

Government & Educational  
Sales Department

420 Ninth Avenue  
New York, NY 10001



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## **T H E   P R O F E S S I O N A L ' S   S O U R C E**

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Dear B&H Customer,

Please allow us to remind you that it is of the utmost importance for all buyers to reference our unique Quote/Reference Number on each Purchase Order you place with us.

We do this to ensure that your agency receives the exact price we applied to your solicitation, which includes all applicable terms and conditions set forth in your bid. Following these instructions will eliminate processing or administrative errors.

The Quote/Reference Number for this bid is 844862047.

We are happy to serve you and look forward to many future years of fulfilling your imaging needs.

Sincerely,

B&H Photo - Video Corp.

*Original*

*Gpy*

A large, stylized handwritten signature in dark ink, featuring a prominent horizontal stroke followed by several wavy, vertical strokes.

# **Request for Proposal**

## **Technology Catalog Solutions**

**Proposals Due: September 6, 2022  
No later than 3:00 PM CST**

**RFP #23-01**



**Panhandle Area Educational Consortium**  
**—PURCHASING AGENCY—**

## **INFORMATION SHEET**

Florida Buy State Cooperative Purchasing anticipates proceeding in a manner consistent with the following timetable. The timetable is subject to change at Florida Buy State Cooperative Purchasing's sole discretion.

<b><u>Description</u></b>	<b><u>Date</u></b>
RFP Advertised and Released	August 8, 2022
Last Day for Questions	August 29, 2022, by 3:00 PM CST
Response Deadline	September 8, 2022, by 3:00 PM CST

Award information will be made available to school districts and municipalities as soon as possible after the review, evaluation, and award via the Florida Buy State Cooperative Purchasing web page at [www.floridabuy.org](http://www.floridabuy.org).

# Solicitation Acknowledgement (REQUIRED)

**This page must be signed and included with your submission. Failure to do so will result in immediate rejection of your submission.**

The undersigned hereby certifies that the response included herein is made without prior understanding, agreement, or connection with any person or business entity submitting a response for the same goods or services and is in all respects fair and without collusion or fraud.

**The undersigned understands and agrees that by submitting a response that the entirety of the response is subject to Florida Statute 119 and will be considered a public record upon solicitation award or recommendation to award subject to the following exemptions:** Confidential information shall include only information that is made exempt from disclosure by Florida Statute. Should the bidder/proposer believe any information submitted is protected from disclosure under Florida's public records law, the bidder/proposer **must provide evidence** of a statutory exemption under Florida law that is satisfactory to the Consortium or obtain a protective order. All items of Confidential information must be labeled in writing as such when delivered to the recipient. (Any item marked "Confidential" that is not accompanied by sufficient evidence of statutory exemption or a protective order shall be considered a public record and by signing below the bidder/proposer hereby agrees to this provision.)

The undersigned understands and agrees that any vendor-suggested changes and inquiries regarding this solicitation were due by the date shown on the solicitation information sheet (page 2), and that any vendor-required changes to the terms and conditions not already approved in an addendum issued by the Consortium prior to the solicitation due date will likely be rejected and may (in the Consortium's complete discretion) result in the rejection of the entire submission.

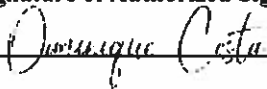
The undersigned agrees to abide by all conditions of this invitation and certifies that he or she is authorized to sign this submission for the business entity indicated below.

**Bidder/Proposer Business Name**  
B&H Foto and Electronics Corp

**Business Address**  
420 Ninth Ave New York, NY 10001

**Printed Name & Title of Authorized Signatory**  
Dominique Costa

**Signature of Authorized Signatory (Please Sign & Date)**



8/16/2022

# **REQUEST FOR PROPOSAL**

## **Technology Catalog Solutions Florida Buy State Cooperative Purchasing RFP #23-01**

**RFP closing date – September 8, 2022 @ 3:00PM CST**

It is the intention of the Florida Buy State Cooperative Purchasing program to establish a contract available for school districts and all other public sector and non-profit agencies for Technology Catalog Solutions. This is a Request for Proposal (RFP) for single or multiple vendor/s to provide the products and/or services outlined in the Scope and Specifications. Multiple awards will be considered during the evaluation and award process.

### **Failure to meet the following requirements will invalidate the RFP submission.**

**Deadline for Proposals:** One (1) original, three (3) copies and one electronic copy (flash drive) must be received by **September 8, 2022, by 3:00 pm, CST**. RFPs will be opened as soon as possible following the deadline at Florida Buy State Cooperative Purchasing in Chipley, Florida. RFPs may be hand-delivered, mailed, or delivered by commercial means to the address below in a sealed envelope marked **“Sealed RFP for, Technology Catalog Solutions, RFP #23-01 attn. Tori Baxley.”**

**Address:** PAEC attn.: Tori Baxley  
753 West Blvd  
Chipley, Florida 32428

RFPs will be accepted up to but no later than the time indicated on the RFP. All proposals received after the time stated in the RFP **will not be considered** and will be returned to the Respondent unopened. The Respondent assumes the risk of any delay in the U.S. Mail or any other commercial carriers. The Respondent assumes responsibility for having the RFP deposited on time at the place specified. The official clock for determining the time shall be that utilized by PAEC at the place the RFP is received.

### **All Questions concerning this RFP shall be directed only to:**

**RFP Coordinator:** Tori Baxley  
**Email Address:** tori.baxley@paec.org  
**Street Address:** 753 West Blvd.  
Chipley, FL 32428

**No telephone correspondence is permitted. Please send questions via email.**  
**IMPORTANT: Proposals must be typed utilizing TIMES NEW ROMAN, 12-Point Font.**  
**Handwritten proposals will NOT be accepted.**

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## Section 1 – Background and Project Overview

- A. The Panhandle Area Educational Consortium (PAEC) is an organization created by Florida statutes to serve the small, rural school districts in the Florida Panhandle. The Consortium is governed by the 14 school superintendents in Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, Washington, and FAMU Developmental Research School. The Washington County Florida School District is the fiscal agent for the consortium. The consortium works with the districts on several initiatives including purchasing and does so through the ***Florida Buy State Cooperative Purchasing*** program. The program was created exclusively to serve the needs of member and participating school districts which include all 67 school districts in Florida as well as all public, private, and charter schools. The services and commodities awarded through the program are also made available to public colleges, universities, cities, counties, state agencies, non-profit organizations as well as other eligible entities in other states.
- B. In 2016, the Florida Legislature recognized the authority of “***Cooperative State Purchasing Programs managed through Regional Consortium Service Organizations***” (RCSO) to serve as an option for the purchase of “*commodities and contractual services*” for district school boards and the Florida College System. This new law, **F.S. 1010.04 (1) (b)** requires such institutions “*to review pricing through state term contracts*” or RCSO. Of the three RCSO’s in Florida, **Florida Buy State Cooperative Purchasing, is the only such program offering a state-wide purchasing option.**
- C. The North East Florida Educational Consortium (NEFEC), which consists of the school districts in Baker, Bradford, Columbia, Dixie, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Nassau, Putnam, Suwannee, Union, P.K. Yonge DRS, and the Florida School for the Deaf and Blind, and Heartland Educational Consortium (HEC), which consists of the school districts in DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee, partner with the Florida Buy program to extend the discounted products and services to schools, school districts, and other eligible entities in their regional educational consortiums.
- D. Florida Buy State Cooperative Purchasing is seeking a proposal/s for Technology Catalog Solutions, that includes, but is not limited to hardware, software, installation, network services, disaster recovery, and consultation, as well as other technology solutions that may be required of public schools, cities, counties, state agencies, non-profit organizations, and other eligible users of this solicitation to expand and enhance technology and broadband connectivity. It is expected that Florida Buy State Cooperative Purchasing will offer multiple awards for a specified term to cover a wide array of services and products.
- E. Components of the Technology Catalog Solutions solicitation can include, but are not limited to:
- Computer hardware, including desktops, laptops, tablets, and related devices



- Audiovisual and instructional solutions, including broadcasting, classroom audio, projectors, projector screens, speakers, amps, video cameras, video conferencing, webcasting, and other related devices
  - Networking, virtualization, and software solutions, including, backup, bandwidth management, cloud, content filtering, disaster recovery, security solutions, storage, and data storage equipment including servers, server appliances, racks and cabinets, data storage or data protection devices, and switching technology.
  - Kiosks and digital signage
  - eSports Solutions such as, gaming desktops, monitors, headsets, and other related devices
  - Peripherals, accessories, components, and options, including printers, scanners, monitors, AV equipment, unified communication hardware, mobility hardware, cabling, modems, routers, switches, power management, and supplies
  - Software related to the purchase of the equipment described in subparts above
  - Tech support or assessment services related to the purchase of the equipment or software described above.
- F. The intent of this RFP is to provide a comprehensive competitively solicited master agreement to one or more Respondents providing products and services to public agencies and other eligible entities. The objective is to achieve cost savings through a single competitive solicitation process that eliminates the need for multiple proposals while combining the purchasing power of multiple sources and reducing the administrative costs to both vendor partners and eligible buyers.
- G. The solicitation and subsequent award/s represent unique opportunities for significant market growth for awardees given the desire for schools and other eligible entities to expeditiously make purchases at discounted prices through a competitively awarded contract and managed through a Florida based, state authorized cooperative purchasing program with a core mission to provide shared services to schools and other eligible entities.
- H. This solicitation should NOT be construed to include “services only”, or “consulting only” solutions. Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or services being proposed.

