

TXShare

Your Public Sector Solutions Center

**REQUEST FOR PROPOSALS
For**

PRINT, GRAPHIC DESIGN, AND PROMOTIONAL PRODUCT SERVICES

RFP #2026-043

April 2026

~~NOTE: All proposals are subject to the Texas Public Information Act.~~

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS

For

PRINT, GRAPHIC DESIGN, AND PROMOTIONAL PRODUCT SERVICES

RFP # 2026-043

Sealed proposals will be accepted until 2:00 PM CT, **May 13, 2026**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Is your business registered with the Texas Secretary of State? ____ Yes ____ No

If yes, what is the business's Secretary of State filing number? _____

Cooperatives you currently have a contract with: _____

Acknowledgment of Addenda (initial): #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

NOTE: All proposals are subject to the Texas Public Information Act.

SECTION 1: OVERVIEW

1.0 PURPOSE

The North Central Texas Council of Governments (“NCTCOG”) seeks an experienced vendor or vendors to provide the goods or services described herein to the members of its TXShare Cooperative Purchasing Program (“TXShare”). The awarded contracts will be promoted via TXShare. The goal of this RFP is to establish contracts with multiple qualified vendors to provide goods and services to municipalities, counties, school districts, and other government agencies on as-needed basis.

This RFP is soliciting innovative proposals from vendors to provide **print, graphic design, and promotional product services**. The member entities will decide individually if they wish to use the awarded contracts. Awarded contractors will be able to market their goods or services to any government entity or non-profit through this cooperative contract.

The vendor shall thoroughly describe all the goods or services that it desires to provide in the proposal it submits.

1.0.1 Definitions:

- “RFP” or “solicitation” – this Request for Proposals document;
- “Vendor” - interested business;
- “You” or “Offeror” - vendor responding with a proposal;
- “Contractor” – Offeror awarded a contract;
- “Governmental Entity” – a government agency or non-profit organization;
- “Customer” – a governmental entity.

SECTION 2: SCHEDULE

2.0 SOLICITATION SCHEDULE

The anticipated schedule for the RFP process is given below. All times indicated are Central Time (CT).

The anticipated schedule is as follows:

RFP Issued	April 15, 2026	
Pre-Proposal Conference	None	
Inquiry Period Ends	May 6, 2026	5:00 PM CT
Proposal Due Date	May 13, 2026	2:00 PM CT
Planned Contract Award	July, 2026	

NCTCOG reserves the right to change this schedule at any time.

SECTION 3: SPECIFICATIONS

3.0 SCOPE OF WORK

This RFP is soliciting innovative proposals on behalf of TXShare membership from qualified vendors to deliver catalog contracts offering **print, graphic design, and promotional product services** in the categories listed below:

Category #1: Copy/Print Services

Category #2: Promotional Products

Category #3: Graphic Design Services

Category #4: Other Ancillary Goods or Services

The intent of this RFP is to establish one or more catalog option contracts for the purchase of various types of **print, graphic design, and promotional product services**. NCTCOG is seeking responses from respondents who provide these products and related services and ask that they propose a percent discount from their regular list price.

Vendors may propose any combination of categories. NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should answer all questions related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider categories individually and make awards in each category independently.

The following are some examples of items that can be offered by vendors. Vendors may offer additional product lines as they may desire and may offer any combination of the categories:

Copy/Print Services

- Photocopies (Black & White or Color)
- Flyers, Brochures and Postcards (Black and White)
- Flyers, Brochures and Postcards (Color)
- Banners and Posters (Black and White)
- Banners and Posters (Color)
- Business Cards and Company Letterheads (Black and White)
- Business Cards and Company Letterheads (Color)
- Presentations and Manuals (Black and White)
- Presentations and Manuals (Color)
- Photo Posters and Canvas Prints (Black and White)
- Photo Posters and Canvas Prints (Color)
- All Types of Business Forms, NCR Forms, and Envelopes
- Finishing Services
- Interior/Exterior Building Signage
- Other Types of Copy and Print Services

Promotional Products

- Imprinted Promotional Products
- Printed Promotional Marketing Materials
- All Other Types of Promotional Merchandise

Graphic Design Services

- Print Design
- Digital Design
- Web Design

Items ordered are to be delivered directly to the ordering entity. Packaged consumables may be drop shipped. However, certain equipment, parts or other items may require assembly before they may be used. If this is

NOTE: All proposals are subject to the Texas Public Information Act.

applicable, and the vendor chooses to offer assembly and freight it shall be billable by either a flat rate or an hourly labor rate, with those rates stated in the proposal under **Category #4: Other Ancillary Goods & Services**. This may include assembly and training on customer's site, if offered.

3.0.1 Purpose

Many municipal, county, school district, and other types of public entities use **print, graphic design, and promotional product services** to carry out their mission. This solicitation invites vendors to offer the described goods and services.

Vendors that have a retail storefront location must be able to affirm that contracted discounts can be provided to TXShare members at checkout.

TXShare cooperative members may utilize any awarded contract on an as-needed basis. Non-member agencies may join at any time and may then utilize these contracts as well.

****YOU UNDERSTAND THAT THERE ARE NO ORDERS TO BE FILLED AT THIS TIME. ****

Orders will be placed at the Customer's discretion on an as-needed basis. There is no obligation on the part of any Customer to utilize any of the contracts awarded through this solicitation.

3.0.2 Offer

Your proposal should describe what items you wish to offer. You are to provide information describing the items, either through a written catalog such as an Excel file, or via a link to an online catalog. If you are offering a lengthy list of items, you may find the link to be more efficient. You may select any category, or combination of categories, and shall describe what specific items within the category you are proposing to offer. You should make it clear to us what it is you wish to sell and demonstrate your capability to provide all or part of the requested goods or services. A proposal will be evaluated only for the goods or services it offers. Anything left out may not be considered.

