

MEMORANDUM

TO: Sean Carroll

FROM: Margaret Armenia

DATE: February 12, 2026

RE: Award Justification – Solicitation No. 24COR-065 Office Supplies – Higher Education

CoreTrust issued a solicitation for Office Supplies – Higher Education for the lead agency, SUNY Orange (NY). This memo provides an overview of the evaluation and scoring process conducted for the above-referenced solicitation, which is currently proceeding toward award.

Non-Participation of Vendor Community:

ODP Business Solutions (Office Depot) was the only bidder who submitted a proposal.

Sean Carroll collaborated with CoreTrust to receive responses from the vendor community for the no-bid reasons.

CoreTrust conducted outreach pre-solicitation release with thirty (30) vendors.

Seventeen (17) vendors were contacted multiple times with no response.

One (1) vendor stated they were prioritizing a competing cooperative.

One (1) vendor stated they do not participate in limited commodity runs and were looking for solicitations across all markets.

Three (3) vendors indicated they do not participate in solicitations for direct commodities, only as the marketplace or partner with regional suppliers.

Seven (7) vendors indicated interest but did not participate due to internal resource constraints, lack of internal alignment for strategy, and/or did not believe they could meet the requirements.

Please refer to the OCC office supply outreach [EXCEL] document.

Award Justification and Conclusion:

The recommended awardee for this solicitation is ODP Business Solutions.

They received a composite Technical Score of 70/70 with few clarifications necessary to proceed to Financial Review.

As there were no other Bidders, the Financial Review was conducted in the form of a Pricing Analysis.

ODP's pricing was not compared to Omnia or Sourcewell. These sources either state "contact for pricing," only display the discounts off List, or ODP does not have a contract. Discount off List without proving the List prices does not provide the total cost picture.

A Pricing Analysis was conducted to support the competitive pricing of the resulting cooperative Contract. 50 products in the Market Basket were reviewed against competitor pricing. ODP's pricing was more advantageous 88% of the time (39 out of 50). In this phase we were unable to conduct comparisons in the market basket against ODP's NASPO price list as the NASPO price list only contains OD Part Numbers and not Manufacturers #. Market Basket only contains Manufacturers #s.

The Pricing Analysis also reviewed 50 products from the Proposed Price List, that is, non-core/non-market basket pricing. In this phase, ODP's Equalis price list could be compared to the proposed pricing. ODP's overall discount pricing is similar to other cooperative contracts in the market.

Please refer to the ODP Price Reasonableness Review – Office Supplies Orange [EXCEL] document.

Therefore, the evaluation team concludes that the recommended awardee's pricing is justified and competitive for the purposes of the resulting cooperative Contract.

All scoring documentation and evaluation notes are maintained on file for audit and transparency purposes.