines. No systems, products, or services have been excluded from this RFP. All product, supplies and accessories carried in a Respondent’s catalog(s), price book(s) or otherwise available by special order are part of this solicitation.

8.10 Contract Administrative and Marketing Fee.

Respondent shall provide E&I a minimum 4% Contract Administrative and Marketing Fee (CAF) based on the net total invoice amounts on all orders invoiced pursuant to the resulting Agreement in each month during the term of the Agreement.

8.11 Terms and Conditions of Agreement

As a result of this RFP process, it is our expectation that an Agreement will be established between E&I and one or more of the Respondents. The Agreement will incorporate the relevant terms and conditions of this RFP and Respondent’s proposal. Upon award each successful Respondent will sign an Agreement with E&I to sell products and/or services. The Agreement will incorporate all the terms and conditions, pricing, specifications, and requirements of the RFP.

9. Evaluation Process

Any contract(s) resulting from this Request for Proposal will be awarded in writing to responsive and responsible Respondents whose proposal, in the opinion of the evaluation team, offers the greatest benefit to our members when considering the total value including the quality, service levels, customer service and total cost (including any trade, prompt payment discounts, and other miscellaneous charges).

All proposals should be complete to be considered responsive. If the proposal fails to conform to the requirements of the RFP, E&I and/or the RFP Team will determine whether the variance is significant enough to consider the proposal.

As part of the evaluation process, E&I may require a demonstration/presentation before the award is made and the demonstration/presentation may be considered as an additional factor in award. Selected Respondent(s) shall be given a script and/or instructions for the presentation in order to provide the evaluation team further insight regarding their proposal and to clarify any issues. Failure of a Respondent to conduct a presentation on the date scheduled may result in rejection of the Respondent’s proposal. In addition, E&I may decide to make site visits, as needed, during the evaluation process which shall be coordinated with the respective Respondent(s).

10. Evaluation Criteria

E&I Members have identified the following factors, in relative consideration, as important in evaluating the merits of an Agreement:

10.1 Pricing (35%)

- Pricing and Terms that provide for increased discounts and lower overall cost

10.2 Adherence to Terms & Conditions/RFP Specifications (20%)

- RFP closely aligns with Members’ institutional policies, federal, state, and local legal and regulatory requirements and policies
 - Form Certifications (Prerequisite #4)
- Acknowledgment and acceptance of Terms and Conditions
 - RFP – Standard Provisions (Prerequisite #2)
 - Requirements & Execution of Offer (Prerequisite #3)
 - Agreement Templates (Prerequisites #'s 5 & 6)
- Response to Specifications

10.3 Respondent’s Capabilities (20%)

- Order Placement/Payment
- Agent Distribution and Services
- Capabilities, Performance, Quality Assurance
- Administration, i.e. Reporting Capabilities
- On-Line/Technological Capabilities, including electronic ordering, E-commerce, procurement cards, billing and access to Respondent’s electronic catalogs
- Environmentally sustainable products and solutions
- Respondent Diversity, including Historically Underutilized Businesses (HUBs), Minority and Woman-Owned Business Enterprises (MWBEs) and Small Business Enterprises as defined by the Small Business Administration (SBA)

10.4 Breadth and Quality of Products/Services (15%)

10.5 Respondent’s Qualifications (5%)

- Financial Stability
- References
- Experience and Past Performance

10.6 Added Value Solutions/Incentives and other information as deemed relevant by E&I (5%)

11. Submission Instructions

Proposal responses shall be submitted exactly as outlined, and the required information shall be provided in the section under which it was requested by E&I. Respondents may not combine or reorganize the headings and/or requests for information, or indicate that the information will be included in another section. Proposal responses shall not refer E&I to any location outside the requested sections noted within the required format below (i.e. External website).

Note: If Respondent’s proposal deviates from these instructions, such proposal may, at E&I’s sole discretion, be rejected.

11.1 Upload Instructions

E&I utilizes an online electronic sourcing portal for accepting proposals digitally. We do not accept hard copy submissions or submissions through any other medium other than through [E&I’s Electronic Sourcing Solution](#).

Your submission must be uploaded prior to the Close Date/Time as indicated in the Tentative Schedule of Events Section above. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before the Close Time to begin the uploading process and to finalize your submission.

- Each item of Requested Information is instantly sealed (no one from E&I can review) and will only be visible after the Close Date/Time. You may edit your submission as needed up to Close Date/Time.
- Responders may elect to utilize the import/export feature to export questions into Excel in order to work on responses offline and import into the system upon completion.
- Keep in mind that when answering questions in the provided text box within the system (if applicable) there is a limit to the number of characters you can use in your response. The dynamic character limit counter at the bottom of each text box will display the remaining characters available.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 50 MB. If your file is greater than 50 MB, you can either break it up into multiple files as there is no limit to the number of files less than 50 MB. Alternatively, you could also provide a link to an online file share location (i.e. Dropbox, Box, Google Drive, Microsoft OneDrive/SharePoint etc.).
- Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Information submitted that is not requested by E&I may be considered to be supplemental and not subject to evaluation.
- **All sourcing event-related communications between Respondents and E&I is managed and tracked through a Q&A Board within the RFP event within [E&I’s Electronic Sourcing Solution](#). Any questions relating to log-in issues or technical issues, including attachments, can be submitted to our third-party software host, Jaggaer via a Support Form:**

<https://go.jaggaer.com/RespondentSupportRequest.html> or via (800) 233-1121, option 2 then option 2.