## Section 2 - Definitions of Terms

- A. **PAEC (Panhandle Area Educational Consortium):** A regional educational consortium legislatively created by Florida Statute and governed by the school superintendents that comprise the consortium. PAEC manages a number of initiatives for the consortium, including the Florida Buy State Cooperative Purchasing program.
- B. **Florida Buy State Cooperative Purchasing:** The program managed by PAEC to secure cooperative purchasing agreements on behalf of Florida schools and other eligible entities.
- C. **Respondent:** The entity responding to this solicitation and ultimately placed under contract with an eligible entity electing to utilize the contract.
- D. **RFP:** A *request for proposal* is a document that an organization provides to announce a new project opportunity through a bidding process to interested parties and is often used when an agency is seeking solutions for needed products and services.
- E. **Buyer:** The eligible entity choosing to utilize the contract and agreement with the Respondent.
- F. **Intergovernmental Cooperative Purchasing Agreement:** An agreement entered by Florida Buy State Cooperative Purchasing and other eligible purchasing cooperatives or state purchasing agencies to expand the use of the awarded contract to other regions nationally and within the state of Florida.
- G. **Awardee:** Respondent/s selected by the evaluation committee to be awarded a contract based on the responses provided in the RFP.
- H. **Published List Price:** The current pricing advertised or offered by the Respondent to general customers
- I. **Performance and Payment Bond:** As required by state or local law, Respondent shall, at the receipt of a Buyer purchase order, furnish the Buyer on whose behalf the purchase order is issued, a corporate surety bond in the full amount of the purchase order for the faithful performance of the contract, as conditioned below. The surety must be authorized to do business in the State of Florida and be satisfactory to Buyer. Each bond must be in the form required by the State of Florida.
- J. **Catalog Response:** A commercially available catalog of the products and services sought in the solicitation that covers the entirety of the products and services offered by the respondent. A catalog of products and services may change due to discontinued items or new items added that is relevant to the Scope of the RFP. A Catalog Response is generally offered with a percentage discount off the inventory listed in the catalog either by item or category.

- K. **Unique Entity ID (formerly DUNS number):** A 12-character alphanumeric ID assigned to an entity by SAM.gov
- L. **MWBE:** Minority/Women-owned Business Enterprises
- M. **HUB:** Historically Underutilized Business
- N. **SBE:** Small Business Enterprise

### Section 3 – Terms and Conditions

- A. **Delivery Date:** Responses must be delivered **no later than 3:00 PM CST on September 8, 2022. The Respondent/s will provide an electronic copy, one (1) original and three (3) copies to:**

Panhandle Area Educational Consortium  
753 West Boulevard  
Chipley, Florida 32428  
Attn: Tori Baxley

- B. **Mailing of Proposals:** All proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name, and address of the company responding. All packages must be clearly identified as listed below, sealed, and delivered to the Panhandle Area Educational Consortium office no later than the submittal deadline assigned for this solicitation. **Proposals received after this date will be rejected.**

From Dominique Costa

Company Address 420 Ninth Ave

City, State, Zip NY, NY 10001

Solicitation Name and Number 23-01

- C. Questions regarding this RFP must be submitted in writing to Tori Baxley at [tori.baxley@paec.org](mailto:tori.baxley@paec.org). The last day for questions will be **no later than 3:00 PM CST August 29, 2022**. The questions along with responses will be compiled and maintained under this announcement on the Florida Buy State Cooperative Purchasing website at [www.floridabuy.org](http://www.floridabuy.org).
- D. **Duration:** The term of the agreement will be for 3 years with the option to renew for two additional 12-month terms.
- E. The Respondent must provide evidence that his/her company has the financial resources and capacity to effectively perform the Scope of Work and provide the services outlined in this RFP.

- F. Florida Buy State Cooperative Purchasing does not guarantee usage of this contract. Usage will depend on the actual needs or desires of eligible users of the contract and the value offered by the proposer.
- G. Florida Buy State Cooperative Purchasing reserves the right to offer multiple awards under this solicitation.

#### **Section 4 – Vendor Profile and Experience Requirements**

- A. Provide a cover letter and narrative outlining the specific experience and qualifications listed below:
- Experience providing Technology Catalog Solutions to schools, governmental entities, and non-profit organizations.
  - Experience in evaluating, consulting, and providing appropriate product recommendations to meet customer needs and expectations.
  - Experience staff with appropriate licensing and credentials to perform all work associated with the scope.
  - Experience in management of projects of multiple sizes.
  - Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements in Attachment 2 and submit it with your completed response.**
  - Provide a copy of all current licenses, registrations, and certifications issued by federal, state, and local agencies, and any other licenses, registrations, or certifications from any other governmental entity with jurisdiction, allowing Respondents to perform the covered services.
- B. The Respondents will provide a minimum of three references from schools, school districts, colleges, universities, or other eligible entities that have utilized services provided by the Respondent. **Use Attachment 3** provided with this solicitation.
- C. Include in the narrative to your response that you have read and understood the RFP and are able to provide the products and services requested. Your letter should note any exceptions and must be signed by the individual who will have overall responsibility and accountability for all products and services to be provided. Provide a brief description of your company and its capabilities. **Complete the questionnaire in Attachment 6.**

#### **Section 5 – Scope/Statement of Work**

- A. The overarching goal of this solicitation is to award a contract/s to Respondents who can provide the equipment, tools, solutions, and expertise to accomplish the technology goals established by state and federal programs for education, city and county government, economic development, healthcare, and public safety.
- B. This RFP seeks qualified, experienced Respondent/s who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials, equipment and labor to all member and participating Florida school districts, cities, counties, state agencies, non-profit organizations, and other eligible entities, including entities in other states and who can also:
- Respond to requests from many different types of educational, governmental, and public institutions seeking a full house catalog of technology products, supplies, equipment, and services with the ability to provide prompt shipments to agencies and their members.
- C. Provide a wide variety of technology products and solutions. Components of the Technology Catalog Solutions solicitation can include, but are not limited to:
- Computer hardware, including desktops, laptops, tablets, and related devices
  - Audiovisual and instructional solutions, including broadcasting, classroom audio, projectors, projector screens, speakers, amps, video cameras, video conferencing, webcasting, and other related devices
  - Networking, virtualization, and software solutions, including, backup, bandwidth management, cloud, content filtering, disaster recovery, security solutions, storage, and data storage equipment including servers, server appliances, racks and cabinets, data storage or data protection devices, and switching technology.
  - Kiosks and digital signage
  - eSports Solutions such as, gaming desktops, monitors, headsets, and other related devices
  - Peripherals, accessories, components, and options, including printers, scanners, monitors, AV equipment, unified communication hardware, mobility hardware, cabling, modems, routers, switches, power management, and supplies
  - Software related to the purchase of the equipment described in subparts above
  - Tech support or assessment services related to the purchase of the equipment or software described above.
- D. The diversity of the participating public agencies requires a broad choice of options including connectivity, fiber, and other means to deliver the necessary bandwidth for

participating entities to achieve cost effective individual technology goals as well as those mandated by state and local standards.

- E. This solicitation should NOT be construed to include “services only”, or “consulting only” solutions. Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or services being proposed.
- F. **Proposals must include a full description of each service offering.** Services may include, but are not limited to installation, de-installation, deployment, asset tagging, image loading, maintenance, support, training, migration, integration, asset management, and design.
- G. Florida Buy State Cooperative Purchasing recognizes that any one Respondent may not provide all product lines. **No digital and computer related systems, products or services have been excluded from this RFP,** such as items associated with STEM education programs. All products and services provided in a Respondent’s catalog or price book or otherwise available through the Respondent’s network such as special orders, are part of this solicitation.

