Bidder Name and d/b/a:	
Bidder FEIN:	

Bidder Checklist, Section N: Technical Proposal Workbook

Supplier Responsibility: While a good faith effort has been made to compile all necessary forms, required information, and signatures needed in the submission requirements as shown in this Checklist, it remains the respondent's responsibility to thoroughly review the solicitation document, submission requirements, and electronic posting, if applicable, to ensure that all required items, information, acknowledgments, and signatures are accurately included in their submission.

Proposals must be submitted here: https://www.bangorschools.net/o/bsd/page/bids

There is a ten (10) file limit and 200 MB total upload limit.

All proposals must follow the prescribed naming convention:

26COR056-“SUPPLIER NAME”-“DOCUMENT”

Examples:

26COR056-COMPANYA-SECTION N

26COR056-COMPANYA-SECTION N (Supplemental)

26COR056-COMPANYA-SECTION O

26COR056-COMPANYA-SECTION C

26COR056-COMPANYA-SECTION D (1-8)

26COR056-COMPANYA-SECTION G-OTHER

26COR056-COMPANYA-INSURANCE-COI

Item #	Topic	Requirement/Reference	Check as Completed	Word, PDF or Excel Format
1	Section N - Technical Proposal Workbook	This workbook, Technical Proposal; Appendix B, Section G, 4.B.5		
1.5	Section N - Technical Proposal Workbook	Supporting documentation for Section N - Technical Proposal Workbook, searchable PDF format		
2	Section O - Cost Proposal Workbook	Appendix B, Section F, 13.5 Discounted Pricing Requirements – Section O – Cost Proposal Workbook **AND** Appendix B, Section G, Section G, 4.B.6		
3	Federal Contract Terms and Conditions	Appendix A, Section C - Federal Contract Terms and Conditions		
4	New Jersey Business Compliance - Attachment 1 - Ownership Disclosure Form	Appendix A, Section D, New Jersey Business Compliance		
5	New Jersey Business Compliance - Attachment 2 - Non-Collusion Affidavit	Appendix A, Section D, New Jersey Business Compliance		
6	New Jersey Business Compliance - Attachment 3 - Affirmative Action Affidavit	Appendix A, Section D, New Jersey Business Compliance		

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7	New Jersey Business Compliance - Attachment 4 - Political Contribution Disclosure Form	Appendix A, Section D, New Jersey Business Compliance		
8	New Jersey Business Compliance - Attachment 5 - Stockholder Disclosure Certification	Appendix A, Section D, New Jersey Business Compliance		
9	New Jersey Business Compliance - Attachment 6 - Certification of Non-Involvement in Prohibited Activities in Iran	Appendix A, Section D, New Jersey Business Compliance		
10	New Jersey Business Compliance - Attachment 7 - New Jersey Business Registration Certificate	Appendix A, Section D, New Jersey Business Compliance		
11	New Jersey Business Compliance - Attachment 8 - Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	Appendix A, Section D, New Jersey Business Compliance		
12	Other Required Information	Appendix B, Section G, 8. Other Required Information		
13	Insurance Documentation	Appendix A, Section B, Lead Agency Requirements - Terms and Conditions AND Insurance Requirements outlined in Appendix B, Section F, 13.6 National Cooperative General Insurance Requirements		
14	CoreTrust Implementation and Go-To-Market Plan	Appendix B, Section F, 14. CoreTrust Implementation and Go-To-Market Plan; Section N - Technical Proposal		
15	Cyber Security Plan & Protocols	Appendix B, Section F, 13.10 Data Protections and Data Breach; Cyber Security Plan & Protocols; Section N - Technical Proposal		

Section N: Technical Proposal Workbook

Item #	Topic	Response
	Bidder Capacity and Capability (25%)	
1	Submit FEIN (above).	
	Include a brief description of the size of your organization and date of incorporation.	
	Describe in detail your capabilities to satisfy all characteristics and administrative requirements of this Solicitation; if additional space is needed, please attach a searchable PDF or Word document referencing Section N - Item 1 - Bidder Capacity and Capability.	
	Provide a brief overview of your annual sales for the previous three fiscal years, and please provide documentation of financial stability: If the Proposer is an entity that is required to prepare audited financial statements, Proposer shall submit an annual report that includes: a) Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet.	