Proposals are sought for a variety of branded and generic items. The catalog must provide full product details and specification sheets, if applicable, for the proposed items.

Vendors are to propose discounts for each selected product category on the included Exhibit 5 Worksheet. If a vendor offers more than one discount level for the category, then the vendor must clearly state the difference in discount levels, by subcategory, manufacturer or product type, along with the specific discount level for each.

The Contractor shall furnish all labor, tools, equipment, materials, and supplies required to effectively perform the services or provide the goods in accordance with the specifications described herein.

IMPORTANT NOTE: All freight, service call fees, travel time or mileage is assumed to be included in the list price UNLESS explicitly stated otherwise in your proposal that these are to be an additional cost to the customer.

PREPARING YOUR PROPOSAL

IMPORTANT: In your proposal you are to answer all the questions listed in the following Sections 3.1 and 3.2. Number your responses according to the questions. In addition, you should provide any additional information about your goods or services and your company that you feel will explain why you are the most qualified provider.

3.1 TECHNICAL RESPONSE

Herein you will find the categories that you are to propose for.

NOTE: All proposals are subject to the Texas Public Information Act.

Category #1: Copy/Print Services
Category #2: Promotional Products
Category #3: Graphic Design Services
Category #4: Other Ancillary Goods or Services

In your proposal, you are to answer the following questions. Please number your answers to match the question.

- 3.1.1 Your firm is asked to propose a variety of goods and services. You must have a U.S. based business location and are registered to do business in that State. Can you meet this requirement? Please provide the physical address of the U.S. based business location.
- 3.1.2 A catalog providing full details and specification sheets (where appropriate) for the goods and services you offer should be provided with your proposal with Exhibit 1. This catalog may be attached to the proposal as part of the narrative or via a weblink. Have you attached your catalog?
- 3.1.3 Please provide a brief narrative overview of the goods and services you are offering. (this may also be duplicated and serve as your scope of work referenced in 7.0.1 Tab A)
- 3.1.4 Provide a description of the electronic file formats that the you will accept for projects.
- 3.1.5 Provide a description of your file sharing service/application for communication and for the transfer of files to and from the customer.
- 3.1.6 Provide a description of your policy regarding end-user requests for revisions to draft copy.
- 3.1.7 You must be an authorized dealer for the brand(s) of goods/services offered, if such authorization exists. An example would be FASTSIGNS or Kwik Copy. Are you an authorized dealer/franchisee?
- 3.1.8 Vendors must have wholesale access to products offered under their proposal and must have adequate staff and facilities to fulfill orders. The vendor must have ability to track orders throughout the order process. The vendor is responsible for quality control and oversight throughout the order process. Do you meet this requirement? What wholesale suppliers do you obtain promotional items from?
- 3.1.9 If providing services, are your technicians trained to adhere to the franchise brand's standards? Please explain.
- 3.1.10 Do you offer assembly of your products, if applicable? Does it include assembly at the Customer's site? Please explain your policy.
- 3.1.11 Warranty - Proposing firm should warrant and guarantee each product against any defects in materials, design, and workmanship. The warranty and/or guarantee shall begin on the date the product is placed into service by the Customer and shall continue through the manufacturer's standard warranty period. Any item ordered which is found to be defective and/or unsatisfactory shall be returned immediately to the Contractor, freight collect, and a replacement item shall be sent to the Customer within a specified time as solely determined by the Customer. Can you meet this requirement? If not, explain how your warranty may differ from the above.
- 3.1.12 Retail Purchase - If you offer a point of sale through a retail location or internet storefront, please explain how the Customer can be assured of receiving the contractual discount offered in your proposal if you are awarded a contract.
- 3.1.13 Is freight included in your list price, or is it at additional cost to the customer? Please explain your shipping to customer policy.

NOTE: All proposals are subject to the Texas Public Information Act.

- 3.1.14 Identify which of the goods you propose are made in the United States. Is the final product made in the USA and shipped from a domestic location? If the final product is made outside of the USA, then state they are “globally sourced”.

3.2 RELATED EXPERIENCE AND QUALIFICATIONS

In your proposal narrative, please answer the following questions:

- 3.2.1 Describe your experience working with government Customers.
- 3.2.2 Describe what specific goods/services you are considered to be an industry leader for.
- 3.2.3 List the business location(s) out of which your firm’s team members will work from. You are encouraged to provide options to cover other geographic areas besides the Dallas/Fort Worth area.
- 3.2.4 Provide a general overview of your company including its size, years in business, experience and major clients. How long have you been specifically selling the proposed products?
- 3.2.5 Describe your invoicing process and explain your payment terms. Is payment by credit card accepted?
- 3.2.6 Include a list of similar contracts (five or so preferably) awarded within the last 5 years.
- 3.2.7 Identify any of the contracts that were terminated due to non-performance.
- 3.2.8 What sets your business apart from your competitors?
- 3.2.9 What are some current issues that may affect your ability to meet demand?
- 3.2.10 Identify any subcontractors or third-party services that will be utilized in the performance of your contract.
- 3.2.11 Do you take any exception to the terms or conditions of this RFP document?

3.3 OTHER REQUIREMENTS

3.3.1 Objectives.

The Master Agreement awarded for TXShare may cover a variety of goods or services. Each Customer that selects to utilize the Master Agreement will negotiate the specific goods or services it needs into a Supplemental Agreement with a customized SOW for that Customer. All proposals must be made based on, and either meet or exceed, the requirements contained herein.

3.3.2 Service Area.

In preparing a proposal, you will designate what geographic region(s) will be served. You must specify, on the service area designation forms included with their proposal, the service areas that they are willing and able to provide goods and goods or services to. A vendor does not have to propose serving the entire State of Texas, nor must propose to service all fifty (50) states, to be considered for an award of a TXShare contract.

Service area designation forms are found in **Exhibit 3**.