## Section 6 - Specifications

- A. The Respondent must check either “Comply” or “Deviate” box for each specification item. **All deviations must be noted and explained on the attached form titled “Deviations” at the end of this solicitation package to be considered (See Attachment 11: Deviations from Section 6)**

Item	Description	Comply	Deviate
A.1	The Respondent can offer a <u>large</u> catalog of Technology Solutions to eligible entities.	X	
A.2	The Respondent offers free shipping on items over \$500.00 or more.	See attached on Page 9	
A.3	The Respondent can integrate its online catalog into the Florida Buy Marketplace.	X	
A.4	The Respondent must be a manufacturer’s authorized sales and service dealer for all proposed products. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer’s approved channels. Products that result from new authorized sales and service dealer arrangements between the Respondent and the manufacturer during the term of this contract may be added and offered through	X	

Item	Description	Comply	Deviate
	the Florida Buy State Cooperative Purchasing contract.	X	
A.5	Products and Services can be provided for eligible entities in 67 districts in the State of Florida and beyond.	X	
A.6	If the Respondent makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Respondent agrees to pay for cost of any returned product due to a pricing error.	X	
A.7	The Respondent must provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet must be provided for each individual item when purchase is made.	X	
A.8	The Respondent shall maintain a toll-free support line open during regular business hours Monday through Friday.	X	

## Section 7 - General Conditions

- A. The successful Respondent will be responsible for providing all necessary personnel, materials, equipment, supervision, insurance, and services, as outlined to accomplish the work in accordance with the specifications contained in this RFP.
- B. By submission of this proposal, the Respondent certifies the following:
- The prices in this RFP have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  - Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to opening, directly or indirectly to any other Respondent or to any competitor.
  - No attempt has been made or shall be made by the Respondent to induce any other person or bidder to submit or not to submit a proposal for the purpose of restricting competition.
  - As required by state or local law, Respondent shall, at the receipt of a Buyer purchase order, furnish the Buyer on whose behalf the purchase order is issued, a corporate surety bond in the full amount of the purchase order for

the faithful performance of the contract, as conditioned below. The surety shall be authorized to do business in the State of Florida and be satisfactory to Buyer. Each bond must be in the form required by the State of Florida.

#### **Section 8 - Additional Terms and Conditions**

- A. All terms and conditions may be modified and revised by Florida Buy State Cooperative Purchasing with the written consent of both the Cooperative and the Awardee.
- B. Florida Buy State Cooperative Purchasing, at its discretion, may offer the use of the awarded agreement to governmental entities such as state agency purchasing programs, to extend the use of the contract to eligible users. This option will be referred to as an Interlocal Agreement. Under such conditions, the participating agency may, with written consent from the Awardee, modify and revise the terms and conditions of the master agreement.
- C. Other state and public agency purchasing program agreements may require additional administrative fees, associated with sales, to be paid by the Awardee for the management of the contract. The Awardee will be notified in writing and will have the option of accepting or rejecting the Interlocal Agreement program fees.
- D. If the original Vendor/Respondent sells or transfers all assets and interests or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract.
- E. Florida Buy State Cooperative Purchasing reserves the right to reject the acquiring person or entity as a Vendor/Awardee. A change of name agreement will not change the contractual obligations of the Vendor/Awardee.
- F. The Awardee, may, upon entering negotiations with qualified buyers, amend their prices to offer volume discounts below the lowest unit rates established in the pricing portion of this agreement.
- G. The Respondent must endeavor to provide a safe, healthful, and productive work environment for its employees by supporting maintenance of a Drug-Free Workplace as defined by the Florida Drug-Free Workplace Act, Florida Statute 112.0455.
- H. The Respondent must comply with all Occupational Health and Safety Administration (OSHA) standards.
- I. The Respondent must assure that its employees have received the necessary safety equipment required for the work described by the Contract Document. Personnel must be trained in the hazards associated with installation products.



- J. The Respondent must always maintain a copy of all current Material Safety Data Sheet (MSDS) documentation and safety certifications at the site, as well as comply with all other site documentation requirements of the OSHA programs and this specification.
- K. The Respondent will adequately protect the client's property and will be responsible for the cost arising out of any damage or injury due to neglect.
- L. Employees, installers, or any other personnel involved with the project, while working on school campuses, will be subject to and must comply with the Jessica Lunsford Act as described in Florida Statutes 1012.465.
- M. The Respondent must provide insurance certifications reflecting coverage for worker's compensation, applicable to the state law, commercial general liability for bodily injury and property damage with limits not less than \$1,000,000 single limit per occurrence or required by entities utilizing the Florida Buy State Cooperative Purchasing contract. The certifications should also provide evidence of coverage for not less than \$1,000,000 automobile liability for bodily injury and property damage.
- N. Individual entities utilizing the contract may request verification of insurance amounts exceeding those contained in the documents submitted. If, requested, these documents will be required to be submitted prior to the commencement of work.
- O. The Respondent will not discriminate against any employee or applicant for employment because of race, creed, color, religion ancestry, sex, national origin, affection preference, disability, age, marital status, or status regarding public assistance or as a disabled veteran.

## **Section 9 - Warranty**

- A. All products and equipment should carry a minimum industry standard warranty that includes materials and labor. The Respondent has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Respondent agrees to assist the Purchaser/Lessee in reaching a solution in a dispute over warranty's terms with the manufacturer.
- B. Additional Warrants: The Respondent warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, the Respondent warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

- C. Respondents must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between Respondent and the manufacturer during the term of this contract may be added and offered through Florida Buy State Cooperative Purchasing contract.

## **Section 10 - Pricing**

- A. A separate pricing sheet is attached and should be completed by the Respondent. The Respondent must submit a percentage discount from catalog pricing. **Attachment 5 must be completed.** It is understood that percentage discounts may vary based on manufacturers cost to the Respondent. If so, please indicate on the pricing sheet such variations. It is also acceptable to list categories instead of individual items if the percentage discount is included on the worksheet. You may list each item individually or as categories. The percentage discount, however, will be for the entire category.
- B. As pricing is updated, an excel spreadsheet indicating current list price, contract pricing showing the discount, and the savings will be submitted to Florida Buy and eligible entities, if requested, wishing to utilize the contract for purchases.
- C. The pricing offered under this award must be compatible with the lowest unit rates available under any other cooperative agreement utilized by the awardee.
- D. List any other contracts and the pricing formulas for any other contracts you possess with other purchasing cooperatives or agencies. (See Attachment 6, #20.)
- E. Pricing will be based on a percentage discount from a Published List Price or standard list pricing and cover the cost of both materials, installation, maintenance, and cleanup. The Respondent should provide verifiable evidence to support the discount compared to list pricing.
- F. Catalog pricing allows for other products that have yet been developed, to be added to the catalog once they become available. It also allows for items to be removed once obsolete or discontinued.
- G. Shipping may be priced separately but should be at cost with no mark up.

## **Section 11 - Agreement to Participate in the Florida Buy State Cooperative Purchasing Program.**

- A. The Awardee/Respondent agrees to sign an Affiliation Agreement with the Florida Buy State Cooperative Purchasing program and pay an administrative fee for sales and services generated from this contract. **This fee is not to be added to the invoice of any entity choosing to use this agreement and will be equal to 2% of the invoice and be paid to Florida Buy State Cooperative Purchasing on a quarterly basis.** The Awardee will be provided a template for reporting sales, and it will include the entity using the contract, the date of service, and the savings to the school district and other eligible users. Florida Buy State Cooperative Purchasing extends the authority for the Awardee to use the contract for eligible entities outside of Florida provided the 2% administrative fee is paid.
- B. The Florida Buy State Cooperative Purchasing program will promote the products and services consistent with all other entities enrolled and contracted through the program and provide information on [www.floridabuy.org](http://www.floridabuy.org) which will contain general information about the services performed along with contact information of the awardee.
- C. Awardee will provide any state, county, special district, local government, school district, private K-12 school, charter school, technical or vocational school, higher education institution, (including community colleges, colleges and universities, both public and private), other government agencies, non-profit organizations, and other eligible entities under contract to perform services on behalf of an eligible entity that is required contractually to follow state procurement regulations, with the option to purchase at the same terms, conditions, and pricing submitted with this proposal. It is further understood that awardee, hereby grants the utilization of this agreement, as permitted by applicable law, to any of the entities mentioned above.
- D. The Awardee/Respondent must **sign the Membership Acknowledgement Form (Attachment 4)** stating full understanding of the relationship between the Respondent and the Florida Buy State Cooperative Purchasing program.

## **Section 12 - Method of Evaluation and Selection**

- A. Responses will be weighed on the experience, adherence to the scope, specifications, terms, and references provided.
- B. The Respondent will be evaluated on the capacity in which the scope of work can be performed as well as the quality of the workers who perform the work.
- C. The Respondent will be evaluated based on warranty information.
- D. The Respondent will be evaluated based on certifications and compliance with national standards.

- E. The Respondent will be evaluated based on the variety and volume of products/services offered.
- F. The Respondent will be evaluated by the lowest prices offered based on the standards established in the scope of work and the greatest discounts offered.
- G. The Respondent will be evaluated on the extent that the products and services offered can be extended statewide or in other states, where appropriate and law allows.
- H. The Respondent will be evaluated on adherence to the specifications and scope of the RFP.
- I. The RFP will be opened as soon as possible following the deadline. The award will be based on the aggregate on the number of points that are submitted by each independent evaluator.
- J. **Handwritten responses will not be evaluated.** RFP documents can be provided in a Microsoft Word document if requested after the release date.

