



Request for Proposal

Source-to-Pay Solutions & Related Services

RFP No. EI00352~2024RFP

Due: Wednesday, January 8, 2025 1pm ET

Table of Contents

1. Introduction	2
1.1 About E&I Cooperative Services	2
1.2 Purpose and Intent	2
1.3 Member Participation	2
2. RFP Process	3
2.1 Definitions	3
2.1 Sole Point of Contact	3
2.2 Evaluation Criteria	4
2.3 Tentative Schedule of Events	4
2.4 RFP Rules and Rights Reserved by E&I	5
2.5 Protest Procedures	5
3. Proposal Response Requirements	8
3.1 Submitting a Proposal Response	8
3.2 Instructions for Respondents	8
4. Scope of Products and Services	10
4.1 Full-Suite Solutions	10
4.2 Stand-Alone Modular Solutions	10
4.3 Professional Services	11
4.4 System Requirements	12
4.5 E&I Requirements and Additional Terms	12
4.6 Pricing	13
4.7 No Exclusions	13

1. Introduction

1.1 About E&I Cooperative Services

E&I Cooperative Services (E&I) is the only member-owned, non-profit sourcing cooperative exclusively focused on serving the education community. Established in 1934, E&I is governed by its Board of Directors, a group of procurement professionals elected by the membership to provide oversight and ensure the Members' needs are addressed and met. E&I's membership includes public and private universities and colleges, community colleges, other affiliated members, K-12, and teaching healthcare facilities throughout the United States.

By leveraging the knowledge and purchasing power of its nationwide membership, E&I delivers innovative sourcing solutions that align with its Members' sourcing strategies. E&I's extensive contract portfolio featuring industry-leading Suppliers provides Members significant cost savings and supply chain efficiencies without the need to conduct their own RFPs.

E&I is committed to utilizing procurement and business practices in accordance with the National Association of Educational Procurement Code of Ethics. Its primary goals and objectives are to: (1) assist Members to obtain the absolute lowest cost and best value that exceeds other public sector consortia agreements, (2) establish a strategic sourcing partnership with awarded Suppliers, and (3) enhance E&I's position as the premier sourcing cooperative for education.

1.2 Purpose and Intent

The purpose of this Request for Proposal ("RFP") is to solicit proposals from qualified Suppliers for Source-to-Pay Solutions & Related Services. Any products and/or services considered for award shall equal or exceed the quality level of industry standards and comply with all applicable federal, state, and local technical, environmental, and performance standards and specifications.

The awarded Supplier(s) is expected to be either the manufacturer/provider or a fully authorized dealer/reseller for any of the products and/or services proposed. A manufacturer/provider may authorize its dealers/resellers to also provide the products and/or services under its awarded Agreement but shall be responsible for their actions and omissions, unless they are awarded a separate Agreement.

The awarded Supplier must be capable of providing first-class service and timely deliveries to all Members. Direct involvement may be necessary to assist Members in understanding the different types of products and/or services available and in selecting the best solution to meet their needs.

As a result of this RFP process, it is our intent to establish a Master Agreement ("Agreement") between E&I and one or more of the Respondents that complies with our Members' procurement requirements. The resulting awarded Agreement(s) will incorporate the relevant terms and conditions of this RFP and Respondent's proposal. The Agreement shall serve as a procurement vehicle for Members to acquire the scope of products and/or services outlined herein.

The initial term of the Agreement term shall be for five (5) years with a renewal term up to five (5) years. Exercise of any renewal will require formal written notification and mutual agreement between E&I and Supplier at least one (1) year prior to the expiration of the Agreement.

1.3 Member Participation

E&I currently has over 6,000 Members, comprised of roughly 50% public and 50% private schools, as well as academic healthcare and research institutions. By satisfying the above Member needs, E&I anticipates significant Member purchases under a resulting Agreement(s), representing a substantial opportunity for growth in these markets.