3.3.3 Category Offer.

You should prepare a proposal that describes in detail the goods or services that you are proposing to provide. Proposals must demonstrate your capability to provide all or part of the requested goods or

NOTE: All proposals are subject to the Texas Public Information Act.

services. A proposal will be evaluated only for the goods or services it offers.

3.3.4 Other Requirements.

Vendors may propose any combination of categories. Responses are encouraged from vendors who can only provide certain goods and services. Respondents are not expected to be able to provide the entirety of the desired goods requested in this RFP, though are welcome to if they are able.

To be under consideration for an award of a TXShare contract, you **do not** have to propose to service the entire State of Texas, nor do you have to propose to service all Fifty (50) States of the United States of America. The TXShare Cooperative Purchasing Program requests that respondents specify on the service area designation forms in their proposal, the service areas that they are willing and able to provide goods and services to. During the evaluation process, your responses to the service area designation forms **will not** be taken into consideration when determining the quality of your proposal.

If awarded a contract, Respondent may expand its designated service area(s) beyond those identified in Exhibit 3 at any time during the term of the Agreement. Such expansion shall not require a formal amendment or change order to the Agreement, provided that the Contractor notifies NCTCOG in writing of the updated service area(s). NCTCOG reserves the right to publish or update service area information for public awareness and contract administration purposes.

Respondents should prepare a proposal that describes the goods and services that they are proposing to provide. Proposals must demonstrate the respondents' capability to provide **all or part** of the requested goods or services. A Respondent's proposal will be evaluated only for the goods and services that they propose.

NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should furnish pricing related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider items individually and make awards on each item independently.

3.4 **CONTRACT TYPE**

If awarded, your proposal will result in a fixed price contract based on the discounts you propose. It is at your discretion to propose a discount off the list price for the goods or services you wish to offer. It is highly recommended that you propose a discount greater than zero, however.

By signing this proposal, you certify that you have obtained and will continue to maintain during the entire term of this contract, registration with the Texas Secretary of State to do business in the state of Texas, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

3.5 **CONTRACT TERM**

A contract resulting from this RFP shall be for an initial term of 24 months from the effective date. This contract will automatically renew for up to three (3) additional years, not to exceed five (5) years in total, unless earlier terminated as provided herein or if NCTCOG chooses not to renew. NCTCOG reserves the right not to renew at its discretion.

The Contractor shall, upon NCTCOG's written notice, furnish goods/services under an awarded contract for up to ninety (90) calendar days after the contract expires to allow for phase out of the expiring contract and phase in of the new contract.

3.6 **CATALOGS**

Responding Offerors are requested to submit a proposal that will contain a schedule of goods or services lines that would qualify under one or more of the Categories stated in Section 3.0 of these specifications. This schedule is commonly referred to as a "catalog".

NOTE: All proposals are subject to the Texas Public Information Act.

Catalogs contain a range of items that are published in either an electronic or hard copy form and are modified from time to time to reflect internal and external changes in the vendor's marketplace. It is at the vendor's discretion to propose any limitations of the goods or services offered. A good or service offered must be listed in the catalog to be eligible for sale through a Category of the awarded contract.

Catalogs are to be submitted with the proposal and may be provided electronically using either a PDF document or web link. Use a spreadsheet or a searchable document containing the pricing information. A physically delivered hard copy of the catalog is NOT acceptable.

3.7 QUALITY

It is expected that you have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the goods or services to members of the cooperative.

3.8 NEW GOODS AND SERVICES

New goods and services may be added to the resulting contract(s) during the term of the contract by written amendment, to the extent that those goods or services are within the scope of this RFP and include, but will not be limited to, new goods or services added to the manufacturer's list offerings, and goods or services which reflect new technology and improved functionality. Service Categories or individual items of a fixed price nature are subject to review and approval of the NCTCOG before addition to the contract. Individual items added to catalog awards do not require prior approval of the NCTCOG.

3.9 ALL OR NOTHING AWARD

"All or nothing" proposals are not acceptable and will be rejected. You must be willing to accept a partial award for any combination of the Categories proposed at the discretion of the NCTCOG.

The NCTCOG may award contracts to multiple Offerors supplying comparable goods or services, also known as a multiple award schedule, or award the contract to a single vendor. The NCTCOG's decision to make multiple awards or a single award will be based upon its sole discretion regarding the type of award that provides best value.

3.10 EXHIBIT 5 – CATEGORY DISCOUNTS OFFERED

When preparing your pricing offer, using Exhibit 5 Worksheet, you should furnish the offer as a discount off list price for each Category proposed and state "No Bid" for any Categories or sub-Categories you will not offer. NCTCOG will consider Categories individually and may make awards on each Category independently. NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered.

NOTE: The final negotiated discount will be incorporated into the Master Services Agreement with the awarded vendor(s). The discount information provided in your proposal will be public information and will not be accepted marked as proprietary or confidential. Price lists are NOT accepted marked as proprietary or confidential.

3.10.1 Catalog Discount Pricing

The pricing that is to be proposed for your catalog should be a **percentage discount** off of your list price. Responding Offerors are requested to submit a proposal that will contain specific goods or services that would qualify under the Categories listed. A minimum percentage discount is to be stated for each Category. This is commonly referred to as "discount pricing".

You must clarify which categories your discount offer applies to by completing EXHIBIT 5 – WORKSHEET.

The catalog offering a percentage discount should identify which Category of goods or services are

NOTE: All proposals are subject to the Texas Public Information Act.

covered by the catalog and the corresponding minimum percentage discounts that apply. The discounts may be broken down by category and quantity, as well as by subcategory or tier (to the extent of the proposer's choosing). The Proposer may be creative in the percentage tier discounts to the extent deemed appropriate.

A link to the schedule of list pricing for all catalog items must be provided with the initial contract during execution, and whenever the list pricing is updated. By providing the current list pricing, a potential Customer can determine the maximum cost for each item by multiplying the contractually awarded minimum percentage discount times the current published list price. The current published list price will be posted on the awarded Contractor's landing page on the TXShare website.