### **Section 13 - Florida Buy State Cooperative Purchasing Rights to Withdraw**

- A. Florida Buy State Cooperative Purchasing reserves the right to withdraw this RFP notwithstanding anything contained herein to the contrary; to find that any or all of the Respondents are qualified to provide the services; to reject any or all Responses, in whole or in part; to refrain from awarding any contract for services; and/or to exclude any or all Respondents from inclusion in any Request for Proposals, or any other form of solicitation for the provision of the services.
- B. Florida Buy State Cooperative Purchasing reserves the right to request clarification on any response to the RFP.

### **Section 14 - Additional Information**

- A. Florida Buy State Cooperative Purchasing reserves the right to accept modification and clarifications of the responses when determined such action would be in the best interest of Florida Buy State Cooperative Purchasing and further reserves the right to waive any non-conformity in a response.
- B. Florida Buy State Cooperative Purchasing reserves the right to award multiple vendors.
- C. Questions regarding the RFP should be addressed to Tori Baxley at [tori.baxley@paec.org](mailto:tori.baxley@paec.org). The last day for questions will be August 29, 2022. In the subject line, please write: Questions regarding RFP # 23-01. Responses will be

posted along with questions on the Florida Buy State Cooperative Purchasing website: [www.floridabuy.org](http://www.floridabuy.org).

- D. Florida Buy State Cooperative Purchasing prohibits harassment and discrimination on a basis of race, color, religious creed, age, marital status, or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and all applicable state laws.
- E. Respondent/s and staff will be required to comply with Florida laws (Jessica Lunsford Act under Section 1012.465, 1012.467, and 1012.468 Florida Statutes) requiring background checks for workers performing tasks on school campuses.
- F. Small and minority businesses and women's business enterprises are encouraged to participate in this solicitation.
- G. Sign the **Contract Offer and Award Letter (Attachment 7)** and include it with your response. The Respondent must sign and have notarized the Affidavit of Non-Collusion found in **Attachment 9**.
- H. **Certification regarding debarment, suspension, ineligibility, and voluntary exclusion.** Federal money may potentially be used to pay for all or part of the work under the Contract, therefore the Respondent certifies that it complies with federal requirements on debarment, suspension, ineligibility, and voluntary exclusion specified in the solicitation document implementing Executive Order 12549. The Respondents' certification is a material representation upon which the Contract award will be based.

## **Section 15 - Proposal Format**

- A. Responses must be provided in a three-ring binder or report cover using **8.5 x 11 paper** clearly identified with the name of the Respondent's company and the solicitation name and number on both the outside front cover and vertical spine. Type set should be **Times New Roman 12pt**. All responses should be delivered using standard carriers or hand delivered. **No electronic submissions (e-mail) will be accepted.**
- B. Include a copy of the entire RFP document that you are responding to, prior to your tabulated response. Tabs should be used to separate the proposal into sections. Must include an electronic version of your response on a CD or flash drive.

## **Section 16 - Cancellation for Non-Performance or Respondent Deficiency/Standard Cancellation**

- A. Florida Buy State Cooperative Purchasing may terminate the agreement with the awarded Respondent/s if awardee/s have not used the contract, or if purchases are determined to be low volume in any 12-month period. Furthermore, Florida Buy State Cooperative Purchasing reserves the right to cancel the whole or any part of this contract due to failure by Respondent to carry out any obligation, term or condition of the contract.
- B. Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

# Attachments

**Attachment 1**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**PROPOSAL CHECKLIST**

The following items/submittals are required to be qualified as a Respondent to the RFP. The Respondent must submit an electronic version (flash drive) of their proposal as well as one (1) original copy, and three (3) copies by the due date and time listed in the RFP by standard mail (USPS, FedEx, UPS, or in person). Written submissions must follow the format listed in the RFP which is 12-point Times New Roman font. **Submission made via email will be rejected.**

Please review the checklist and indicate WITH A MARK (✓) that all the required documents have been included with your submission.

Your proposal should include the following:

- ☒ **NARRATIVE:** The Narrative should outline capabilities, experience in providing Technology Catalog Solutions with complete information relative to and addressing the scope and specifications.
- ☒ Information regarding current licenses, registrations and certifications issued by federal, state, and local agencies.
- ☒ Liability and Worker's Compensation Certificates
- ☒ Description of which regions (state and national) your company can service.
- ☒ Attachment 1- Proposal Checklist
- ☒ Attachment 2- Quality Requirement Form
- ☒ Attachment 3- Reference Sheet
- ☒ Attachment 4- Membership Acknowledgement Form
- ☒ Attachment 5- Pricing Sheet
- ☒ Attachment 6- Questionnaire
- ☒ Attachment 7- Contract Offer and Award
- ☒ Attachment 9- Signed Non-Collusion Affidavit
- ☒ Attachment 10- Signed EDGAR form
- ☒ Attachment 11-Deviations from Section 6 (Specifications)
- ☒ Attachment 12-Company Information Sheet



**Attachment 2**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**QUALITY REQUIREMENTS FORM**

Quality Requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. Please complete the Quality Requirement form and submit it with your response. This form **MUST** be submitted with your response.

Quality Requirements		Yes	No
1	Minimum of 5 years of experience in providing technology products, services, and consultation.	X	
2	References have been provided.	X	
3	Certificate of Insurance (Liability, Worker's Compensation, etc.)	X	
4	Certifications to perform the work outlined in the scope and specifications.	X	

See attached

**Attachment 3**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**REFERENCE FORM**

Respondent: \_\_\_\_\_

**Provide references from no less than three (3) schools, school districts, or other eligible entities.**

Reference \_\_\_\_\_ Contact \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

**SEE ATTACHED**

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference \_\_\_\_\_ Contact \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

**SEE ATTACHED**

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference \_\_\_\_\_ Contact \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

**SEE ATTACHED**

Description and date(s) of services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attachment 4**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**MEMBERSHIP ACKNOWLEDGEMENT FORM**

I fully understand and agree that an award of the RFP requires participation in the Florida Buy State Cooperative Purchasing program and a 2% Administrative Fee for sales generated off this contract will be paid quarterly to the Panhandle Area Educational Consortium's Florida Buy State Cooperative Purchasing program, along with a sales report (a template of which will be provided by Florida Buy State Cooperative Purchasing) for contract management, marketing, and facilitation of this agreement. The fees will be based off the actual amount invoiced to the entity utilizing the contract and the 2% fee is not to be added to the invoice or otherwise passed to any entity choosing to use this agreement.

I fully understand that the award and contract are approved by a single governmental entity, the Washington County, Florida School District as PAEC's fiscal agent (and lead agency), and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, all other governmental entities and other entities contractually performing work on behalf of an eligible entity provided all state and local public procurement regulations are followed).

I also understand that the contract/agreement may be utilized for eligible entities outside of the state of Florida provided it is allowed under such state's procurement laws and under the same terms and conditions of this agreement.

Print Name Dominique Costa

Signature *Dominique Costa*

Date 8/16/2022

See attached

**Attachment 5**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**PRICING SHEET**

General Comparison Worksheet

Please use this worksheet or compatible worksheet to list pricing proposals. It may be expanded to add other options/products. This is for comparative analysis only. **The worksheet can be substituted with an excel spreadsheet as long as the columns are the same.**

<b>Company Name:</b> B&H Foto & Eletronics Corp					
	<b>Product Category</b>	<b>Labor (leave blank if not applicable)</b>	<b>List Price</b>	<b>Contract Price</b>	<b>Percentage Discount</b>
A	Online Catalog				0.5-25%
B					
C					
D					
E					

**SEE ATTACHE**

PAEC: RFP 23-01 Technology Catalog Solutions

Pricing Attachment

Catalog: [www.bhphoto.com](http://www.bhphoto.com)

\*The range discount of 0.5-25% off will show on the customized purchasing portal upon award.  
Pricing on link above displays retail pricing.

Attachment 6 **SEE ATTACHED**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01: Technology Catalog Solutions**  
**Questionnaire**

**Instructions.** Please complete the questionnaire below by placing your company's answers in the correlating response column.

