



MULTI REGIONAL PURCHASING COOPERATIVE (MRPC)

FREQUENTLY ASKED QUESTIONS

Please Review Step-by-Step Instructional Videos at <https://goo.gl/ywrVGs>

This FAQ document is not intended to replace the Terms and Conditions / Specifications / Requirements found in the RFP documents. Read the RFP documents carefully before responding.

GENERAL QUESTIONS

- What RFPs do you issue?
 - A – The MRPC issues three RFPs per year:
 - Combined Purchasing Line Item – a list of specific office, classroom and janitorial type items with anticipated order quantities for a one-time purchase. After award, purchase orders will be issued by participating schools by mid-May for delivery during July. Response must be a net delivered price. Once deliveries are completed, the RFP is closed.
 - Catalog RFPs (Instructional/General and Technology) – these RFPs list categories of products. Vendors who carry products within the category may respond with a discount rate off their normal published pricing. Awarded respondents are then reported to MRPC member schools on an Approved Vendors List. Member schools may order from the vendor at any time during the effective period (August 1 of current year to August 31 of following year) as they have need. No guaranteed volume is expressed or implied.
- Where can I get a copy of the RFPs to see if I am interested in responding?
 - A – The RFP documents are posted at www.mrpctexas.com. Please note that all responses must be entered online at www.publicpurchase.com.
- Where can I get a copy of last year's tabulation?
 - A – Tabulation of the Combined Purchasing Line Item bid and current approved vendor listings resulting from the catalog RFPs are posted at <https://www.mrpctexas.com/vendors>.

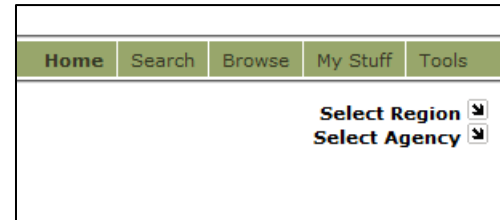
QUESTIONS ABOUT USING THE ONLINE RESPONSE SYSTEM (www.publicpurchase.com)

- [QUESTIONS APPLICABLE TO ALL RFPs](#)
- [QUESTIONS REGARDING SUPPORTING FORMS](#)
- [QUESTIONS REGARDING COMBINED PURCHASING LINE ITEM BID](#)
- [QUESTIONS REGARDING CATALOG RFPs](#)

APPLICABLE TO ALL RFPs

- I am logged in to www.publicpurchase.com, but I am not seeing any RFPs to which I can respond.

A – On the upper right-hand side of the front page or home page, you should see “Select Region” and “Select Agency”. Under the region, click on Texas, then under agency, click on Multi Regional Purchasing Cooperative. You should then see all the RFPs that are open for the MRPC.



If you get this message, click on the “Open Bids” at the left side.



You should then see the list of RFPs and can click on the one(s) to which you wish to respond:

Title	Start Date	End Date	Time Left	Addendums
RFP #2018-01 - MRPC Combined Purchasing Line Item 2018	Mar 12, 2018	Apr 3, 2018 2:00:00 PM CDT	13 days 22 hours	No Addendums
RFP #2018-02 - MRPC Instructional/General Catalog RFP	Mar 12, 2018	Apr 30, 2018 2:00:00 PM CDT	40 days 22 hours	No Addendums
RFP #2018-03 - MRPC Technology Catalog RFP	Mar 12, 2018	Apr 30, 2018 2:00:00 PM CDT	40 days 22 hours	No Addendums

- The fields aren't open for me to make entries.

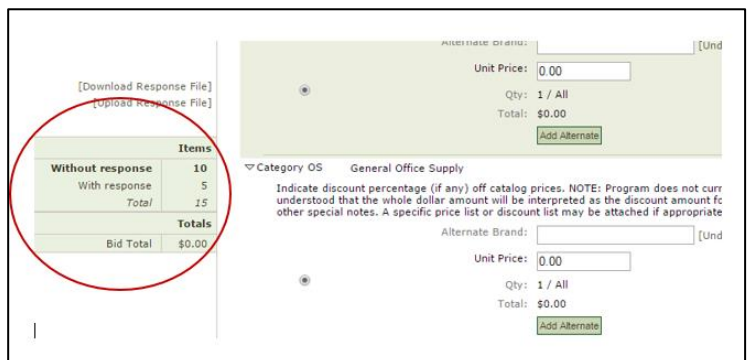
A – Be sure that you have clicked on the “Respond to Bid” for the RFP for which you are wanting to enter a response. This starts the response process which is completely done online (including supporting forms).