The Agreement(s) will be posted on E&I's website, password protected and available only to Members. Members will review the Agreement offering, pricing, and terms and conditions, and determine their individual participation as their needs arise. Membership should not be construed as any form of commitment under the Agreement by Members. E&I makes no representation on behalf of its Members that any quantities will be purchased or that services will be utilized.

2. RFP Process

2.1 Definitions

The following are definitions of general terms used in this RFP.

- **Days.** Days are based on calendar days unless otherwise noted.
- **Education.** The combination of higher education and K-12.
- **Go-to-Market.** A Supplier’s strategy to deliver its products and/or services under the Agreement to the education community through its internal resources (e.g., sales team, marketing initiatives, etc.)
- **Higher Education.** Public and private universities, colleges, and teaching healthcare facilities (i.e., Associate, Bachelor, Master, and/or PhD) in the United States that provide for advanced learning and/or grant degrees.
- **K-12.** Public and private school systems and districts in the United States that provide education for students in kindergarten through 12th grade.
- **Manufacturer.** An entity that makes the finished products outlined in this RFP, including all of its agents and employees.
- **Master Agreement (Agreement).** The resulting E&I agreement under this RFP, that will serve as a procurement vehicle for Members to use for the purchase of the awarded Supplier’s products and/or services.
- **May, Should.** Indicates something that is permissible or recommended, but not mandatory.
- **Members.** Higher education and K12 institutions listed in the E&I membership list.
- **Month End.** The last calendar day of each month.
- **Must, Shall, Will.** Indicates mandatory requirements or conditions.
- **National Agreement.** An E&I awarded agreement that is available to all Members in the United States, including Alaska and Hawaii.
- **Proposal.** Supplier’s response to this RFP outlining how it will satisfy the scope requirements.
- **Regional Agreement.** An E&I awarded agreement that is available to Members in specific geographical areas. A Regional Agreement may be expanded to additional regions or nationally upon mutual agreement.

<u>Region</u>	<u>States</u>
Northeast	CT, MA, ME, NH, NY, RI, VT
Mid-Atlantic	DC, DE, MD, NJ, PA, VA, WV
Southeast	AL, FL, GA, KY, MS, NC, SC, TN
Central	AR, IA, KS, LA, MN, MO, ND, NE, OK, SD, TX
Great Lakes	IL, IN, MI, OH, WI
Western	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

- **Respondent.** An entity submitting a proposal in response to this RFP.
- **Responsible.** A Supplier deemed qualified and capable of satisfying the Member needs under an agreement.
- **Responsive.** A proposal that meets all of the requirements of this RFP.
- **Supplier:** An entity that distributes the products and/or services outlined in this RFP, including all of its agents and employees. Supplier and Respondent may be used interchangeably.

2.1 Sole Point of Contact

All communication in relation to this RFP between Respondents and E&I’s sole point of contact below shall be managed and tracked through the Q&A Board described in Section 3.

Catherine Goglia
Sourcing Manager, Technology
E&I Cooperative Services, Inc.
2 Jericho Plaza, Suite 309
Jericho, New York, 11753-1671
Voice: 631-630-8318
E-Mail: cgoglia@eandi.org

Respondents or persons acting on their behalf shall not contact any E&I employee, officer, agent, any member of E&I’s Board of Directors, or any E&I Member concerning any aspect of this RFP. Discussions with anyone other than the sole point of contact while

the RFP is in progress (from date of release of this RFP through official award date) is strictly prohibited. Violation of this provision may be grounds for rejecting a proposal response.

2.2 Evaluation Criteria

Any agreement(s) resulting from this RFP will be awarded in writing to responsive and responsible Respondents whose proposal, in the opinion of the evaluation team, offers the greatest benefit to Members when considering the overall value of the quality of products and/or services and total cost.

The evaluation team will review and evaluate proposal responses according to the following weighted criteria based on a total of 100 points. The evaluation will be performed in a two-stage process, where pricing is revealed and evaluated only after the team has assessed the qualitative factors.