<b>Responding Company's Name:</b>	
<b>Instructions: For those responding to the RFP, please respond to the questions below.</b>	
<b>Question</b>	<b>Response</b>
1. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.	<b>SEE ATTACHED</b>
2. Does your company have the capability to provide training on how to use this contract?	<b>SEE ATTACHED</b>
3. Describe the warranties on your products.	<b>SEE ATTACHED</b>
4. What is your service area? Name the counties in Florida and other states.	<b>SEE ATTACHED</b>
5. Does your company offer online ordering?	<b>SEE ATTACHED</b>
6. Does your company have regional sites around Florida and are you equipped for rapid response if desired by a customer?	<b>SEE ATTACHED</b>
7. Explain the process of responding to a work order.	
8. What are your payment terms?	<b>SEE ATTACHED</b>
9. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	<b>SEE ATTACHED</b>
10. Does your company offer any prompt payment discounts? If so, please describe.	<b>SEE ATTACHED</b>
11. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	<b>SEE ATTACHED</b>

12. Briefly explain your policy and the lead time required from a member placing an order to receipt of products/services.	
13. Does your company assess fuel surcharges for responses? If so, what is the charge?	
14. At times there are issues with service, please describe your process for addressing these issues.	
15. State your company's process for handling dissatisfied customers.	
16. State your company's process for introducing new products to the list of products/services you offer.	
17. Would your company consider a dedicated inside sales representative that would be familiar with the Florida Buy State Cooperative Purchasing contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?	
18. Would your company be willing to work with each of the Florida regions on sending/mailling out printed material to members?	
19. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to the Florida Buy State Cooperative Purchasing program to ensure a successful roll-out in a timely, well communicated, responsive fashion?	
20. Please list the contracts your company currently holds that may compete directly with the Florida Buy State Cooperative Purchasing program and describe how you will position the program versus other contracts.	
21. Will you lead with the Florida Buy State Cooperative Purchasing contract if awarded?	
22. If other contracts are available, is the Florida Buy State Cooperative Purchasing pricing the same or lower than pricing	

**SEE ATTACHED**

**SEE ATTACHED**

**SEE ATTACHED**

offered under your existing contracts?	
23. If other contracts are available, please describe the process Florida Buy State Cooperative Purchasing would need to take to transition a current purchaser who requests to utilize our contract instead of their current contract.	<b>SEE ATTACHED</b>
24. How would you educate your sales representatives on the strengths of our contract?	
25. Would sales representatives be willing to conduct on-site visits with cooperative staff to members to explain the benefits of the Florida Buy State Cooperative Purchasing Program?	
26. Please describe your marketing plan to reach and connect with our members in Florida. Please note what touch points and connection those members have with sales representatives.	<b>SEE ATTACHED</b>
27. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.	



**Attachment 8**  
**Florida Buy State Cooperative Purchasing**  
**RFP# 23-01 Technology Catalog Solutions**  
**EVALUATION MATRIX**  
**Informational Only**

**INSTRUCTIONS FOR EVALUATORS:** Florida Buy has assigned each evaluation criterion a specific number of points. The questions under each evaluated area help measure the quality of the Respondent's response. Do not assign points to individual questions; instead, award a total score for each evaluation criterion. Make a brief comment and give the initial score of the proposal evaluation worksheet.

**CONFLICT OF INTEREST:** Each evaluator must review the list of offerors submitting proposals and determine if they or any immediate family members have a conflict of interest regarding a Respondent. By signature on a proposal evaluation worksheet, evaluator is confirming no conflict of interest exists with the offeror being evaluated.

**RATING SCALE FOR ASSESSING OFFEROR RESPONSES:** Florida Buy intends this rating scale to establish guidelines within that range to ensure members of the RFP evaluation committee perform their evaluation with consistency. Evaluators may assign any value for a given criteria from 0 to the maximum number of points. A zero value typically constitutes no response or an inability of the Respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Vendor A</b>	<b>Vendor B</b>	<b>Comments</b>
<b>A. Quality of Response</b>	<b>35 Points</b>			
The Respondent has all the required license and certifications required to do business in Florida.	0-2			
The Respondent has provided a clearly defined narrative that details the nature, leadership, business model, and a complete understanding of the requirements of the RFP.	0-5			
The Respondent has clearly demonstrated that the company has the capacity, inventory, and variety of products to satisfactorily provide options for use by public agencies and other eligible users.	0-15			
The Respondent has provided evidence of Worker's Compensation and Liability Insurance.	0-3			
The respondent can offer its products in an online catalog capable of integrating into Florida Buy's Marketplace or can provide a web-based ordering option unique to Florida Buy.	0-10			
<b>B. Previous Experience</b>	<b>5 Points</b>			
	0-2.5			

The Respondent has provided evidence of at least 5 years of experience in working with public entities to provide services and supplies outlined in the RFP.				
The Respondent has provided up to three references attesting to the quality of products, services offered, pricing, and overall quality of any installations.	0-2.5			
The Respondent has provided evidence of at least three references willing to offer comments relative to the experience of working with the company or individual.				
<b>C. Pricing/Warranty</b>	<b>30 Points</b>			
The relative ranking of this Respondent's pricing and warranty proposal compared to other RFP submissions based on information provided on Attachment 5 and Section 6.	0-30			
<b>D. Regional/State Use of Contract-Marketing</b>	<b>10 Points</b>			
The Respondent has clearly identified the Certifications to perform the work outline in the Scope and Specifications.	0-8			
The extent to which the Respondent has a marketing plan relevant to the Florida Buy State Cooperative Purchasing contract and willingness to execute it.	0-2			
<b>E. Contract Terms &amp; Conditions</b>	<b>20</b>			
History of meeting the delivery timelines.	0-10			
Comparative analysis of questionnaire and participation in the Florida Buy State Cooperative Purchasing program (attachment 4 and 6)	0-10			
<b>TOTAL</b>		<b>100 Points</b>	-	-

**Attachment 9**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01 : Technology Catalog Solutions**  
**AFFIDAVIT OF NON-COLLUSION**

**Instructions:** This form must be signed by the business's authorized representative and notarized below

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other respondents, or with any official of the *Florida Buy State Cooperative Purchasing Agency*, or any employee thereof, or any person, business or corporation under contract with *Florida Buy* whereby the respondent, in order to induce the acceptance of the foregoing RFP by the *Florida Buy State Cooperative Purchasing Agency*, has paid, or is to pay to any other respondent, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other respondent/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP .

1. This is to certify that the respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the respondent, nor any officer, director, partner, member or associate of the respondent, nor any of its employees directly involved in obtaining contracts with *Florida Buy State Cooperative Purchasing*, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the respondent, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the respondent is authorized by the manufacturer(s) to sell all proposed products on a statewide basis.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

<u>Elizabeth Mejia</u>	<u>420 9th Avenue</u>
Authorized Representative (Please print or type)	Mailing Address
<u>Compliance Specialist</u>	<u>New York, NY 10001</u>
Title (Please print or type)	City, State, Zip
<u><i>Elizabeth Mejia</i></u>	<u>8/11/2022</u>
Signature of Authorized Representative	Date

Subscribed and sworn to before me this 11 day of August, 20 22

Notary Public in and for County of Kings State of New York

My Commission Expires on 06/02/2023

Signature

*Harry K. Waldner*

**HARRY K. WALDNER**  
Notary Public, State of New York  
No. 01WA4631810  
Qualified in Kings County  
Commission Expires June 02, 2023

**Attachment 10**  
**Florida Buy State Cooperative Purchasing Agency**  
**Uniform Guidance "EDGAR" Certification 2 CFR Part 200**

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the "Uniform Guidance" or new "EDGAR". All vendors submitting proposals must complete this EDGAR Certification form regarding the vendor's willingness and ability to comply with certain requirements which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the vendor's authorized representative check and initial the applicable boxes and sign the acknowledgement at the end of this form. If a vendor fails to complete any item of this form, Florida Buy State Cooperative Purchasing will consider and may list the response, as the vendors is unable to comply. A "No" response to any of the items below may impact the ability of a purchasing agency to purchase from the vendor using federal funds.

**1. Violation of Contract Terms and Conditions**

Provisions regarding vendor default are included in Florida Buy State Cooperative Purchasing's terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as Florida Buy State Cooperative Purchasing's terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

Yes, I agree ☒ No, I disagree ☐ Initials EM

**2. Termination for Cause of Convenience**

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the vendor's return policy. If the participating agency has paid the vendor for goods and services not year provided as the date of termination, vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency's purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement,

is in the participating agency's purchase order, ancillary agreement or construction contract agreed to by the vendor, the participating agency's provision shall control.

Yes, I agree   X   No, I disagree            Initials   EM  

**3. Equal Employment Opportunity**

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and vendor agrees that it shall comply with such provision.

Yes, I agree   X   No, I disagree            Initials   EM  

**4. Davis Bacon Act**

When required by Federal program legislation, vendor agrees that, for all participating agency construction contracts/purchases in excess of \$2,000, vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Yes, I agree   X   No, I disagree            Initials   EM  

**5. Contract Work Hours and Safety Standards Act**

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, vendor is required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The

requirements of the 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Yes, I agree   X   No, I disagree                      Initials   EM  

**6. Right to Inventions Made Under a Contract or Agreement**

If the participating agency's federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the "funding agreement," the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Yes, I agree   X   No, I disagree                      Initials   EM  

**7. Clean Air Act and Federal Water Pollution Control Act**

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended, contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Yes, I agree   X   No, I disagree                      Initials   EM  

**8. Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p.

189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the vendor is not current listed and further agrees to immediately notify Florida Buy State Cooperative Purchasing and all participating agencies with pending purchases or seeking to purchase from the vendor if vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under stat statutory or regulatory authority other than Executive Order 12549.