Changes to a percentage discount catalog that adds, modifies, or deletes items during the term of the contract are allowed at any time and without prior approval by NCTCOG. However, the minimum percentage discount list price is fixed and may only change through execution of a contract amendment. The awarded Contractor however does have the option to allow a greater percentage discount when negotiating a purchase with the Customer.

A discount percentage off list is considered to be a minimum discount, so the awarded Contractor is free to offer greater percentage discounts to a Customer as part of a purchase negotiation. A zero discount off list price proposal is acceptable but may put the Contractor at a disadvantage when the Customer is comparing prices among competing Contractors. The Contractor may lower the unit price or increase the minimum discount percentage to be more competitive in a particular situation.

It is recommended that when offering a wide variety of goods and services you propose a catalog percentage discount for all items in that Category (except any specific items specifically stated as excluded). Discount pricing also negates the need to submit a request to amend unit prices every time there is a price increase for the good or service, as the contract will be awarded for the percentage discount and not for a specific unit price. Explain any special tiered pricing structure or if you offer volume discounts.

Any goods or services that are not specifically listed in the awarded Category catalog is ineligible to be sold under the contract except under Category "Optional Ancillary Goods and Services". These "goods or services not specifically listed" items, which are priced at a discount off list price, may be only sold in companion with other goods and services specifically stated in the catalog under one of the other Categories. Goods or services that are listed under any Category, including Optional Ancillary Goods and Services, may be sold as stand-alone items.

NOTE: ON EXHIBIT 1, YOU MUST INCLUDE EITHER A PDF COPY OF THE CATALOG OF PRODUCTS YOU ARE OFFERING OR A WEBLINK TO THE CATALOG ON A WEBSITE.

Note: As previously stated, percentage discounts from list price are allowed but a markup percentage from cost is not, as this method is not allowable for purchases made via Federal grant money. Prices stated as a markup from cost are a cause for the disqualification of those portions of your proposal.

Note: You may stipulate different discounts on different goods or types of service (subcategories) within each Category, provided you clearly indicate how the different discounts apply to which goods or service subcategories.

3.10.2 General Proposal Information

You have the option (but are not required) to propose ancillary optional goods or services. Examples are similar product lines, inside delivery, set up, installation, maintenance agreements, travel costs, and other similar goods and services that are not specifically covered by any of the other Exhibit 1 Categories listed in the RFP. Please provide adequate information explaining what the ancillary good or service consists of.

Any good and or service that your business sells and reasonably meets one of the category

NOTE: All proposals are subject to the Texas Public Information Act.

descriptions of this RFP, may be proposed. However, they all require pricing by a discount from list in the proposal. The list pricing may be by a schedule attached to your proposal or by a weblink to your business catalog. The pricing information, including link, are to be attached to the Price Sheet included in this RFP. NCTCOG does reserve the right to restrict any category or product line from being offered within an awarded Category if NCTCOG has a current active contract for the product already in existence.

NOTE: Only goods or services categories that have pricing submitted in the proposal (percentage discount off of list) are eligible for purchase through a contract award. You may propose pricing in a manner that works best for you to prepare your customized quotes to customers, but the pricing must be stated in such a manner that must be capable of audit by the customer.

For example, if you propose a discount off list, then your current list price card for the items proposed must be made available so that the customer can calculate the contract price. Such would mean if you were proposing “10% discount off list price of tables”, then you must provide with your proposal the current list price for tables offered under the contract.

- 3.10.3 Exhibit 1 - Categories Offered – All bidders must complete this form to indicate which categories they are offering in their proposal. Check the appropriate box. If you are offering an “Other Ancillary Good or Service”, you must list those goods and services under this Category on Exhibit 5 in order for the goods or services to be considered for award. Failure by the responding vendor to submit the clarifications by the deadline requested may result in disqualification of the proposal.

- 3.10.4 Exhibit 2 – Price List

FOR EVALUATION PURPOSES ONLY: Respondents shall submit a copy of, or a link to, their current published price list. The price list will not be incorporated into any agreement with the Respondent.

- 3.10.5 Exhibit 4 – Sample Market Basket

A vendor submitting a proposal in response to this RFP may be requested to complete a **Sample Market Basket Pricing Form - Exhibit 4** for this RFP package. The request will be made to provide supplemental information to the initial proposal that the vendor submitted. If used, the Exhibit 4 will be requested from the responding vendors during the evaluation phase.

- 3.10.6 Escalation/De-escalation.

The discount percentage proposed by the Offeror shall be of a fixed nature for the first six (6) months of the contract. Escalation requests may be made no more than every ninety (90) days and are subject to mutual written amendment to the contract between NCTCOG and the contractor. It is the responsibility of the contractor to petition NCTCOG changes to the discount structure. The awarded contractor must provide upon request such supporting documentation as TXShare may require, that justifies the requested escalation.

Request for increases must be submitted in writing for consideration. Should the change be granted and the NCTCOG accepts, a written amendment will be executed.

A discount percentage increase may be made at any time and without written agreement. Further, the awarded vendor may negotiate more favorable discount or list pricing terms with the individual customer based on quantity or other conditions of purchase without seeking approval from NCTCOG. A decrease to the discount percentage in a contract must be approved via mutual execution of an amendment to the contract. In the event of discount increases, an executed amendment is not required.

- 3.10.7 Sales Tax & Freight.

NOTE: All proposals are subject to the Texas Public Information Act.

Do not include sales tax in proposal pricing. Nearly all Customers will be tax exempt. Freight/shipping cost should be addressed in your pricing. There is full flexibility on the vendor's behalf as to whether these costs are included in the price, or an additional charge to be determined at the time of the negotiation between the Contractor and Customer. However, this must be stated up front at the time of the submission of the proposal. Failure to state the method in the proposal will result in a default assumption of "additional charge" for freight/shipping costs when evaluating the proposal.