No.	Criteria	Criteria Overview	Points
1	Company Overview	Company Experience Company Background	20
2	Environmental, Social, & Governance (ESG)	Supplier Diversity Sustainability	10
3	Scope of Offer	Breadth/Quality/Capability of Products and/or Services Value Added Solutions	25
4	Exceptions	Adherence to Terms & Conditions Compliance with Supplier Performance Expectations	10
5	Contract Administration	Ordering, Payment & Delivery Contract Management & Reporting Marketing & Sales	15
6	Pricing	Pricing Proposal	20

E&I may require a demonstration/presentation as an additional factor in award. Selected Respondent(s) will be given instructions for the presentation in order to provide the evaluation team further insight regarding their proposal and to clarify any issues. Failure of a Respondent to conduct a presentation on the date scheduled may result in rejection of the Respondent's proposal. In addition, E&I may decide to make site visits, as needed, during the evaluation process which shall be coordinated with the respective Respondent(s).

2.3 Tentative Schedule of Events

Activity	Due Date
Request for Proposal issued ("Open Date")	December 4, 2024
Deadline for submission of RFP-related written questions ("Q&A Submission Close Date")	January 6, 2025 5pm ET
E&I Response to RFP-related questions	January 7, 2025
Deadline for Receipt of Proposals ("Close Date and Time")	January 8, 2025 1pm ET
Evaluation, Clarifications	January 31, 2025
Negotiations	February 28, 2025
Letter(s) of Intent to Award issued	March 7, 2025
Acceptance and Execution of Agreement	April 1, 2025

2.4 RFP Rules and Rights Reserved by E&I

- 2.4.1 E&I is the sole owner of all data and information found in this RFP and any accompanying attachments. Respondents shall use this information exclusively to prepare a proposal and may not disclose it to another firm or use it for any other purpose unless required to comply with legal requirements.
- 2.4.2 If Respondent discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, Respondent should immediately notify E&I's sole point of contact of the deficiency and request clarification.
- 2.4.3 E&I reserves the right to amend this RFP any time prior to the close date and time. Respondents may NOT ALTER THIS RFP IN ANY WAY. Only changes made in the form of an addendum by E&I will be recognized.
- 2.4.4 Proposal responses are to be submitted through E&I's Electronic Sourcing Solution as described in the following section. Submitted proposals will remain sealed and no one, including E&I, will be able to view any of the content until after the close date and time. Proposals will be opened and reviewed at E&I's convenience.
- 2.4.5 All proposals must conform to the requirements of the RFP to be considered complete and responsive. E&I, in its sole discretion, may reject a proposal or any part thereof as non-responsive if Respondent fails to follow the instructions specified herein.
- 2.4.6 Proposals shall constitute an offer by each respective Respondent and remain irrevocable for a period of 180 days following the close date.
- 2.4.7 All proposals shall become property of E&I and will not be returned. Proposals may be subject to disclosure under the Freedom of Information Act, Open Records laws or other laws existing in Members' states. E&I may release proposals or any related information to third parties, without prior notice to Respondent, as required to comply with legal requirements. Respondents should mark "Confidential" any sections of their response considered to contain confidential or proprietary information.
- 2.4.8 E&I may presume that any proposal is a Respondent's final submission (otherwise known as a "Best-and-Final Offer") and reserves the right to select the most responsible Respondent(s) without further discussion, negotiation, or prior notice. E&I also reserves the right to request additional information, seek clarification, and/or negotiate with any Respondent(s) to arrive at its final decision.
- 2.4.9 E&I, in its sole discretion, reserves the right to waive any irregularity or minor variance in a proposal, including but not limited to, obvious mathematical errors, failure to date the proposal or failing to execute any certification not considered salient to price, delivery or acceptance of award.
- 2.4.10 E&I reserves the right to omit specific line items for the purpose of evaluating proposed pricing across all Respondents.
- 2.4.11 E&I reserves the right to issue a single or multiple awards by section or in whole as determined to best meet the needs of the membership. E&I also reserves the right to cancel this RFP or to make no award at all.
- 2.4.12 Respondents may not consider any verbal instructions as an official expression of E&I. Only written communications by E&I's sole point of contact will be recognized as duly authorized expressions on behalf of E&I. **QUESTIONS DIRECTED TO, OR ANY PROPOSALS RECEIVED BY ANY OTHER PERSON, AGENT, OR REPRESENTATIVE OF E&I WILL NOT BE CONSIDERED VALID OR BINDING.**
- 2.4.13 E&I will recognize only communications submitted through the Q&A Board or written and signed by Respondent, as duly authorized expressions on behalf of the Respondent.