Yes, I agree   X   No, I disagree                      Initials   EM

**9. Byrd Anti-Lobbying Amendment**

Byrd Anti-Lobbying Amendment (31 USC 1352), vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Yes, I agree   X   No, I disagree            Initials   EM  

**10. Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require confirming estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recover, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Yes, I agree   X   No, I disagree            Initials   EM  

**11. Profit as a Separate Element of Price**

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, vendor agrees that the total price, including profit, charged by the vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the vendors contract with Florida Buy State Cooperative Purchasing.

Yes, I agree   X   No, I disagree            Initials   EM  

**12. General Compliance with Participating Agencies**

In addition to the foregoing specific requirements, vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements.

Yes, I agree   X   No, I disagree            Initials   EM

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

B&H Foto & Electronics Corp  
Name of Company

*Elizabeth Mejia*  
Signature of Authorized Personnel

8/11/2022  
Date

Elizabeth Mejia  
Printed Name



**Attachment 11**  
**Florida Buy State Cooperative Purchasing**  
**RFP #23-01 Technology Catalog Solutions**  
**DEVIATIONS FROM SECTION 6 (Specifications)**

Please provide an explanation for items marked "Deviate" from the specifications table listed between A.1 and A.19 in Section 6.

**Deviations**

**Instructions:**

- If "no" is marked with an "X" below, complete this form by signing it at the bottom.
- If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
- If adding pages, the responder's name and identifying information as to which item the response refers must appear on each page.
- Deviations to local, state, or federal laws cannot be accepted under this RFP.

<input type="checkbox"/>	No, this responder does not have deviations (exceptions or alternates) to the specifications listed between A.1 and A.19 in Section 6
<input type="checkbox"/>	Yes, this responder has the following deviations to the specifications listed between A.1 and A.19 in Section 6

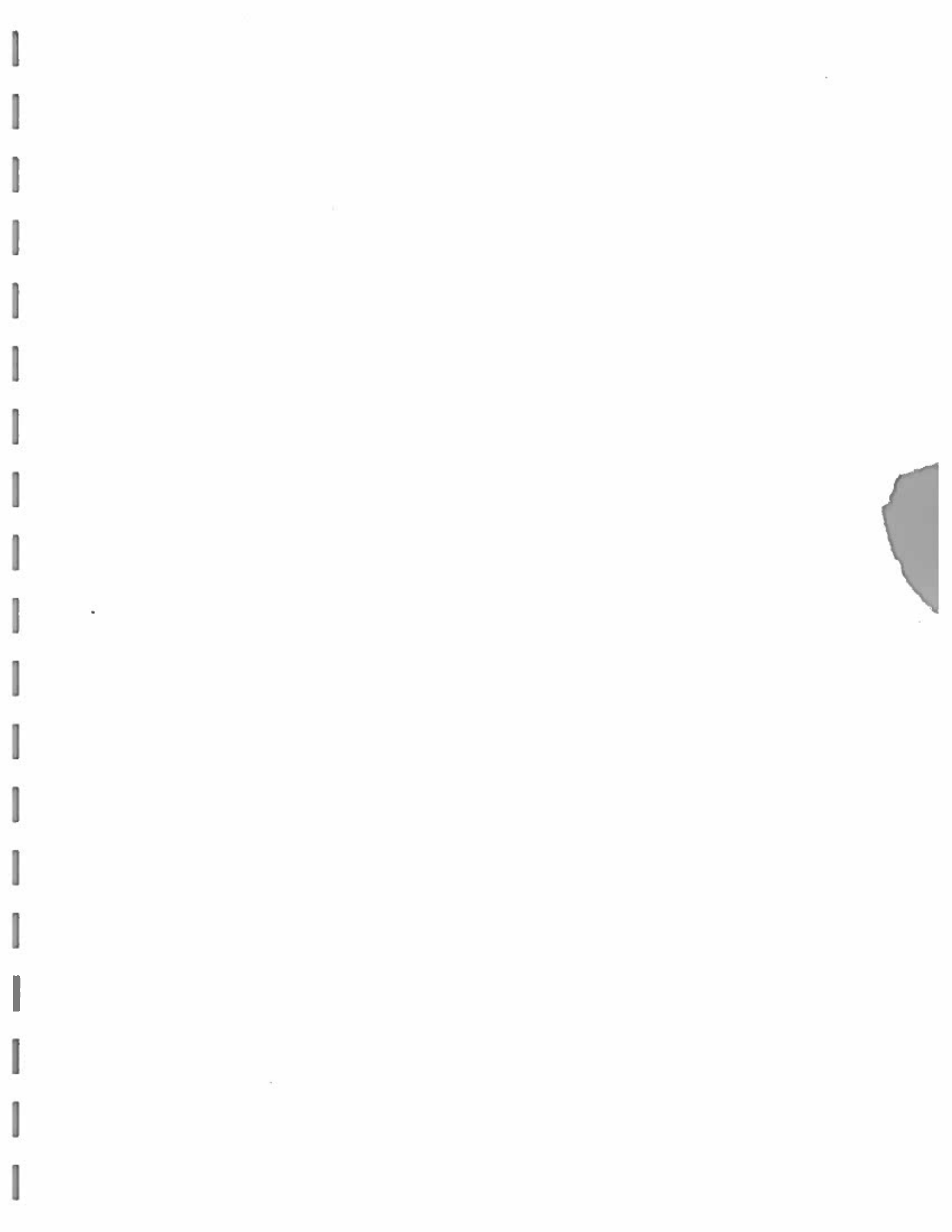
Specification (describe)	Details of Deviation
See attached	

Signature: Dominique Costa Date: 8/29/2022

**Attachment 12**  
**Florida Buy State Cooperative Purchasing Agency**  
**RFP #23-01 Technology Catalog Solutions**  
**COMPANY INFORMATION**

Please provide updated information for our Florida Buy website. Please include all information you would like to show up on the webpage for your contract. The more information you give the better.

<b>Vendor Information</b>	
Name	B&H Foto & Electronics Corp
Logo	(Weblink)
Homepage URL	www.bhphoto.com
Company Email	florida@bhphoto.com
Company Phone	212-239-7500
Company Fax	212-239-7759
Company Address	420 Ninth Ave New York, NY 10001
Company Overview	B&H is known as one of the largest suppliers of photography, audio visual supplies & equipment Computers & Accessories in the US
Contract Benefits	PAEC members will receive discounted prices on B&H items, as well as having access to their own Account Manager and Customer Service Team and custom purchasing portal
How to Order	Buyers may use the customized portal that is created for PAEC, more detail on page 7
FAQ	For any questions you reach out point of contacts listed Below, or see attachment with additional B&H Information,
Contact #1	
Name	George Kalemkeridis
Title	Account Manager k-12
Phone	212-239-7500 ext 2814
Email	georgek@bhphoto.com
Contact #2	
Name	Stephanie Cacador
Title	Lead: Enterprise Account Manager
Phone	212-239-7500 ext 7745
Email	florida@bhphoto.com
Other information	See Atchment for additional information
DUNS Number	Duns #: 116012659





B&amp;HFOTO-01

DLEBOWITZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Grandview Brokerage Corp 1815-65th Street Brooklyn, NY 11204	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (718) 333-1155	<b>FAX (A/C, No):</b>
<b>INSURED</b>  B&H Foto & Electronics Corp 420 9th Ave New York, NY 10001	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Zurich American Insurance Company	<b>NAIC #</b> 16535
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 5096265 05	3/31/2022	3/31/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

PAEC CO-OPERATIVE  
753 West Blvd  
Chipley, FL 32428

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michael Schumacher*



# CERTIFICATE OF LIABILITY INSURANCE

3/31/2023

DATE (MM/DD/YYYY)

8/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kctsu@lockton.com	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> 1490623 B&H FOTO & ELECTRONICS CORP 177 N 11TH ST BROOKLYN NY 11211	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> QBE Insurance Corporation	
	<b>INSURER B:</b> General Casualty Company of Wisconsin	
	<b>INSURER C:</b> Arch Insurance Company	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 18785130	<b>REVISION NUMBER:</b> XXXXXXXX
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	CGA1383408	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	161000106	3/31/2022	3/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input checked="" type="checkbox"/> <b>RETENTION</b> \$ 10,000	N	N	140000018	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$ XXXXXXXX
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
C	<b>EXCESS LIABILITY</b> \$10M XS \$15M	N	N	UXP3000086-00	3/31/2022	3/31/2023	EACH OCC \$10,000,000 AGGREGATE \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> 18785130 PAEC CO-OPERATIVE 753 WEST BLVD CHIPLEY FL 32428	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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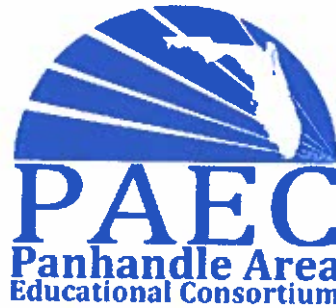
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**B&H B2B**  
420 Ninth Avenue  
New York, New York 10001