Bid RFP #2016-03 - MRPC Technology Catalog RFP

<p>Bid Type RFP</p> <p>Bid Number 2016-03</p> <p>Title MRPC Technology Catalog RFP</p> <p>Start Date Mar 9, 2016 1:09:38 PM CST</p> <p>End Date Apr 4, 2016 2:00:00 PM CDT</p> <p>Agency Multi Regional Purchasing Cooperative</p> <p>Bid Contact: Dana S Parrish (940) 322-6928 ext 8203 Dana.Parrish@esc9.net 301 Loop 11 Wichita Falls, TX 76306</p>	<p>Questions 0 Questions [View/Ask Questions]</p> <p>Respond [Respond to bid] [Indicate NO Response to bid]</p>
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- How do I know my response has been submitted?

A – Once you have submitted your response, click “Save” at the bottom of the page. There is a box on the left-hand side that shows the number of items (or categories) with response and number of items without response. Make sure that the number of items with response is equal to the number of items or categories to which you intended to respond. There must be at least one item or category, or you have not really responded to the RFP. Do not enter a “price” or notes for items/categories you do not carry. Please do not indicate “no bid” or “N/A” on those items/categories either.



- I am not familiar with classification codes. Which one(s) should I use?

A – The only way that the MRPC uses the classification codes is for notification that RFPs have been released. We ask that ALL vendors, regardless of product type enter 615-60 (Office supplies, general). We will always put this code on any of our RFPs. You may enter additional codes to reflect your actual product line if you wish, but it is not necessary. On the classifications page, click on the “Search” tab, and enter 615-60 (or you can use the bar to search for your product type). When it appears, click on the “Add” option at the end of the line.



SUPPORTING FORMS

- Do I need to download the forms, complete and sign them and mail them or upload them?

A –The forms and acceptance of terms are done entirely online. Once you click on “Respond to Bid” the system will move you through accepting the terms and forms. Simply type your name in any field asking for signature of authorized person. Entering your password at the bottom of the form serves as your “electronic” signature and acceptance. The supporting documents are listed at the very top and are very small, but there is a download option so that you can look at the terms and conditions, list of schools, etc. before “accepting” them.

If you wish to add additional forms of your own, you may do so in the “General Attachments” area at the bottom of the page where items/categories are listed.

- I filled out some of the supporting forms, but it doesn't have a check mark beside it.
A – If it is not a mandatory supporting form (i.e. Conflict of Interest, Lobbying Disclosure Form, etc.) there will not be check mark displayed. Those forms only need to be completed if they apply to you.

COMBINED PURCHASING LINE ITEM BID



Code	Item	Qty	Unit	Brand
PR-101-LTR	Letter Size White Duplicating Paper, Bright 92 Dual purpose 8 1/2" x 11", 20#, 10 rms/case	15,203	CASE	Milled in USA
PR-101-LGL	Legal White Duplicating Paper Bright 92 Dual Purpose 8 1/2" x 14" 20# 10 rms/case	91	CASE	Milled in USA
PR-101-TBL	Tabloid White Duplicating Paper Bond Bright 92 11" x 17" 20 lb. 5 rms / case	79	CASE	Milled in USA

- **How do I know what schools ordered / where I have to make deliveries?**
A – Click on the icon beside the quantity (looks like a tinker-toy or spider). That will open up the list of schools that made entries with their anticipated order quantities.
- **Do I have to scroll through all the pages to make my entries?**
A – You can download an Excel file on which you can make your price entries and notes, then re-upload the file. Be aware that you MUST make sure that the header information is not changed or the upload will fail.
- **Can I charge a delivery fee? Can I specify that paper be ordered by pallet or truckload?**
A – No. Your quoted price must be all-inclusive. No delivery fees, minimum order fees, fuel surcharges, etc. can be added. Quoted prices must be for the unit size specified and must include inside delivery. Read the terms and conditions carefully so that you are aware of all specifications and requirements.
- **How long does this price last?**
A – The Combined Purchasing Line Item Bid is for a one-time purchase. Purchase orders will be issued by mid-May for July delivery.