2.5 Protest Procedures

Any prospective or actual Respondent ("Protesting Party") aggrieved in connection with this RFP or award decision may file a written protest up to seven (7) calendar days after issuance of a Non-Award Letter in accordance with the procedures described herein and pursuant to the Protest Rules in the Execution of Offer.

2.5.1 Filing of Protest

- a. Notice of protest shall be in writing, mailed by certified mail with return receipt requested, or delivery by a reputable overnight courier with a copy by email and addressed as follows:
Senior Vice President, Sourcing
E&I Cooperative Services, Inc
Attention: Solicitation Protest
2 Jericho Plaza, Suite 309
Jericho, NY 11753
supplierrelations@eandi.org
- b. Written protest shall include the following:
 - i. Name, address, telephone number, and email address of the Protesting Party.
 - ii. Identification of the solicitation and award that is being protested.
 - iii. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents.
 - iv. The form of relief requested.
- c. The written protest shall be signed by the Protesting Party or its representative. The signature of an attorney or Protesting Party on a protest or other document constitutes certification by the signer that the signer has read such document; that to the best of the signer's knowledge, information and belief has been formed after reasonable inquiry; and that signer does not interpose for any improper purpose, such as to harass, limit competition, or to cause unnecessary delay or needless increase in the cost of the procurement.
- d. The Protesting Party shall be liable to pay E&I the amount of reasonable expenses incurred due to the filing of the protest, including E&I's reasonable attorneys' fees, in the event of a decision by the Chief Operating Officer & Treasurer that:
 - i. the protest or other document is signed in violation of subsection (c);
 - ii. the protest has been brought or pursued in bad faith; or
 - iii. the protest does not state on its face a valid basis for protest.
- e. The Protesting Party shall post a bond in an amount of \$10,000 at the time of filing the written protest payable to E&I Cooperative Services, Inc. Such protest bond shall be in form and substance acceptable to E&I and shall be immediately payable to E&I to secure payment according to subsection (d) above.
- f. E&I shall hold the bond for a minimum of fourteen (14) calendar days after the date of its determination. If the Protesting Party appeals the determination, E&I shall hold such protest bond until instructed by the Chief Operating Officer & Treasurer to either keep the bond or return it to the Protesting Party. E&I reserves the right to seek payment of additional amounts if the bond is not adequate to reimburse E&I the full amount of its reasonable expenses caused by the protest.

2.5.2 Protest Decision & Appeals

- a. The Senior Vice President, Sourcing shall have the authority to resolve the protest. If deemed necessary, the Senior Vice President, Sourcing may request a meeting with the Protesting Party to seek clarification of the protest issues.
- b. The Senior Vice President, Sourcing shall promptly issue a decision in writing within seven (7) calendar days of receipt of the written protest. E&I will mail a copy of the decision or otherwise furnish a copy to the Protesting Party which will include the reasons for the action taken.
- c. The Protesting Party may file an appeal of the decision made by the Senior Vice President, Sourcing with the Chief Operating Officer & Treasurer, within five (5) calendar days of the written protest decision. Notice of appeal shall be in writing, mailed by certified mail with return receipt requested, or delivery by a reputable overnight courier with a copy by email and addressed as follows:
Chief Operating Officer & Treasurer
E&I Cooperative Services, Inc
Attention: Protest Appeals
2 Jericho Plaza, Suite 309
Jericho, NY 11753
supplierrelations@eandi.org