**govedbids@bhphoto.com**  
800-947- 8003 ext 7742  
[www.bhphoto.com/B2B](http://www.bhphoto.com/B2B)

*The Professional's Source*



# **B&H RFP Proposal** **for PAEC:**

**B&H Photo and Electronics Corp Bid Response:**  
**BID # RFP# 23-01**

## **Technology Catalog Solutions**

**08/2022**  
**Prepared by Dominique Costa**

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*The Professional's Source*

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B&H B2B  
420 Ninth Avenue  
New York, New York 10001



[govedbids@bhphoto.com](mailto:govedbids@bhphoto.com)  
800-947- 8003 ext 7742  
[www.bhphoto.com/B2B](http://www.bhphoto.com/B2B)

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*The Professional's Source*

August 11<sup>th</sup>, 2022

Dear PAEC Co-operative Services,  
Re: Bid # RFP 23-01

I would like to take this opportunity to give thanks to giving B&H Photo the opportunity to serve the PAEC Office of Co-operative Services.

In addition, we would like to ask the evaluation board members to read through this proposal and understand our scope, experience and value in this industry and consider B&H as a supplier to better serve the PAEC Co-operative Office.

We understand the scope of this RFP and feel very confident of our capability in marketing, advertising, stock inventory, maintaining and building strong relationships, to supply PAEC with all procurement needs.

For over 40 years B&H Photo has been one of the preeminent and most well respected major B2B resources and by partnering together, there are numerous opportunities to supply PAEC with all procurement needs.

Please review B&H Photo's proposal We strongly feel we can exceed the procurement needs stated in this contract.

Sincerely,

*Dominique Costa*

Dominique Costa  
Contract Manager  
Government & Cooperatives  
212-239-7500  
[dcosta@bhphoto.com](mailto:dcosta@bhphoto.com)  
[www.bhphoto.com/b2b](http://www.bhphoto.com/b2b)



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## *The Professional's Source*

### **About B&H B2B**

Once a neighborhood mom-and-pop camera store in NYC, B&H has grown to be a world-class source for creative technology products serving Corporate, Government and Education markets as well as our high-tech consumer customers.

Starting as a two- person family-owned business in 1973 serving the professional photographer B&H now employs over 2,000 people and is home to a two story, city block long Superstore and 600,000+ square foot state of the art warehouse in Florence, NJ.

B&H's well-known reputation is based on our product knowledge, customer service, large selection, standard discounted pricing, in-stock availability, and extensive e-procurement capabilities.

B&H has a large selection of creative technology supplies and equipment, featuring over 500,000 products. Our business began in the photography industry selling cameras and film, but as the digital age of photography and the convergence of technology became the standard, we have expanded our line to include all products related to our core. We employ in-house experts, up to engineer level, in all areas of technology We pride ourselves on our ability to convey that expertise to our customers, to ensure they are purchasing the best product for their needs.

The B2B division is now comprised of over 100 sales and customer service representatives whose sole purpose is serving the education, government, and non-profit sectors, including representatives in the field participating in tradeshow and visiting and training customers.

We have preferred vendor status and contracts with numerous Universities, colleges, School Districts, and cooperatives as well as federal, state, local governments, and Fortune 500 customers. Combine all these product options and knowledge sources with your dedicated account management team and you will have the ultimate B2B procurement partner.

Our success is based on a simple philosophy of service, knowledge, and honesty.

## *The Professional's Source*

### **Supplier's Qualifications, References, Experience & Past Performance**

B&H currently has a healthy working relationship with K-12 Schools, Higher Education, Healthcare Providers and State/ Local Governments We hold serval contracts with various Group Purchasing Organizations and Cooperatives to service our Education and Government customers.



B&H has shown consistent growth over the last 15 years with our B2B customers, and we fully intend on continuing this growth by providing the best product and service we can at the lowest possible price. B&H Supplies 98% of the Fortune 2000 companies, such as The Walt Disney Company, Google, Apple, and Microsoft.

### **Government and Education References:**

#### **Cypress-Fairbanks ISD**

Thomas Draper  
[thomas.draper@cfisd.net](mailto:thomas.draper@cfisd.net)  
10300 Jones Road  
Houston TX 77065  
281-897-4063

#### **Columbia University**

Jonathan Kornberg  
[Jk3220@cumc.columbia.edu](mailto:Jk3220@cumc.columbia.edu)  
701 West 168th Street  
New York, NY 10032  
212-305-0171

#### **Fort Worth ISD**

Skip Gerrard  
[skip.gerrard@fwisd.org](mailto:skip.gerrard@fwisd.org)  
100 N. University  
Fort Worth, TX 76107  
817-871-2156

#### **New York University**

Adrian Mihai  
[Am14@nyu.edu](mailto:Am14@nyu.edu)  
20 Cooper Square  
New York NY 10003  
212-998-7516

#### **Klein ISD**

Cindy LeBrun  
[clebrun@kleinisd.net](mailto:clebrun@kleinisd.net)  
7200 Spring Cypress Road  
Klein, TX 77379  
832-249-4000

#### **Port Authority of New York & New Jersey**

Joseph Korman  
[jkorman@panynj.gov](mailto:jkorman@panynj.gov)  
150 Greenwich Street  
New York, NY 10007  
201- 386-6815

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## *The Professional's Source*

### **Account Manager Experience:**

The B2B division is comprised of over 100 sales and customer service representatives whose sole purpose is service government, educational, corporate, healthcare, and non-profit sectors including representatives in the field attending and participating in trade shows, meeting with and training customers on site. In addition, Account managers also make trips on- site to continue to build an even stronger, more personalized relationship with their clients. The B2B division has dedicated assigned account managers who service government and educational sales. PAEC will be given a dedicated Account Manager, as well as, a dedicated Customer Service Team.

#### **Account Manager- Higher Education:**

Yehoshua (Josh) Auman  
212-239-7500 ext 2974  
[yauman@bhphoto.com](mailto:yauman@bhphoto.com)

#### **Account Manager- K-12/ Government:**

George Kalemkeridis  
212-239-7500 ext 2814  
[georgek@bhphoto.com](mailto:georgek@bhphoto.com)

#### **Florida Enterprise Account (Customer Service):**

Stephanie Cacador: Florida Team Lead  
212-239-7500 ext 7745  
[florida@bhphoto.com](mailto:florida@bhphoto.com)

### **Important B&H Information:**

**Duns #:** 116012659

**Website:** [www.bhphoto.com](http://www.bhphoto.com)

**UEI Number:** DXUNWV7UH817

### **Training:**

B&H continuously holds trainings for our B2B sales and service departments on new products, sales processes, and contracts. Upon award of the contract, we will begin training sessions in groups of 10 explaining the contract and how to best implement. Our sales team currently utilizes a variety of contract vehicles and are familiar with the concepts and how government purchasing works.

Our success is based on a simple philosophy of Service, Knowledge, Honesty, and Value.

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## *The Professional's Source*

### **Contract Management:**

B&H currently holds many contracts with almost every type of agency and co-operative in the United States. We have preferred vendor status and contracts with numerous universities, colleges, K-12 & High School Districts, Co-operatives as well as Federal, State & Local Governments and Fortune 500 customers. Combine all of these product options and knowledge sources with your dedicated account management team and you have the ultimate procurement partner.

### **Product Description:**

B&H is known as one of the largest suppliers of photography, audio visual supplies & equipment, computers & accessories in the United States. We carry over 500,000 items from more than 5,500 brands, ensuring a full selection within each product line. Most of our items are in stock in our New Jersey warehouse and ready to ship allowing for a quick delivery.

### **Website and e-Procurement Capabilities:**

Our highly rated website and aps rated #1 by consumer reports in consumer electronics, offer shopping at your leisure. Our industry experts prepare the comprehensive product information you will find on our site, and within a minute of selecting 'Live Chat' there will be a representative available as personal guide. Your purchasing and product inquiries can be made by email as well. We combine the personability of a storefront with the convenience of a web retailer. Our site moves fast, our staff move even more quick when responding to you, and our same- day shipping options move your order out the door with immediacy.

B&H Offers customized E-quote, PO Punch- Out and Procurement Card Check- Out Portals for institutions and their faculty, as well as EDI and CXML processing.

B&H has dedicated to being a leader in e-procurement and have an internal team that manages the contract and e-Procurement enablement's. Our website offers tiered wish lists/ favorites functionally, email/ chat services for 1 on 1 technical help and a plethora of information, reviews and recommended accessories on page for each product.