Bidder Name and d/b/a:	
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	b) If applicable, last two years of consolidated statements for any holding companies or affiliates; c) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and d) A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract. If the Proposer is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Proposer shall submit an annual report that includes: a) Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet; b) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and c) A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract; OR Other financial information sufficient for Lead Agency, in its sole judgement, to determine if Proposer is financially solvent or adequately capitalized.	
	Provide a detailed description of your in-scope offerings **per Lot;** if additional space is needed, please attach a searchable PDF or Word document referencing Section N - Item 1 - Bidder Capacity and Capability.	
2	Detail the total number and location of salespeople employed by Supplier;	
	Provide number and location of support centers (if applicable) and location of corporate office; if additional space is needed, please attach a searchable PDF, Word or Excel document referencing Section N - Item 2 - Bidder Capacity and Capability.	
	Provide the number, size and location of Supplier's distribution facilities, warehouses, and retail network as applicable; if additional space is needed, please attach a searchable PDF, Word or Excel document referencing Section N - Item 2 - Bidder Capacity and Capability.	
	Provide a description of how you propose to distribute in-scope Products/Services nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas;	

Bidder Name and d/b/a:		
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	Please provide a detailed list or map of all your full-service stocking distribution centers in the United States, U.S. Territories and Outlying Areas and describe your delivery network, along with your order-fill rate and on-time delivery rate. Additionally, please describe any unique capabilities or logistics that set your distribution network apart from competitors in the market; if additional space is needed, please attach a searchable PDF, Word or Excel document referencing Section N - Item 2 - Bidder Capacity and Capability.	
	Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user. if additional space is needed, please attach a searchable PDF, Word or Excel document referencing Section N - Item 2 - Bidder Capacity and Capability.	
3	Describe your company's quality control and quality assurance policies.	
	How do you ensure product availability for Participating Entities? Do you stock your own inventory, ship direct from manufacturer, and/or rely on wholesalers? What are your rolling average lead times?	
	How does your company manage availability for product frequently out of stock or variable?	
	Confirm that your company can provide letters of authorization for any product sold against the resulting Contract.	
	Describe pass through warranties of product from manufacturer to the Participating Entities. Does your company support Participating Entities with the enforcement of warranties?	
4	Next Business Day delivery; detail geographic area where Participating Entities qualify;	
	Rush/Expedited delivery; detail geographic area where Participating Entities qualify;	
	KPIs for the following: 98% or better Customer Satisfaction; 98% or better Invoice/Billing Accuracy; Incident & Return Rates; and Performance data (Carriers, Vendors)	
5	Please provide three (3) references; Describe experience in providing the services described in this Solicitation. Which organizations do you currently provide a similar or same service. Include names, addresses, email and phone numbers of the appropriate contact persons.	
6	Describe how you differentiate yourself from your competitors.	

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7	**(Not Scored)** Describe any green or environmental initiatives or policies.	
8	**(Not Scored)** Describe any historically underutilized business certifications you hold and the certifying agency. This may include business enterprises such as minority and women-owned, small or disadvantaged, disabled veterans, etc.	
9	**(Not Scored)** Describe any use (reseller, subcontractor, etc) of any historically underutilized businesses.	
	Ordering & E-Commerce Capabilities (10%)	
6	**If Supplier does NOT have a fully integrated online ordering system, skip to #10.** The successful Respondent to provide and describe a fully integrated online ordering system that ensures:	
	A. Secure electronic catalog functionality with real-time pricing and inventory updates;	
	B. Compliance with PCI DSS for secure payment processing;	
	C. SOCII certification or equivalent for system security;	
	D. Multi-tier approval workflows tailored for agency needs;	
	E. Full integration capabilities with e-procurement platforms (e.g., Coupa, SAP Ariba, PeopleSoft, etc.)	
7	Supplier must show evidence of a high level of data and access control, including at a minimum PCI compliance for credit card transactions and SOC II compliance or equal for technology systems. Proof of SOC II or equivalent audits should be provided, and the current reports will remain available for inspection during the term of the contract. Response must include precautions in place to prevent supplier punch outs or connectivity to financial systems from being used as an unauthorized entry point to government data systems. The successful Respondent shall provide appropriate data security to safeguard orders placed online. See Data Protections and Data Breach in Section F. **Qualified Bidders shall provide a copy of their cyber security plan and protocols to protect Lead Agency and future Participating Entity information (e.g. Personally Identifiable Information (PII), SOC 2, ISO 27001, ISO 27108, etc.)**.	
8	The online ordering system shall be populated with all appropriate and correct pricing for, based on the respondent's consortium pricing. In the event an error in pricing is discovered in favor of the user, the successful contractor shall provide a refund and/or credit memo to be issued within ten (10) days after the discovery of the discrepancy.	
	The online ordering system shall be structured in such a manner to allow for multiple approval levels which may be customized for individual agencies.	
	The online ordering system shall be set-up to provide for billing to a specific address and shall be capable of accepting procurement cards ("p-card") as a means of payment at the time of order entry.	

