

# **Washington Government Group Solicitation**

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# Washington Government Group Solicitation

## Section I - Introduction

This Solicitation covers Washington Government Group (WGG) Companies' acquisition requirements for \_\_\_\_\_. The Strategic Agreement in Section IV contains more detailed information about the participants and the products to be procured. **Written response is required by \_\_\_\_\_.** If you have any questions, please contact \_\_\_\_\_ at ( ) \_\_\_\_\_, fax at ( ) \_\_\_\_\_, or send electronic mail to \_\_\_\_\_.

Responses to this Solicitation will be instrumental in the selection of \_\_\_\_\_ Suppliers for development of long term alliances with WGG Companies. The supplier(s) must demonstrate strengths in their relationships with specific manufacturers identified in this Solicitation, as well as the ability to meet rapid delivery requirements, deliver to multiple locations, provide cost saving recommendations and be flexible in response to requests of WGG Companies.

A pre-solicitation conference will be held on \_\_\_\_\_, beginning at \_\_\_\_\_, and ending at approximately \_\_\_\_\_. The location for the conference is \_\_\_\_\_. The purpose of the conference will be to familiarize interested firms with the extent and nature of the work as well as respond to any questions about this Solicitation. Prior to \_\_\_\_\_, please contact \_\_\_\_\_ at any of the numbers above with the names and social security numbers of the individuals who will be attending the pre-solicitation conference in order to facilitate security processing.

Firms responding to this Solicitation should recognize and understand WGG Companies' goals relative to alliances formed with supply firms:

- 100% customer (end user) satisfaction
- 100% on-time delivery and quality
- Reduction of total supply chain costs
- Significant reduction in current WGG Companies stocking levels
- Significant reduction in process costs
- Broad based technical support for products sold
- Training and educational opportunities to broaden WGG Companies personnel's product knowledge

Evaluation of responses will include but is not limited to the following elements:

- Supplier's business knowledge
- Financial condition
- Pricing and cost structure
- Stocking levels and inventory turnover rates
- Geographic stocking location(s)
- Inventory replenishment capabilities
- On-time delivery performance metrics
- Pricing strength for manufacturers represented
- Electronic commerce capabilities
- Product service capabilities
- Technical support
- Value added services
- Quality program
- Safety program
- Other information obtained from the oral presentation (see Section II)

WGG Companies will form strategic alliances with the supplier whose response contains the best combination of these elements offering the best value resulting in the most advantageous business relationship(s) for WGG Companies.

A typical alliance will reflect a long term relationship where both parties are expected to share information, ideas, and risks. The capabilities and requirements of each party should compliment one another, with both parties seeking to meet mutual goals in the most cost effective manner.

Prepare your response in accordance with the Strategic Agreement in Section IV and the General Terms and Conditions in Section V of this Solicitation.

If your firm has reason to believe that a period of performance other than that indicated in ARTICLE 7 - TERM of the Strategic Agreement (see Section IV) is advantageous to the alliance relationship, the details and merits of an alternate period of performance must be addressed in your response.

WGG Companies' General Terms and Conditions is located in Section V and will apply.

## **Section II - Special Instructions For Oral Presentation**

An oral presentation, providing an overview of your company and highlighting your strengths, may be required after reviewing your written response. Your firm should be represented adequately to answer questions in regard to any portion of your presentation and/or written response.

Your oral presentation should address the following topics:

### Business Background

- Brief history
- Financial history ( e.g. sales, profitability, assets)
- Experience of key people
- Facility and locations

### Current Financial Status

- Current inventory investment for the items quoted
- Ability to invest in additional stock to guarantee that delivery requirements will be met

### Pricing and Cost Structure

- Methodology to be used to price items consistently, regardless of means of ordering (e.g. automated order release, purchase order, procurement card order)
- Plan for saving costs for WGG Companies
- Programs currently in place and active within your company that guide, or monitor, continuous improvement (and reduce costs) to improve your competitive position now and in the future

### Business Practices

- Proposed inventory practices  
(e.g. How will you replenish inventory; determine stocking levels; handle returns; manage items having shelf life attributes; maintain and supply WGG Companies quality related documentation (e.g. Material Safety Data Sheets)
- Ensure on-time delivery
- Emergency service plan for normal hours, weekday non-business hours, weekends and holidays
- Description of Quality and Safety programs
- Delivery to multiple geographic locations

### Electronic commerce capabilities

- Ability to accept Electronic Funds Transfer (EFT)
- Computerized inventory
- Ability to cross-reference between customer's part number and manufacturer's part number
- Electronic access to manufacturer's inventories
- Electronic catalog availability
- Ability to report monthly on the following: on-time delivery percentage, rejection rate, a list of items purchased by individual WGG Companies during the month and the prices charged

### Product service capabilities

- Product, quality and technical training programs available to your employees and customers
- Transportation fleet available for making regular and emergency deliveries

### Value added service

- Ability to deliver more than once per day
- Ability to help WGG Companies standardize its manufacturers based on quality of product and optimum life cycle costs after agreements are in place
- Other value added services

### General Topics

- Identify the reasons, supported by good business logic, why WGG Companies should decide to select your firm for an alliance relationship

## **Section III - Pricing Methodology Explanation**

Please note that the methodology you describe cannot be "cost-plus". Instead, give us a percentage off of the manufacturer's published price list that will be applied, as well as the price list number (if applicable) and date. Suppliers who quote a "cost-plus" methodology may be disqualified from future consideration.

The purpose of this section will be to determine which suppliers will be most competitive during the life of the agreement(s) based on their ability to provide significant discounts from the manufacturers' list prices, as well as to determine the pricing for items that could be added to the agreements in the future.

Where available, Suppliers receiving an agreement shall provide WGG Companies with the price lists for the manufacturers included in the agreement, and shall supply WGG Companies with updated price lists as these are published

## **Section IV - Washington Government Group Strategic Agreement**

## **Section V – General Terms and Conditions for Washington Government Group Strategic Agreement**