B&H is currently set up with over 680+ customers with various ERP systems and growing every day.

We partner with a variety of e-Procurement systems such as: Ariba Ready- Platinum, SciQuest, eSchoolMall, Vinimaya, Perfect Commerce, SAP, Oracle and more. We are continually adding more partnerships.

B&H B2B  
420 Ninth Avenue  
New York, New York 10001



govedbids@bhphoto.com  
800-947- 8003 ext 7742  
[www.bhphoto.com/B2B](http://www.bhphoto.com/B2B)

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**Freight and Delivery:**

B&H is the largest supplier of Creative Technology in the U.S. We have unrivaled in-stock availability, best practice process infrastructure and in conjunction with our 500,000 state of the art warehouse which has allowed B&H's delivery to be revolutionary within the supply chain field. Most catalog items in our inventory ship Free of charge. All information on the item detail page on our website for easy access. Orders

The standard delivery time on stock items should be 1-5 business days, however, many different options are available for expedited shipping including overnight, which is available for all orders placed before 4:00PM, at a reasonable cost.

**Payment Options (Leasing):**

[Payments | B&H Photo Video \(bhphotovideo.com\)](#)

**Returns & Cancellation Policy:**

<https://www.bhphotovideo.com/find/HelpCenter/ReturnExchange.jsp>

**Net Terms/ Tax Exemption Information:**

[B2B Support \(bhphotovideo.com\)](#)

**Warranty:**

B&H sells quality products with manufacturers USA warranty. We also have available extended warranties for a minimal cost, for qualified items.

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## *The Professional's Source*

### **Value Added Services:**

B&H offers the following unique benefits:

- Selection: over 500,000 items and 3,700 brands. Found at [www.bhphoto.com](http://www.bhphoto.com)
- Stock: B&H has the largest stock in the industry, warehouse of over 500,000 sq ft
- Warehouse: 400 Cedar Ln, Florence, NJ 08518
- Quick Delivery: In general, it is 3 days with overnight available
- Excellent Customer Service: B&H has earned awards for their customer service
- 24/7 Online Order Tracking
- Experienced Processional Representatives
- System Design
- System Integration
- Pre & Post- Sales Support
- E-Procurement: many options available to simplify your purchasing needs
- Free Training/ Educational Videos, Lessons, Events, Workshops, Source Books & more.
- EDU Advantage: Discounts on qualified products to educators and students in approved fields
- Trade in Department: Trade or cash in old equipment
- Purchasers overall, like to shop at B&H. B&H is currently ranked in the top 500 websites in the US and top 1500 website worldwide.

*In conclusion, your contract will be utilized and much more with B&H.*

### **Cost and Price Proposal:**

For B&H Photo to offer the most competitive pricing, we would like to propose a discount range for the Technology Catalog Solutions Solicitation, between **0.2 and 25% off of Retail**, an average of **30% off** retail, with **free shipping** to all PAEC members. We can offer up to **2\_5%** on our highest margin items, and lower discounts on our lower margin items.

Please see attached price list to reference the discount on our lower margin items

### **Discount Exceptions:**

- Gift cards are not included in the discount
- Kits and used items are not included in discount
- Unilateral priced products will be 0% off



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## *The Professional's Source*

- Ground Shipping is free for standard sized packages that are eligible for regular ground shipment. Any oversized, overweight, or non-standard sized boxes (as determined by the shipping carrier) may result in Purchaser paying a shipping fee.

### **Attachment 6- Responses:**

1. B&H is looking to provide Florida Buy members access to our catalog and contracted pricing. Our highly competitive pricing model will offer your members great savings. We are looking to partner with PAEC to market out products to your members by sending mailers, doing trade shows, establishing relationships, and providing savings.
2. Our contract team is consistently giving contract training seminars to our sales teams to ensure they are educated to offer the best contract to the customer.
3. B&H sells quality products with manufacturers USA warranty. We also have available extended warranties for a minimal cost, for qualified items.
4. B&H has a strong relationship with many of Florida's local and state agencies, such as, Palm Beach County, Broward County, Miami- Dade County, as well as many k12 and higher education universities.
5. B&H does offer online ordering.
6. B&H does not have a regional site in Florida, but we offer many options for rapid response including overnight shipping, same day order processing, and emergency order rapid response.
7. B&H does not offer on site services, but we do offer free product consultations, training and pre/ post sales support.
8. Our standard payment terms are NET 30.
9. B&H accepts procurement/ credit card at the time of purchase. No fee will be passed on to the PAEC Florida Buy member.
10. B&H does not offer prompt payment discount.
11. We do not require minimum order to access the PAEC contracted pricing and no surcharge will be charged. Ground Shipping is free for standard sized packages that are eligible for regular ground shipment. Any oversized, overweight, or non-standard sized boxes (as determined by the shipping carrier) may result in Purchaser paying a shipping fee.
12. Orders placed before 4PM EST will be shipped the same day. Lead time is an average of 3 days from placing order to receipt of products, sometimes sooner.
13. B&H does not charge for fuel charges.
14. With our award-winning customer service team, B&H goes out of their way to ensure the customer is happy and satisfied with their order.
15. The customer will start with our customer service representatives (Enterprise Account Team), if the customer is not satisfied, they can escalate the issue with their dedicated Account Manager. B&H empowers dedicated representatives to go above and beyond to provide the customer with a fair and reasonable solution.

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16. With over 500,000 products in our online catalog, B&H is adding new products every day. Our standard online catalog is always available online at [www.bhphoto.com](http://www.bhphoto.com), with the customized PAEC purchasing portal updating as we are gaining new inventory.
17. B&H has a dedicated Florida inside team (Enterprise Account), which is lead by Stephanie Cacador. Her direct Line is 212-239-7500 ext 7745 or via email at [florida@bhphoto.com](mailto:florida@bhphoto.com). Stephanie manages the dedicated Florida Enterprise Account team; her team has been specifically trained to handle the PAEC Florida Buy contract and he is empowered to handle all situations that may arise.
18. B&H consistently works with out cooperatives to send out printed flyers, catalogs, and information sheets on behalf of B&H and the cooperative. We would also be willing to implement the same system with the PAEC Florida Buy. Seth Hochman is the point person for the B2B department when it comes to anything and everything marketing with our partners. He can be reached at 212-239-7500 ext 2586 or via email [sethh@bhphoto.com](mailto:sethh@bhphoto.com). Once a request is put in with him, he and the Advertising Team will be able to make your marketing vision a reality.
19. With a marketing and sales team of over 100 people, B&H is confident that its ability to have a 30 day roll out of the PAEC Florida Buy contract and marketing plan. During the roll out period PAEC will work with numerous award winning B2B teams such as the Contract, e-Procurement, Marketing, Enterprise Account and Business Development teams. Each team will work hand in hand internally to ensure their job is completed, in a timely manner, to reach the goals of a 30 day roll out. This will ensure that when it is time to launch a contract, PAEC will be comfortable with the launch.
20. B&H understands the importance of offering local cooperatives to organizations across the state of Florida. Although we have a few National cooperatives, such as OMNIA, E&I, Equalis Group & NASPO; we understand that not everyone is comfortable with using national cooperatives therefore we try to partner with strong co-ops in every state. PAEC Florida Buy will be B&H's only Florida cooperative and will provide significant cost savings while supporting a local program.
21. We do not pressure our customers into using one cooperative over another.
22. PAEC Florida Buy will be B&H's only Florida cooperative and has the similar pricing structure as our national cooperatives which ensures your members that they will be getting significant cost savings while supporting a local program.
23. Though there are other cooperatives that B&H offers to its customers, we will ensure that all Florida purchasers are aware of the PAEC as a priority option for those qualified when they contact us to generate a quote or reach out to the Account Manager. At shows, in Florida, our Account Managers will have the opportunity to inform and discuss with potential customers



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the perks of purchasing from PAEC. In addition, PAEC can working with our Marketing point person to create custom marketing documents, that can be mailed, emailed and handed out at shows and meetings with Florida customers.

24. Our contract team is constantly giving training seminars to our sales team to ensure they are educated to best offer the contract to the customer. Our contract team is used as a resource for our sales team to use and we are constantly confirming that everyone is correctly informed of updates and changes. Our sales team will work with PAEC to help explain the benefits of Florida Buy to members.
25. Yes! Our Account Managers frequently make site visits to connect with members to discuss all benefits with working with B&H.
26. From sending our flyers to doing trade shows and dealing with members on a personal level, PAEC will understand that B&H is a mom-and-pop shop at heart. We will with work PAEC staff to roll out a full marketing plan that benefits both PAEC and its members. All members will have direct access to their inside tea and their dedicated sales representatives.
27. B&H is excited to work with PAEC in growing your program and showing your members the benefits of utilizing the Florida Buy program.