



**Comment and Review to the
Request for Proposal RMA-2020-001
Office Supply Program**

The following RFP solicitation notices were posted online on the recognized bidding portals across Canada listed below.

- www.purchasingconnection.ca
- <http://www.sasktenders.ca>
- <http://www.merx.com>
- <https://www.princeedwardisland.ca/en/tenders>
- <https://procurement.novascotia.ca>
- <https://bcbid.gov.ca>

The proposal submission deadline was July 31, 2020 at 3:00pm MT, and the following proponents provided their response before the deadline.

Acme Visible	Burke Group	Busch Systems	Contemporary Office Interiors
Global	Grand & Toy	Hamster	HBI Office Plus
Spicers	Corporate Express Canada, Inc.	Supreme Basics	

The proposals were evaluated on August 11, 2020 by the following individuals;

Duane Gladden, Director of Business Services - RMA

Dave Dextraze, Manager of Vendor Relations - RMA

Jesse Patenaude, Manager of National Partnerships - RMA

Carolyn Caldwell, Vendor Administration Manager - RMA

Nigel Gamester, Vendor Administration Manager - RMA



Proposals were evaluated in two stages; first stage being mandatory requirements on a pass/fail basis and second being rated elements / pricing requiring a minimum score of 65%. Proponents that passed through the mandatory requirement stage were then evaluated per the point allocations for rated elements and pricing.

The proposal evaluation committee used the RMA evaluation criteria and determined that 6 of the 11 responses did not pass the mandatory requirement stage. Acme Visible did not pass the mandatory requirements of labelling the electronic submission as requested and did not sign Form D. Burke Group did not pass the mandatory requirements of labelling the electronic submission as requested. Grand and Toy did not pass the mandatory requirements of labelling the electronic submission as requested and Form D & E were omitted. Hamster did not pass the mandatory requirement stage by omitting the requested documents of authority. HBI Office Plus did not pass the mandatory requirements of labelling the electronic submission as requested, provided insurance coverage for \$2M instead of the requested \$5M, and did not sign Form D. Supreme Basics and Spicers did not pass the mandatory requirement by omitting the documents of authority.

Proponents entering stage two evaluation included Busch Systems, Contemporary Office Interiors, Global, and Staples. Busch Systems offered waste and recycling solutions to the Office Supply Program and scored 387.4/900, or 43%. Contemporary Office Interiors offered furniture solutions to the Office Supply Program and scored 492.8/900, or 55%. Global offered furniture solutions to the Office Supply Program and scored 427.6/900, or 48%. Corporate Express Canada, Inc. dba Staples Business Advantage offered stationary items, furniture solutions, janitorial supplies, technology solutions, and printing/promotional solutions to the Office Supply Program and scored 715.4/900, or 79%.

For these reasons, the RMA proposal review committee recommends the award of the Office Supply Program RFP (RMA-2020-001) to Corporate Express Canada, Inc. dba Staples Business Advantage.

A handwritten signature in black ink, appearing to read "Nigel Gamester", is written over a horizontal line. The signature is stylized and cursive.

Nigel Gamester, BComm

Vendor Administration Manager