3.10.8 Orders for Work

The Customer and Contractor shall mutually establish understanding for what constitutes approval of a quote, the binding order for work, and any purchase order or other documentation that may be required before any work can proceed on any project.

3.10.9 Outcome

The desired outcome of this RFP is for NCTCOG to enter into a Master Services Agreement ("MSA") with one or more Contractors to supply municipalities, counties, utility districts, school districts and other governmental agencies ("Customer", "Government Entity") with assistance to obtain the described goods or services from fully licensed vendors authorized to do business in the locations selected on Exhibit 3.

A copy of the TXShare MSA is included for reference.

The NCTCOG intends to award Contracts through its TXShare purchasing cooperative to multiple Contractors. Members of TXShare ("Customer" or "Member") will have the option to utilize these contracts to fulfill their needs. The contract award does not guarantee any specific number of sales to any firm awarded under this contract. The goods or services will be ordered on an as-needed basis by TXShare members at their sole discretion. There are no scheduled orders at this time, but there is the expectation that needs will arise among the members of the TXShare cooperative. Vendors awarded contracts will be uniquely positioned to market their goods to these potential Customers. Each Customer will negotiate their own order terms on an as needed basis.

SECTION 4: TXSHARE COOPERATIVE PURCHASING PROGRAM

4.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

4.0.1 How Does a Cooperative Purchasing Program Work?

A government cooperative purchasing program, such as TXShare, is a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more government agencies to obtain a more economical purchase.

Government entities (cities, counties, water districts, school districts, etc.) sign up as members to use cooperative purchasing programs through a cooperative purchasing agreement. Additionally, non-profit organizations are allowed to sign up as members.

4.0.2 How Does a Government Entity Benefit?

Cooperatives help government agencies find the right goods and services that best fits their need and expedite purchases without requiring additional solicitations (RFP or IFB) to comply with laws and regulations.

TXShare uses the NCTCOG as the lead public entity to publicly solicit and award contracts through a Request for Proposal (“RFP”) process. TXShare members are eligible to access these contracts by signing an intergovernmental agreement with the NCTCOG, thereby eliminating the need to complete their own RFP process.

Membership in the TXShare cooperative purchasing program provides the agencies with access to contracts for goods and services at pre-negotiated rates or prices. Typically, the entity member then purchases the goods or services by negotiating with the cooperative’s awarded vendors and places purchase orders, or enters into sub-agreements, based on the rates or prices listed in the cooperative purchasing program’s contracts.

4.0.3 How Does A Vendor Benefit?

A Request for Proposal (RFP) such as this one is a document that competitively solicits bids from potential vendors for goods or services. The lead public entity (NCTCOG) is an independent government entity that carries out the advertising and bid procedures required by state law.

All of TXShare’s contracts are competitively bid and publicly awarded through this process. NCTCOG prepares the RFP incorporating the required cooperative purchasing language that allows its entity members across the nation to utilize the awarded contract(s).

Vendors respond to the RFP by submitting their proposals. NCTCOG evaluates the responses and awards a Master Services Agreement for the TXShare cooperative, thus establishing the availability for nationwide use of the resulting contracts.

Vendors who successfully compete in the RFP process and are awarded a contract may market to any public entity or non-profit and can then forgo the RFP process for an individual entity.

When marketing to a customer, the awarded vendor can provide a quote to the customer for its unique needs based on the pricing, terms and conditions of its contracts. For a vendor, being awarded a cooperative contract can help shorten the sales cycles considerably. This is especially beneficial for smaller firms, like startups, that may not otherwise be able to access the government market.

4.0.4 Mutual Benefits

Performing a competitive bidding process typically takes in excess of 90 days to create the RFP solicitation, collect and evaluate proposals, then negotiate and award the contract. Reducing the amount of time that purchasing staff spend managing new solicitations and generating new contracts, especially for goods or services that don’t require too much customization, saves months of administrative time and effort.

NOTE: All proposals are subject to the Texas Public Information Act.

Reducing the need to respond to every bid process and market directly to the customer saves time and money as well as is an “ace in the hole” for a vendor when closing the sale on its goods or services covered by a cooperative contract. Smaller government customers can achieve price-saving advantages from purchasing off a cooperative program with greater purchasing power. Contractors awarded a TXShare contract should always mention to prospective Customers that they hold a TXShare contract.

Note: There is no obligation on the part of any Customer to purchase goods or services through the awarded contracts nor is there any guarantee, implied or otherwise, that the awarded contractor(s) will make any sales based on this solicitation.

4.1 NCTCOG OVERVIEW

The NCTCOG is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. NCTCOG serves a 16-entity metropolitan region surrounding the cities of Dallas and Fort Worth.

NCTCOG's governing structure is as follows: each member government appoints a voting representative from their governing body. These voting representatives form the General Assembly, which annually elects a 17-member Executive Board. The Board also includes one ex-officio non-voting member of the legislature. The Executive Board is supported by policy development, technical advisory, and study committees, as well as professional staff.

4.2 TXSHARE OVERVIEW

The TXShare Purchasing Cooperative is a program of the NCTCOG. Currently the TXShare Purchasing Cooperative has over 300 members from across the USA, including counties, cities, school districts, and special districts.

4.3 TXSHARE PROGRAM EXPLANATION

NCTCOG intends to make the contract awarded from this solicitation available to other public entities through TXShare. By promoting their TXShare contract(s) to public entities, contractors reduce the need to repeatedly respond to public customer bids or requests for proposals. The contractor then realizes substantial efficiencies that will increase sales opportunities. Contractors agree to pay an administrative fee to TXShare calculated as a percentage of sales processed through the TXShare contracts awarded and held by the contractor. This administrative fee is not an added cost to be invoiced by the contractor to TXShare participants. This administrative fee covers the costs of contract marketing and facilitation incurred by TXShare.

