

**NOTICE TO OFFERORS  
(Chapter 103D, HRS)**

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**INTRODUCTION:** NASPO ValuePoint (formerly WSCA-NASPO) is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead state model. The National Association of State Procurement Officials (NASPO) is a cooperative group contracting consortium for State government departments, institutions, agencies, and political subdivisions (i.e. colleges, school districts, counties, cities, etc.) for the fifty states, the District of Columbia, and the organized US territories. NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communications

The objective of this cooperative group is to obtain volume price discounts based on the collective volume of the numerous potential purchases by the individual States and their various governmental entities. The benefits of cooperative procurements are the potential administrative and contract management savings realized by contractors from their administration and management of a single, comprehensive NASPO ValuePoint contract, rather than multiple contracts for various State governments and governmental entities. Concurrently, the various State governmental entities also realize these same administrative and management benefits.

**RFP Solicitation:** The State of Arizona, State Procurement Office, on behalf of Arizona and in association with NASPO ValuePoint, including the State of Hawaii, is requesting proposals for:

Commodity/Services:	Mailroom Equipment, Supplies and Maintenance
Release Date:	September 19, 2016
Deadline for Questions:	October 18, 2016
Deadline for Submission:	October 25, 2016, 5:00PM (MST)
Request for Proposal No.:	REF: ADSPO16-00006328
Issuing State Procurement Ofc:	State of Arizona
Contact Office:	State Procurement Office Phone: (602) 542-7165 Christopher Lacey, Senior Procurement Specialist Email: christopher.lacey@azdoa.gov

The State of Arizona, State Procurement Office, on behalf of the State of Arizona, and NASPO ValuePoint is soliciting proposals to establish multiple Master Agreements with qualified Offerors to provide Mailroom Equipment, Supplies and Maintenance, for all Participating States.

The initial term of the master agreement shall be two (2) years with three (3) renewal options.

The RFP is available on: <https://procure.az.gov/bsi/external/bidDetail.sdo?bidId=ADSPO16-00006328&parentUrl=activeBids>.

Your organization must register with ProcureAZ (<https://procure.az.gov>) to automatically receive solicitation notifications regarding amendments/addenda and to submit an offer.

For information on State of Hawaii procurement process contact Bonnie Kahakui at (808) 587-4702 or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).