Request for Proposal
Source-to-Pay Solutions & Related Services
EI00352~2024RFP

- d. The decision by the Chief Operating Officer & Treasurer is final and shall be given in writing and submitted to the Protesting Party within five (5) calendar days of receipt of the written appeal.
- e. No further appeal of E&I's decision on the protest will be considered, and Respondent expressly waives any right to invoke any other authority or dispute resolution mechanism concerning matters addressed by these Protest Procedures.

2.5.3 Waiver of Protest

Any of following actions shall constitute a Protesting Party's waiver of protest proceedings and litigation.

- a. If the Protesting Party does not adhere to the Protest procedures as outlined herein to include filing a written protest within seven (7) calendar days after issuance of a Non-Award Letter in conjunction with an E&I competitive solicitation, or in the case of an appeal within five (5) calendar days of the protest decision.
- b. If the subject matter of the Protest was known or should have been known to the Protesting Party before the Deadline for Submission of RFP-Related Written Questions and the Protesting Party did not raise the issue in a written comment.
- c. If the Protesting Party fails to post a bond at the time of filing the written protest payable to E&I Cooperative Services, Inc. in an amount equal to \$10,000. The bond shall be conditioned upon the payment of all costs which may be adjudged against the Protesting Party filing the protest action.

3. Proposal Response Requirements

3.1 Submitting a Proposal Response

3.1.1 Proposal responses must be submitted through E&I’s Electronic Sourcing Solution by navigating to the event for this RFP using the following link and clicking on the “Respond Now” button. Hard copy submissions or submissions through any other medium will not be accepted.

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=EandICooperative>

3.1.2 Proposal responses must adhere to the following format, with required information provided in the specific sections shown below. Respondents may not combine or reorganize headings, nor indicate the requested information will be provided in a different location (e.g., other sections, external websites).

Section	Required Information
Prerequisites	Review and certify acknowledgement of each prerequisite, and upload where indicated. <ul style="list-style-type: none"> RFP Document Execution of Offer and Certifications
Supplier Attachments	Upload any additional files relevant to the proposal response.
Questions	Review and respond to each question section. <ul style="list-style-type: none"> Company Overview Environmental, Social, & Governance (ESG) Scope of Offer Terms & Conditions Pricing
Q&A Board	Submit RFP-related questions, receive responses, view other public questions and answers, and respond to E&I-submitted questions.

3.2 Instructions for Respondents

3.2.1 Respondents are expected to raise any questions or concerns any time up until the deadline to submit questions. Questions and responses may be made public and viewed by other Respondents. Do not provide any proprietary information in the Q&A Board.

3.2.2 Respondents may elect to utilize the import/export feature to export questions into Excel to work on responses offline and then import upon completion.

3.2.3 Responses to questions with a text box are limited by the number of characters displayed below the text box.

3.2.4 There is no limit to the number of files that can be uploaded, but the maximum file size is 50MB. Uploading large documents may take significant time, depending on the file size and internet speed. Files larger than 50 MB can be divided into multiple files and uploaded separately.

3.2.5 Do not embed any documents within uploaded files, as they will not be accessible or evaluated.

3.2.6 Information not requested by E&I may be considered as supplemental and not subject to evaluation. Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired. E&I will not pay for any information requested nor is it liable for costs incurred by the Respondent in responding to this RFP.

3.2.7 It is recommended that a Respondent’s initial proposal reflect its most favorable terms.

3.2.8 Proposals must be received by the close date and time indicated in the Tentative Schedule of Events. Respondents are solely responsible for the timely submission of its proposal and failure to meet the proposed date and time shall be grounds for rejection. Allow sufficient time (at least one hour before the close time) to upload and finalize submission.

