



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS**

Purchasing Department  
801 North 11th Street  
Saint Louis, Missouri 63101

**RFP 020-1819 Office Supplies – District-Wide**

**ADDENDUM 1: Questions and Answers**

**1. Question:**

Will there be an extension due date since the notifications were not received?

**Answer: No.**

**2. Question:**

Will the Board award ONE vendor per RFP? If not, how many 'preferred' vendors will the Board award per RFP?

**Answer: Unknown at this time.**

**3. Question:**

If vendors do not have all the requested references, but are capable of satisfying the requirements in the solicitation, are they allowed to respond? Or will they be disqualified?

**Answer: Yes, your submission will be accepted and scored accordingly.**

**4. Question:**

Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to The Special Administrative Board of the Transitional School District of the City of St. Louis (the District)?

**Answer: Yes, your submission will be accepted and scored accordingly.**

**5. Question:**

What is the District's current pricing for the products requested in the solicitation?

**Answer: Please provide your company's best pricing.**

**6. Question:**

What is the anticipated annual and total spend for this contract?

**Answer: 3 million (includes office and school supplies) based on budget availability.**

**7. Question:**

Can you please provide the total usage and overall value of SLPS' spend so we can meet your diversity requirements?

**Answer: 3 million (includes office and school supplies) based on budget availability.**

**8. Question:**

Is minority participation mandated?

**Answer: Not required but highly encouraged.**

**9. Question:**

What payment terms do you require?

**Answer: Net 60 days.**

**10. Question:**

How is the off-contract or non-core pricing (pricing of the items outside the items listed on attachment B) being determined?

**Answer: Part of negotiations before contract award.**

**11. Question:**

Is the school district looking for a total K-12 program including all solutions (Curriculum Print, Collaborative Classroom, School & Art Supplies)? If yes, How should we include these solutions in our response?

**Answer: No.**

**12. Question:**

Is the district willing to consider an already Nationally bid GPO specifically for K-12 districts? For example, NIPA, TCPN or Region 4, NASPO, or other. If it is other can you please provide details.

**Answer: Yes.**

**13. Question:**

Is the district looking for teacher/classroom delivery packaging?

**Answer: Yes.**

**14. Question:**

Do your schools currently place orders on a web platform?

**Answer: No.**

**15. Question:**

How are orders transmitted? EDI, etc.....)?

**Answer: EDI**

**16. Question:**

Due to the current inflationary market and tariff environment we have questions regarding the Annual Increases Section. Would a bid be rejected if we did not agree to the price escalations, or if we offered alternate price caps?

**Answer: No.**

**17. Question:**

Attachment G is not included in the RFP, can you please provide?

**Answer: Attachment G is listed on the Saint Louis Public Schools webpage.**

**End of Addendum 1.**