CATALOG RFPs

- **I don't understand the purpose of this RFP. Are there any products on which I am supposed to quote?**
A – The result of this RFP will be an approved vendors list that the member MRPC schools can use to order products in certain categories throughout the year as they have need.
- **So, am I quoting a price?**
A – You are quoting a discount rate off your normally published prices (found in either a printed catalog or a website) that you will offer our member schools. Your discount rate may be 0 since your published prices may already reflect a discount off Manufacturer Suggested Retail Price (MSRP). If your discount rate depends on the specific item, you may want to enter 0, or if you know there is a minimum discount rate you can offer on everything, enter that rate. You can indicate in the "notes for agency" any explanation of the discount rate, additional discounts, exceptions to discount, etc.

On your response in the Public Purchase system, you will enter the discount rate on the category as if it were a price (i.e. 10% discount would be entered as \$10.00 in the Unit Price field). When we generate the reports from the system, the unit price will be converted to percentage discount (i.e. \$10.00 will become 10%).

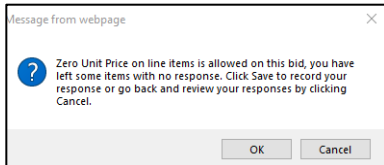
- **Do I need to enter a brand (in alternate brand field)?**

A – No. The only two fields used are the unit price which is used for the discount rate (see explanation above), and the Notes for Agency field.

- **What do I put in the Notes for Agency field?**

A – This field will print on the report for the schools. Put any information regarding exceptions to discount rate, additional discounts available, freight charges (generic – i.e. “see catalog for freight charges”, you do not have to put your entire shipping table here), etc. Any information you think is important for the schools who would be using the list to know about your products or pricing.

- **After I make my entries and click “Save”, a message box comes up that says “zero unit price is allowed...but you have left some items with no response....” (see example). What do I need to do?**



A – Click the “OK” button. That will allow your entries to save, and you can continue or close as needed. (Please see next questions about unintended entries, and verifying response.)


- **I accidentally made an entry on a line/category/item to which I didn’t intend to respond. What do I do?**

A – Click on the trashcan icon on that line to delete a response, then click “Save” at the bottom of the to submit the change. It will not remove the line from the view screen, but should delete any information from that line.

PLEASE DO NOT ENTER 0’S ON LINES TO WHICH YOU ARE NOT REALLY RESPONDING! PLEASE DO NOT ENTER “NO BID” OR “N/A” IN NOTES FOR AGENCY FIELD, ETC. If you do not carry products in a category, just ignore that line. “0” is an acceptable discount rate, so we interpret any entry in the unit price as an intended response.

- **How can I verify my response?**

A – When you have completed all your entries, click “Save” at the bottom of the screen. You will receive a message box about “Zero Unit Price...”; click “OK” (see two questions above). Then look in the box on the left hand side (you should still be in the Edit mode), and you will see the number of items “without response” and “with response”. Make sure that the number of items with response equals the number of categories to which you intended to respond. If you have more items than you intended, please see question above about deleting a response.

You can also click on the “Save and Close” option, then scroll to the top and click on “Print Submitted Information” in the box at the top right. That will give you a list of all the categories. On categories for which you did not intend to make an entry, all the fields should be blank, except you should see this symbol -  in the “Total” field. On the categories for which you did intend to make an entry, you should see an amount in the unit price field and total field that equates to your discount rate (i.e. \$5.00 for 5%, \$0.00 for 0% discount), and you should see a quantity of 1, and you should see your notes in the “notes” field. You may print that for your records if desired.