



DISTRICT FREQUENTLY ASKED QUESTIONS

Questions about the Catalog RFPs

Q – What is a catalog RFP?

A - A catalog RFP allows a vendor to offer its entire product line within the category to which it responds. The vendor responds with a discount amount for the category. This means the vendor is offering its products to our participating members at its **regular catalog price (for the catalog that is in effect at the time of the quote/order), less the discount amount indicated.**

Q – How do I know the price I can get through the catalogs for sure?

A – You should be able to look at the vendor’s catalog (printed or online), and take the indicated discount amount off their regular price. Many vendors will provide the school districts with logins/passwords to their online purchasing system so that the price to the school district is automatically shown. Please be careful to note any exceptions listed in the Special Notes section, and to consider shipping fees. We encourage you to confirm pricing directly with the vendor before issuing a purchase order. Be sure to follow your local district policy and procedures for purchasing.

Q – Why did a vendor I ordered from a few months ago charge me a different price this time?

A – Remember, the catalog RFP specifies that vendors will charge their catalog price (less the specified discount) that is **in effect at the time you are given a quote and/or issue a purchase order.** The vendor may have issued a new catalog since the last time you ordered (this is especially true around January 1st.) We encourage you to confirm pricing directly with the vendor before issuing a purchase order.

Q – I have a vendor I really like who is not on the list. How can that vendor get on the approved list?

A – Please tell your favorite vendors about the MRPC and encourage them to respond to the appropriate RFPs. They can get information on the MRPC and the RFP process by visiting the MRPC website (www.mrpctexas.com), or they can e-mail MRPC administrative support staff Dana Parrish at dana.parrish@esc9.net or call her at 940.322.6928. Remember, the RFPs are issued only once per year, so it is important for a vendor to respond to the RFP(s) in the spring, or they will have to wait until the following spring for the next RFP cycle.

Q – Is my purchase through a catalog approved vendor EDGAR (federal funds) compliant?

A – Members making purchases using federal grants or contracts are well advised to conduct their own procurement process review before relying on any general statement that a purchasing cooperative, contract, or vendor is “EDGAR compliant”, and are well advised to consider all of the factors related to the Member’s purchase(s) and consult with the Member’s own advisors and/or granting agency.

Q – Does the catalog list meet competitive purchasing requirements?

A - The catalog proposals which were used to formulate this approved vendor list were evaluated in a manner to meet competitively procured requirements. In addition, responding vendors were required to complete the following supporting documentation:

- Consolidated Supporting Form which includes:
 - Debarment/Suspension Notice
 - Propose to Provide/Statement of Noncollusion
 - Felony Conviction Notice

- Conflict of Interest Certification (If conflict, CIQ must also be completed)
- Resident/Non-Resident Bidder Statement
- Clean Air and Water
- Lobbying Disclosure (If lobbying entity, separate Lobbying Disclosure Form must also be completed)
- HUB (Historically Underutilized Business) Information Questionnaire (if applicable, certificates were to be attached)
- No Israel Boycott statement
- Companies Engaged in Business with Iran, Sudan, or a Foreign Terrorist Organization
- Certification Regarding Employment Assistance Prohibited (CJ (LEGAL))
- EDGAR Compliance Form
- Certificate of Interested Parties Form 1295 – awarded vendors only

Vendors who indicated exceptions to the terms and conditions of the RFP are marked on the listing with double asterisk (**). Vendors who indicated an exception on the EDGAR Compliance Form are notated with “EDGAR Exception”. If making a purchase from these vendors, the MRPC encourages the purchasing school district to review the company’s response documents carefully.

Vendors were also reviewed at the time of evaluation for listing on the Texas State Comptroller’s debarment list, and with the Federal System for Award Management (SAM) for exclusion. None were found to be listed at that time.

The Multi Regional Purchasing Cooperative (MRPC) intends to provide your district with a broad selection of vendors that have undergone a legal bid process. We cannot recommend any specific vendor, but can provide the full evaluation to you if desired.

The MRPC highly encourages the use of this list (and/or other purchasing cooperatives) to obtain several quotes that are then evaluated at the district level for best value. It is at the discretion of the district to make purchasing recommendations, and the responsibility of the district to ensure all policies and procedures are followed to meet requirements of funds being used for purchase.

Members making purchases using federal grants or contracts are well advised to conduct their own procurement process review before relying on any general statement that a purchasing cooperative, contract, or vendor is “EDGAR compliant” and are well-advised to consider all of the factors related to the Member’s purchase(s) and consult with the Member’s own advisors and/or granting agency.

For a copy of any of the documentation submitted by a particular vendor, the general terms and conditions, the complete evaluation, or if you have any questions regarding this list, please contact Dana Parrish at 940-322-6928 or dana.parrish@esc9.net.