Under the TXShare program, any public customer or non-profit can use the TXShare contract and its selected contractor(s) to make purchases necessary to pursue their own needs. Offerors awarded a contract under the TXShare program may offer their goods or services nationwide if they desire to do so. The TXShare contract offers a unique advertising advantage to a contractor to promote its goods or services, as the contract satisfies most public entities' procurement requirements.

4.4 CONTRACT MANAGEMENT AND REPORTING

The contractor will be required to track and report to NCTCOG its TXShare sales activities relating to the master contract. The contractor will be required to provide management reports on a quarterly basis. Examples of management report data include, but are not limited to public customer's name; pricing option chosen; total fee charged. NCTCOG and contractor will agree to form and content of reports after award of contract.

4.5 ADMINISTRATIVE FEE

TXShare will collect an administrative fee, in the form of a percentage of sales, that will apply to all sales between the contractor and public entities using the cooperative program awarded contract. NCTCOG is included as a public entity customer as it may also make purchases through the contract. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The administration fee for this program will be 2.5% of sales. This fee shall be calculated into your rate card and shall not be invoiced separately to the Customer.

NOTE: All proposals are subject to the Texas Public Information Act.

4.6 INTERLOCAL AGREEMENT

Governmental entities are extended the opportunity to purchase from contracts awarded by the NCTCOG TXShare purchasing cooperative by virtue of an interlocal agreement between the entity and NCTCOG. However, all parties understand, and all parties hereby expressly agree, that the NCTCOG is not an agent of, partner to or representative of those government entities and that NCTCOG is not obligated or liable for any action or debts that arise out of the government customer's purchase.

4.7 STANDARD TERMS AND CONDITIONS

The NCTCOG Procurement Standard Terms and Conditions can be found at www.nctcog.org in the "Open Solicitations" tab, or by clicking [here](#). Proposers shall certify its compliance with these requirements as part of their proposal response by completing the certifications included with the RFP document "Attachments" section. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

4.8 RESPONDENT ELIGIBILITY

Firms that are legally required to register with the Texas Secretary of State must provide their current filing number on the Cover Page (page 2) of this document and include the Cover Page with their proposal.

SECTION 5: GENERAL INFORMATION

5.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified Offeror(s) based upon the qualifications of the Offeror and the categories of goods or services they are able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these goods or services and may decide, after reviewing the proposals submitted, to reject all proposals and not to enter into any agreement.

5.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested vendors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a submission's content or to exclude any relevant or essential data there from. You are at liberty and are encouraged to expand upon the specifications to give additional evidence of your ability to provide the goods or services requested in this solicitation.

5.2 ADDENDA

Addenda to this solicitation will be made available to vendors on the Bidnet Direct website. It is the vendor's responsibility to check for any addenda that may be issued. You shall acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP and submit with their proposal.

5.3 PRE-PROPOSAL CONFERENCE

There is no pre-proposal conference scheduled. However, you are strongly encouraged to ask any questions you may have by submitting them through the Bidnet platform.

5.4 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

Vendors will have the ability to submit questions in writing via the Bidnet platform until the proposal deadline. However, it is important to note that questions received less than seven (7) days prior to the proposal due date may not be answered in a timely manner. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors on Bidnet. Proposers are responsible for reviewing the Bidnet Direct website for any addenda or updates related to this RFP prior to the closing date.

5.5 PROPOSAL SUBMISSION

In order to respond to this RFP, as well as receive notifications, updates, addenda, and other information regarding this solicitation, NCTCOG requires that Respondents be registered with Bidnet Direct.

Registration with Bidnet Direct allows vendors to view all of the NCTCOG's active procurement solicitations. The landing page for this project is found [here](#). For your review, below are links that direct vendors to Bidnet Direct's training videos to help you navigate BidNet Direct.

[How to use Bidnet Direct](#)

[Searching- Responding to Bids](#)

[Managing your Account](#)

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be finished uploading to the Bidnet Direct portal no later than 2:00 P.M. (Central Time) on **May 13, 2026**. Proposals that have not completed uploading will be rejected by the Bidnet system.

It is the responsibility of the respondent(s) to ensure that the proposals are received in the Bidnet Direct portal by the designated due date and time. NCTCOG assumes no responsibility for delays caused by connectivity, website access, or any other access limitations. Late proposals will not be accepted by Bidnet Direct nor by NCTCOG

NOTE: All proposals are subject to the Texas Public Information Act.

through any other means of delivery and will not be opened nor considered in the evaluation of the proposal.

Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Submission Support and Guidance

For assistance with the submission process, please refer to this helpful video link:

[Lesson 3 – Creating and Submitting a Bid](#)

Vendors are strongly encouraged to submit their proposals as early as possible and (at least 12 to 24 hours prior to the deadline) and not wait until the due date to attempt an upload to allow sufficient time to address any technical issues that you may have arise with the Bidnet Direct platform.

For Bidnet Direct vendor support, please contact:

- Phone Support: (800) 835-4603 Option 2
- Email Support: support@bidnet.com

Proposals received will be publicly opened after the response submission deadline on Bidnet Direct. Only the names of the vendor submitting the proposal will be read aloud. No other information will be disclosed at that time.

Proposal information is restricted and not publicly available until after the award of a contract. All documents associated with the proposal submitted, unless the respondent indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Public Information Act. All information obtained in the course of this solicitation will become property of NCTCOG.

NOTE: Any confidential/proprietary information must be provided on a separate page(s) and clearly labeled as “confidential/proprietary”. All proposals are subject to the Texas Public Information Act and there is no guarantee that confidential information may be kept as such if ordered to be made available through an open records request.

5.6 PUBLIC OPENING

The public opening for this RFP will be conducted beginning approximately 2:05 PM CT on the date proposal submissions are due. The opening meeting will be held virtually via Microsoft Teams and will be recorded. Please note that a large volume of proposals may result in a lengthy opening process.

