

**RFP Title:** Office Supplies

**Proposal Due Date:** Initial Proposal due no later than **12:00 PM on July 07, 2016.**

**RFP ID:** 10198

**Introduction:**

The New York City Health and Hospitals is negotiating a new contract for the Supply & Delivery of Office Supplies and Paper. This contract may be extended to any current or future facility, subsidiary, or affiliate. This contract will be negotiated using the MedPricer online eRFP platform.

**Current State:**

NYC Health + Hospitals currently purchases Office Supplies, Paper, and Toner from three providers: Primary provider for the supply and delivery of Office Supplies, Paper & Toner supplies approximately 86% of the current total spend, and supports a program comprising the purchase of NYC Health + Hospitals over 5,400 SKUs. Orders are predominantly placed via a web platform that allows NYC Health + Hospitals users from all facilities to place orders for contracted items, which are then subsequently invoiced to the appropriate cost centers. Desktop delivery is currently provided to all NYC Health + Hospitals facilities. The new contract will not include Toner as part of the program.

**Goal:**

The objective of this eRFP is to choose a vendor that will enable NYC Health + Hospitals to realize the following:

- Consolidate spend to a single contracted supplier in order to ensure standardization of products, ordering, inventory, payment management processes, and services across all departments and facilities;
- Establish systems to ensure accurate invoicing and compliance with contracted pricing;
- Provide user-friendly, self-service access to benchmark reporting, dashboards, and information by NYC Health + Hospitals departments;
- Lower cost to NYC Health + Hospitals by improving and simplify pricing structures, by providing technological & analytical solutions and sharing best practices;
- Continued development and improvement of the program throughout the contract through available consulting services.

The ultimate decision for selecting a qualified vendor shall be made by the Evaluation Committee. It will use the criteria included below to determine the ability of the qualified vendor to successfully provide Office Supplies at NYC Health + Hospitals. Proposals shall be evaluated based on the following criteria:

- Proposed approach & methodology
- Cost competitiveness [line item pricing, plus rebate / prebates and other offered incentives]
- Experience & Expertise
- References (active & inactive)
- Implementation & Go forward savings Plan

A copy of the eRFP can be obtained on the MedPricer website (MedPricer.com) by logging in with your created account beginning June 6, 2016. In order to view specs and participate in this eRFP, you will need to register with [www.MedPricer.com](http://www.MedPricer.com) and create your own individual login/password. To register, simply visit [www.MedPricer.com](http://www.MedPricer.com) and click the link labeled "Login" in the upper-right hand corner & click "register as a supplier" or copy the URL below to go directly to our registration page.

PROPOSALS FOR THE RFP must be received at the above address no later than **12:00 PM on July 07, 2016.**

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