Request for Proposal
Source-to-Pay Solutions & Related Services
EI00352~2024RFP

- 3.2.9 Respondents may withdraw or modify their proposal as needed any time up until the close date and time.
- 3.2.10 At all times it shall remain the Respondent's responsibility to check the RFP event for any addenda and the Q&A Board for any notices or updates. No further notice will be given.
- 3.2.11 Questions relating to log-in or technical issues can be directed to E&I's third-party software host, Jaggaer, by calling 800-233-1121, option 2, then option 2 or through the following link:
<https://go.jaggaer.com/SupplierSupportRequest.html>

4. Scope of Products and Services

E&I is seeking proposals for Source-to-Pay solutions and professional services that will enable its Members to improve efficiency, reduce costs, and enhance compliance across their procurement and payment processes. The desired outcomes of a proposed solution include, but are not limited to, streamlining sourcing and procurement workflows, enriching supplier collaboration, automating invoice processing and improving payment accuracy, enabling real-time reporting and increasing end-to-end spend visibility, and enhancing compliance and risk management.

Source-to-pay solutions encompass varying levels of functionality and a range of implementation and post-implementation services. E&I is open to receiving proposals, and reserves the right to issue multiple awards, for any of the following full-suite solutions, stand-alone modular solutions, and/or professional services.

4.1 Full-Suite Solutions

Comprehensive solutions that cover different procurement lifecycles, as follows.

4.1.1 Source-to-Pay (S2P)

Spans the procurement process end-to-end, from sourcing to payment. Key features may include:

- Supplier management, onboarding
- Sourcing management, RFx functionality, bid evaluation
- Contract management, authoring, repository
- Procurement, creating and approving purchase requests and orders, catalog management
- Invoice reconciliation, payment processing
- Spend management, real-time visibility and analysis, compliance tracking

4.1.2 Source-to-Contract (S2C)

Focuses on procurement activities from strategic sourcing to contracting with suppliers. Key features may include:

- Supplier discovery, evaluation, and selection
- RFx and auction tools
- Bid analysis
- Contract drafting and execution
- Integration with compliance and risk management tools
- Spend analytics for strategic sourcing decisions

4.1.3 Procure-to-Pay (P2P)

Centers on day-to-day procurement operations, from requisitioning through supplier payments. Key features may include:

- Purchase requisition creation and approval
- Purchase order (PO) generation and tracking
- Receipt and inventory management
- Invoice matching and payment processing
- Catalog management
- Procurement compliance monitoring

4.2 Stand-Alone Modular Solutions

Stand-alone modules (e.g., just Sourcing or Contract Management only) focusing on distinct scopes and specific stages within the sourcing lifecycle.

4.2.1 Supplier Management

Manages supplier relationships, from onboarding to monitoring performance and compliance. Key features may include:

- Onboarding and profiling
- Qualification and certification tracking (supplier diversity, sustainability)
- Performance monitoring and dashboards (KPIs and SLAs)
- Supplier portal for communication and collaboration
- Risk management and compliance tracking

4.2.2 Sourcing

Facilitates identifying, evaluating, and selecting suppliers to meet procurement needs. Key features may include:

- Supplier database
- RFX creation and management
- Auctioning tools
- Evaluation and scoring
- Negotiation tools

4.2.3 Contract Management

Designed to manage the contract lifecycle, from creation to execution, renewal, and termination. Key features may include:

- Contract authoring and version control
- Templates and clause libraries
- Negotiating tools for contract terms
- Approval workflows and digital signature capabilities
- Contract repository with automated alerts for key dates (e.g., renewals, expirations)
- Contract performance and compliance monitoring
- Integration with procurement and sourcing systems

4.2.4 Spend Management

Provides visibility into the entire source-to-pay process and insights into spending patterns to help with data-driven decisions and improve cost efficiency. Key features may include:

- Real-time spend monitoring
- Spend categorization
- Spend analysis and custom reporting
- KPI dashboards
- Compliance and budget tracking
- Savings opportunity identification
- Predictive analytics

4.3 Professional Services

Services that ensure the smooth adoption and/or transition to a new sourcing solution. E&I will accept proposals for professional services from providers of any of the solutions described herein and/or their authorized implementation partners.