Here is the Teams access information:

Join: <https://teams.microsoft.com/meet/287104686774061?p=5MoBvNRBsMqmiu4XD7>

Meeting ID: 287 104 686 774 061

Passcode: or9UP93Y

Dial in by phone

[+1 903-508-4574](tel:+19035084574)

Phone conference ID: 846 232 772#

Only the names of the Offerors submitting a proposal will be read aloud. No other information will be disclosed at the time of opening.

Any part of the proposal that you desire to declare as confidential information must be noted as such where the information is found in the proposal. Claims of confidentiality are subject to the opinion of the Texas Office of the Attorney General, should NCTCOG receive an open records request.

NOTE: All proposals are subject to the Texas Public Information Act.

SECTION 6: EVALUATION AND AWARD

6.0 TIME FOR EVALUATION

Unless stated otherwise elsewhere in this Request for Proposals, all proposals of qualification submitted shall remain valid for a minimum of 90 (ninety) calendar days after the due date to allow adequate time for evaluation and award.

6.1 EVALUATION PROCESS

All submissions in response to this solicitation will be evaluated in a manner consistent with the NCTCOG and all applicable rules and policies.

A proposal review committee will be assembled to perform the evaluations. Once proposals have been submitted, the NCTCOG will conduct discussions with the offeror or offerors whom the NCTCOG determines to be reasonably qualified for the award of the contract. Non-responsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent. NCTCOG reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

A proposal review committee will be assembled to perform the evaluations. In the initial phase of the evaluation process, the evaluation committee will review all proposals that have been received before the solicitation due date.

The NCTCOG reserves the right to reject any and all submittals and to waive any informality in submittals received, deemed to be in the best interest of the NCTCOG.

6.2 BAFO AND CLARIFICATION REQUESTS

Once proposals have been submitted, the NCTCOG evaluates the proposals and determines which of those are determined to be reasonably qualified for award. Those so determined will be reviewed and scored. Clarification requests may be requested of firms where clarifying information is necessary to better understand the meaning of any part of a bid submission. Best and final offers ("BAFO") for those reasonably qualified may be obtained by allowing the submission of a BAFO before the final decision is made to award a contract.

NCTCOG reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

6.3 ORAL PRESENTATIONS

NCTCOG reserves the right to require a presentation by the firm to supplement their written submission. These presentations will be scheduled, if required, after Proposals are received and prior to the award of the Contract.

6.4 AWARD OF THE CONTRACT

Upon completion of the evaluation process, NCTCOG may award the contracts to one or more respondent(s) whose submission is determined to be advantageous to NCTCOG's TXShare members.

6.5 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate submissions are as follows:

Weighted Scoring Criteria		Weighted Maximum Percentage Points
<i>Project-Related Experience and Qualifications</i>	Points will be awarded based on the <u>clear inclusion and quality</u> of response regarding the required information regarding <i>Project-Related Experience and Qualifications</i> , as outlined in greater detail in Section 3 .	30%
<i>Technical Proposal</i>	Points will be awarded based on the <u>clear inclusion and quality</u> of response regarding the required details of the <i>Technical Proposal</i> , as outlined in greater detail in Section 3 .	50%
<i>Proposal Pricing</i>	Points will be awarded based on pricing discounts proposed, as outlined in greater detail in Section 3 .	20%
<i>TOTAL POSSIBLE PERCENTAGE POINTS</i>		<i>100%</i>

NOTE: All proposals are subject to the Texas Public Information Act.

SECTION 7: HOW TO SUBMIT YOUR PROPOSAL

7.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written narrative response regarding your firm's ability to meet the requirements outlined in the Specifications (Section 3). In addition to answering the questions in Sections 3.1 & 3.2, you may include any additional pertinent information on how your proposed solution is beneficial to potential Customers and provide any pertinent additional functionality and/or services not outlined in the Section 3 that you wish to offer. Keep in mind that your narrative response is 80% of your score.

Respondents shall submit their proposal in two (2) separate electronic files, as described below.

Envelope 1 (Non-Pricing Proposal) shall be submitted as one single, consolidated file and shall include all required narrative responses, exhibits, and attachments, excluding all pricing information.

Envelope 2 (Pricing Proposal) shall be submitted as a separate file and shall include pricing information only.

Failure to submit the required information in the format specified below, or inclusion of pricing information in Envelope 1, may result in the proposal being deemed non-responsive.

Required Response Information

Each section of information should be *clearly defined* using the following section or heading titles:

7.0.1 **ENVELOPE 1 – Consolidated Non-Pricing Proposal**

Respondents shall submit **one (1) consolidated electronic file** containing all required non-pricing materials. The file shall be clearly organized using the following tab or section headings within the same document:

Tab A – Cover Sheet & Scope of Work

The initial submission pages of the consolidated proposal shall include:

- **Cover Sheet** (page 2 of this solicitation document), including vendor information and addenda acknowledgement.
- **Scope of Work**, not to exceed three (3) pages, describing the respondent's understanding of the work and proposed deliverables. This statement will serve as the Scope of Work in the Agreement if selected for award.

Tab B – Project-Related Experience and Qualifications

Provide written responses demonstrating the firm's ability to meet the requirements in Section 3.2 of the Specifications. Responses shall be numbered to correspond with each requirement.

Include:

- Statements of qualifications or resumes for key personnel
- At least four (4) recent customer references (preferably public sector)
- Identification of subcontractors or third-party services, if applicable, including an organizational or reporting structure chart

Tab C – Technical Proposal

Provide detailed responses to all requirements listed in Section 3.1 of the Specifications. This section constitutes the majority of the proposal and will be significantly weighted in the evaluation.

NOTE: All proposals are subject to the Texas Public Information Act.

