



## VENDOR FREQUENTLY ASKED QUESTIONS

### Questions about the Catalog RFPs

**Q – What is a catalog RFP? I’m not responding with a specific price.**

A - A catalog RFP allows a vendor to offer its entire product line within the category to which a response is entered. We ask you to respond with a discount amount for the category. This means you are offering your product to our participating members at your **regular catalog price (for the catalog that is in effect at the time of the quote/order), plus the discount amount you indicated.**

**Q – The discount I can offer varies depending on the manufacturer or type of product. How do I indicate that when I respond to the RFP?**

A – When you respond to the bid, you should indicate the **minimum** discount that you can offer on **all** products within that category. A “zero” discount is acceptable if there are certain items you would not be able to discount. If there are only certain exceptions, you may indicate those exceptions in the “Special Notes” section, while still offering a discount on the majority of your product line. You may also upload supporting documents that list discount rates by manufacturer or product. Many vendors have provided the school districts with logins/passwords to their online purchasing system so that the price to the school district is automatically shown.

**Q – My company’s catalog prices usually change on January 1 (or at some other time during the year.) How does that affect my response?**

A – This does not affect your response. Your response to the catalog RFP means you are offering our participating schools your regular catalog price (plus any offered discount you indicated) that is **in effect at the time you give a quote and/or receive a purchase order.**

**Q – Once I’ve been approved as a catalog vendor, why do I have to respond every year?**

A – To retain the competitive spirit of the catalog RFPs, the term is August 1st of a year to August 31st of the following year. Therefore, to remain a catalog vendor from year to year, you must respond to the posted RFP each year.

**Q – I don’t have a printed catalog. My prices are found on my website. Is that okay?**

A – Yes. Whatever method you use to publish your prices is the foundation of the catalog RFP response.

**Q – Am I allowed to contact the schools on the MRPC list? To whom should I send my catalog?**

A - Yes, approved vendors are allowed (and encouraged!) to contact the schools on the MRPC list by sending your catalog, flyers, or whatever marketing material you feel is appropriate. Please remember that while the bid may be awarded in June, catalog vendors are not approved for purchases until **August 1.** We ask that if you are new to the approved catalog vendor list, you wait until late summer to send your materials so that our participating schools don’t run the risk of violating purchasing laws by trying to purchase from you before the term of the contract starts.

You can find a list of the participating schools under the “Districts” section of the [www.mrpctexas.com](http://www.mrpctexas.com) website. There is also a Word document provided that you can use to make labels for your marketing materials. Because of the broad variety of users within the districts, we cannot provide individual names in departments. You can obtain these by checking the individual school websites, or we suggest you use a “generic” label such as “Maintenance Director at \_\_\_\_\_ ISD”, “Librarian at \_\_\_\_\_ ISD”, “Technology Director at \_\_\_\_\_ ISD”, etc. The name indicated on the list provided on our website is generally either the superintendent or the business manager of the district (whomever the MRPC administrators need to contact about cooperative issues.)