- 4.3.1 **Implementation Services**, including needs assessment, solution design, project management, system configuration and customization, data migration, and system integration.
- 4.3.2 **Optimization Services**, such as workflow streamlining, automation enhancement, policy alignment, feedback integration, continuous improvement, monitoring system performance and user adoption support.
- 4.3.3 **Post-Implementation Support**, including technical support, 24/7 customer service, dedicated technical account manager, system maintenance, scheduling software updates and new features, change management, documentation, onboarding and training users.

4.4 System Requirements

Proposed solutions are expected to meet the following requirements and specifications:

4.4.1 User Interface and Accessibility

- Intuitive, user-friendly interface for end-users, suppliers and administrators
- Mobile access and multi-device compatibility
- Role-based access control, user interfaces, dashboards
- Accessibility features (compatibility with screen readers, adherence to WCAG standards)

4.4.2 Technical Specifications

- Integration with ERP, financial and other critical enterprise systems
- API availability for third-party integrations
- Data migration capabilities
- Data security and privacy protocols (e.g., encryption, compliance with GDPR, ISO 27001)
- AI-driven insights and optimization (automation, spend forecasting, analytics)
- Scalability to support growth and adapt to changing needs
- Customizability for unique business processes and specific workflows

4.5 E&I Requirements and Additional Terms

To support collaborative procurement, provide Member insights, and ensure contract compliance, awarded Supplier(s) will be expected to meet E&I's business needs as described below.

4.5.1 E&I Support

- Provide the following transactional data for all Member spend through the platform as needed, or at a minimum on a monthly basis:

<u>Orders</u>	Sourcing Marketplace	Supplier Name
	Member Name	Supplier ID (DUNS, FEIN)
	Order #	Contract ID
	Date	Order Total
	Payment Method (PO or PCard)	
<u>Order Line Items</u>	Sourcing Marketplace	Quantity
	Member Name	UOM
	Order #	Unit Price
	Date	Total Price
	Supplier Name	Supplier Part #
	Supplier ID	Description
	Contract ID	UNSPSC

- Provide scheduled reports segmented by individual Member as well as aggregated
- Allow role-based access to data by E&I administrators and individual Members
- Ensure compliance with data privacy regulations (e.g., GDPR, CCPA) and E&I policies
- Guarantee secure transmission and storage of data

4.5.2 Member Support

- Facilitate Member feedback mechanisms for catalog and Supplier performance to improve E&I contract offerings

4.5.3 Supplier Support

- Onboard E&I Suppliers and enable E&I Supplier catalogs within four (4) weeks of Members' requests
- Provide all E&I Suppliers the opportunity to participate in Members' platforms
- Provide support tools and/or services to set up and update Supplier catalogs and pricing

4.5.4 Auditing, Performance Metrics and SLAs

- Provide tools to ensure compliance with E&I's Supplier contracts
- Guarantee system availability and response times to support Member operations
- Define resolution timelines for Member-specific support issues

4.6 Pricing

Proposed pricing shall be based off discounts from a specified price list (e.g., List Price, Education Price) and include a clearly defined breakdown of costs for licensing, implementation, maintenance and support. Pricing may be structured by any means Respondent uses to quote its customers (e.g., subscription- or usage-based, one-time license fee, hourly, annually). Pricing for modular solutions must be provided for each functional component.

Respondents are encouraged to provide creative pricing options, such as multi-year discounts or bundled solutions for additional cost savings.

4.7 No Exclusions

Respondents may include additional products and/or services that add significant value beyond the scope of this RFP. Value-added products, services and solutions (e.g., software add-ons, third-party enhancements) included in a Respondent's catalog can be offered for consideration.