Tab D – Exhibits

- **Exhibit 1** – Categories & Catalog (PDF or web link)
- **Exhibit 3** – Service Designation Areas

Tab E – Attestations (Required Attachments)

Submit signed copies of all required Attestations and Attachments. If an Attachment is not applicable, it shall be marked “Not Applicable,” signed, and included.

Tab F – Acknowledgement of Review of MSA

Submit the signed acknowledgement cover page (only) of the TXShare MSA.

NOTE: Envelope 1 shall **not contain any pricing, rates, discounts, or price lists**. Inclusion of pricing information in Envelope 1 may result in disqualification.

7.0.2 ENVELOPE 2 – Pricing Proposal

Respondents shall submit pricing information as a **separate electronic file**, clearly labeled as **Envelope 2 – Pricing Proposal**, and shall include only the following:

- **Current Price List** (copy or web link)
- **Exhibit 5 – Discount Worksheet (completed)**

EXHIBIT 1

CATEGORIES & CATALOG LINK

- **CATEGORY OFFERING:**

Please place a checkmark next to each Category that you are offering in your proposal:

_____ **Category #1: Copy/Print Services**

_____ **Category #2: Promotional Products**

_____ **Category #3: Graphic Design Services**

_____ **Category #4: Other Ancillary Goods or Services**

- **CATALOG LINK:**

For the items you are proposing in each category, please provide your current catalog (either a PDF copy or a web link).

Please place a checkmark next to the appropriate selection:

_____ **Printed PDF of Catalog Attached to This Exhibit 1.**

_____ **Use This Web Link to Catalog:** _____

NOTE: All proposals are subject to the Texas Public Information Act.

**EXHIBIT 2
PRICE LIST**

- **CURRENT PUBLISHED PRICE LIST FOR ITEMS OFFERED**

Upload this completed **EXHIBIT 2 PRICE LIST** page onto Envelope 2.

For each of the bid items you wish to offer, please provide the current published list price. Please attach this information to your proposal in printed copy or via a weblink. Please match the Category item number from the Bid Price Worksheet to the matching item on your current published price list.

Check One:

☐ Printed Copy of Price List Attached to This Exhibit 2.

☐ Use This Web Link to Price List: _____

NOTE: The current price list included in EXHIBIT 2 will NOT be a part of your contractual obligation and may be modified at your discretion during the term of any contract that is awarded to you. Only the Proposed Contractual Discounts on Pricing for Categories Offered entered on the EXHIBIT 5 – WORKSHEET will be contractually obligated.

You are however requested to provide us with the newest version of the current price list whenever it is updated.

EXHIBIT 3: SERVICE DESIGNATION AREAS

Texas Service Area Designation or Identification			
Proposing Firm Name:			
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands-Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

NOTE: All proposals are subject to the Texas Public Information Act.

Nationwide Service Area Designation or Identification Form			
Proposing Firm Name:			
Notes:	Indicate in the appropriate box whether you are proposing to provide service to all fifty (50) states.		
	Will service all fifty (50) states	Will not service fifty (50) states	
	If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states. If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.		
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		

NOTE: All proposals are subject to the Texas Public Information Act.

21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3

NOTE: All proposals are subject to the Texas Public Information Act.

EXHIBIT 5 DISCOUNTS

- **PROPOSED CONTRACTUAL DISCOUNTS ON PRICING FOR CATEGORIES OFFERED**

For each of the categories you selected, provide your proposed **discount** off your list price on the attached ***Exhibit 5 - Discount Worksheet***. You may offer tiers of discounts based on the different bid items or the sale quantity.

EXHIBIT 5 - WORKSHEET

PROPOSED DISCOUNT FOR RFP #2026-043

Category #1: Copy/Print Services

Item	Description	% Discount Off Your Current List Price
------	-------------	--

Can you provide this product? (Y/N) _____

****Provide a link to your catalog product offering:** _____

Describe Your Category Offerings & Discount Below:

A		_____ %
---	--	---------

If your discount varies by subcategory, list those subcategories Below*:

B		_____ %
C		_____ %
D		_____ %
E		_____ %

*You may add additional pages if you are proposing additional subcategories.

** If you cannot provide a catalog link for the items you are proposing in each category, please include a copy of your printed catalog with this worksheet.

Category #2: Promotional Products

Item	Description	% Discount Off Your Current List Price
------	-------------	--

Can you provide this product? (Y/N) _____

****Provide a link to your catalog product offering:** _____

Describe Your Category Offerings & Discount Below:

A		_____ %
---	--	---------

If your discount varies by subcategory, list those subcategories Below*:

B		_____ %
C		_____ %
D		_____ %

*You may add additional pages if you are proposing additional subcategories.

****** If you cannot provide a catalog link for the items you are proposing in each category, please include a copy of your printed catalog with this worksheet.

Category #3: Graphic Design Services

Item	Description	% Discount Off Your Current List Price
------	-------------	--

Can you provide this product? (Y/N) _____

****Provide a link to your catalog product offering:** _____

Describe Your Category Offerings & Discount Below:

A		_____ %
---	--	---------

If your discount varies by subcategory, list those subcategories Below*:

B		_____ %
C		_____ %
D		_____ %
E		_____ %

*You may add additional pages if you are proposing additional subcategories.

****** If you cannot provide a catalog link for the items you are proposing in each category, please include a copy of your printed catalog with this worksheet.

Category #4: Other Ancillary Goods or Services

Item	Description	% Discount Off Your Current List Price
------	-------------	--

****Provide a link to your catalog product offering:** _____

Describe Your Category Offerings & Discount Below:

A		_____ %
---	--	---------

If your discount varies by subcategory, list those subcategories Below*:

B		_____ %
C		_____ %
D		_____ %

*You may add additional pages if you are proposing additional subcategories.

**** If you cannot provide a catalog link for the items you are proposing in each category, please include a copy of your printed catalog with this worksheet.**