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	It is preferable that the online ordering system be capable of providing the appropriately discounted price to individuals who may wish to purchase supplies at one of the respondent's retail stores. The system shall provide pricing based on the entry of an entity's account number, or by the use of an entity p-card.	
	In addition to the use of p-cards for payment, the successful respondent's e-commerce system shall be capable of receiving payment via Electronic Funds Transfer (EFT) from the entity.	
9	Upon delivery of the order, the successful respondent's e-commerce system shall be capable of providing electronic invoicing if desired.	
10	**For Suppliers with websites supporting direct ordering:** Supplier's website shall ensure: A. Secure electronic catalog functionality with real-time pricing and inventory updates; B. Compliance with PCI DSS for secure payment processing; C. SOCII certification or equivalent for system security; D. Supplier must show evidence of a high level of data and access control, including at a minimum PCI compliance for credit card transactions and SOC II compliance or equal for technology systems. The successful Respondent shall provide appropriate data security to safeguard orders placed online. See Data Protections and Data Breach in Section F. Qualified Bidders shall provide a copy of their cyber security plan and protocols to protect Lead Agency and future Participating Entity information (e.g. Personally Identifiable Information (PII), SOC 2, ISO 27001, ISO 27108, etc.). E. Supplier shall detail how they ensure Participating Entities receive all appropriate and correct pricing for, based on the respondent's consortium pricing. In the event an error in pricing is discovered in favor of the user, the successful contractor shall provide a refund and/or credit memo to be issued within ten (10) days after the discovery of the discrepancy. F. Supplier to detail acceptance of procurement cards (p-cards) and Electronic Funds Transfer (EFT) from Participating Entities.	
	Customer Service & Support (20%)	
10	Participating Entities require responsive and proactive customer service under the resulting Contract. The successful Respondent must:	
	A. Provide local customer support via phone, email, and live chat;	
	B. Designate a single point of contact (Account Manager) for issue resolution;	
	C. Describe average and guaranteed turnaround times for standard requests and urgent requests; and	
	D. Implement a customer satisfaction tracking system with performance metrics (e.g., response time, issue resolution rate, Net Promoter Score).	
11	The successful Respondent shall provide a hassle-free return policy that includes:	
	A. No-cost returns for incorrect, defective, or damaged products;	

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	B. 30-day return window for standard products	
12	Service provided by the Respondent, including past customer service history, services available, reduced paperwork, easily understood invoicing, and quick turnaround time for orders as well as inquiries will be a factor in the determination of the successful respondent to this request.	
	It is highly desirable that the successful Respondent utilize dedicated inside and outside representatives to service this Agreement. The Respondent may utilize multiple representatives to cover the nation but shall appoint a single point of contact to provide for consistency and continuity of service.	
	Additionally, the successful Respondent shall also provide individual dedicated inside and outside representatives to service this Agreement on a national basis for members of who utilize this Agreement.	
13	The successful Respondent shall provide for accurate billing of items ordered, timely credits (within 24 hours), and invoices that are easy to understand.	
	Reporting Capabilities & Third Party Audits (Informational)	
14	Provide a listing of standard reports available should be provided with the proposal response.	
15	The Contractor shall obtain a third-party firm at no additional cost to Lead Agency to conduct external price audits on this contract. The third-party firm shall provide a quarterly report to Lead Agency indicating the Price Accuracy Percentage Rate.	
	Contract Risk & Miscellaneous (10%)	
16	A. Please describe your firm's approach to contract risk management. Include how your organization identifies, assesses, and mitigates risks throughout the life of a contract, especially for public sector clients.	
	B. Has your company ever defaulted, failed to perform, or been terminated for cause on a government contract within the last five (5) years? If yes, please explain the circumstances and how the issue was resolved or mitigated.	
	C. Provide a detailed history of any legal proceedings, including lawsuits, regulatory investigations, bankruptcy filings, or corporate restructuring within the past five years. Specify case outcomes, ongoing litigation exposure, and potential risks that may impact contract performance.	

Bidder Name and d/b/a:	
Bidder FEIN:	

	D. Felony Conviction Notice: Indicate if the supplier - is a publicly held corporation, and this reporting requirement is not applicable; - is not owned or operated by anyone who has been convicted of a felony; or - is owned or operated by an individual(s) who has been convicted of a felony and provides the names and convictions.	
	E. Describe any debarment or suspension actions taken against the supplier within the last five years.	
	F. Describe the insurance coverage your firm maintains, including general liability, professional liability, workers' compensation, and any other relevant coverages. Include policy limits and whether these meet or exceed the requirements set forth in the solicitation requirements (LOCATION OF REQS App B, Sec F, 13.6).	
	G. Explain how your organization ensures contract compliance across multiple clients or jurisdictions. Include specific tools, systems, or personnel used to monitor and ensure performance, timelines, reporting, and contractual obligations.	
	H. The Proposer shall provide a supply chain risk mitigation plan, including:	
	i. Tariff impact analysis, including pricing strategies for tariff adjustments;	
	ii. Information regarding supply chain diversity, detailing multiple sourcing options (redundancy, manufacturer agnostic options, etc) to prevent disruptions;	
	iii. Information regarding business continuity planning, including contingency measures for shortages, natural or technological disasters, or global supply chain issues;	
	Marketing Plan (5 %)	
17	Marketing Plan provided in accordance with App B, Sec F, 14. CoreTrust Implementation and Go-To-Market Plan. **A statement of "will provide upon award" will not be accepted.**	

Acknowledgements (Mandatory)	
Suppliers please provide written acknowledgement of understanding and affirm capability to meet App B, Sec F in its entirety.	

Bidder Name and d/b/a:	
Bidder FEIN:	

Suppliers please provide written acknowledgement in writing with their solicitation response if it: (1) utilized GenAI to complete all or a portion of their solicitation response; (2) intends to utilize GenAI in a way that materially impacts resulting Contract performance. Supplier solicitation responses must be verified for accuracy and reliability by humans prior to submission. Suppliers are responsible for producing reliable and accurate solicitation responses without misrepresented or fabricated information or data. Suppliers are responsible for reading and understanding the solicitation.	

Authorization Attestation Form

Instructions:

Insert the name of the legal business name of the bidding entity (company) in the first eight (8) blank fields. The authorized representative of the company will sign and date below with notarization.

I affirm and attest, on behalf of _____ , at the time of bid submission, that:

- _____ sold Audio-Visual Products and currently sells Audio-Visual Products as described in Solicitation, Appendix B, Section F;
- _____ is capable of selling and distributing Audio-Visual Products, at volume and for multiple Participating Entities across the US, if selected for contract award;
- _____ is fully authorized by all Manufacturers (with current Letters of Authorization) to sell and distribute all Audio-Visual Products sold and distributed against the resulting Contract, if selected for contract award; and
- _____ will provide Letters of Authorization upon request by the Lead Agency and/or Participating Entities.

If selected for Contract award, I affirm and attest, on behalf of _____, that if _____ fails to provide Letters of Authorization upon request or if it becomes otherwise known that _____ is not authorized to sell Manufacturers products, the resulting Contract may be terminated for cause.

Authorized Signature and Notary, Below:

_____ _____

Authorized Representative Signature Date

_____ _____

Print Authorized Representative Name Company Name

Subscribed and sworn to before me this day _____, 20_____

_____

Bidder Name and d/b/a:	
Bidder FEIN:	

Notary Public Signature

My Commission expires _____, 20_____

(Seal)