

*RSS*

Richmond

Supply  
Schedule



Office Of Procurement Services



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*November 2, 2006*

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# Background

- The Richmond Supply Schedule Program is the city's multiple-award schedule program for the purchase of thousands of commercial items
- The Richmond Supply Schedule is based on GSA's Federal Supply Schedule

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# Background

(continued)

- Richmond is following the example of many other states/municipalities that have already implemented supply schedule type of programs
- The Department of Procurement Services is responsible for the implementation and overall management of RSS

# What is a Supply Schedule?

- Mirrors commercial buying practices
- Open to all “responsible” offerors
- Dept. of Procurement enters into a series of contracts to provide supplies and services at stated prices for given periods of time
- Orders are placed directly with the contractor  
~~ deliveries made directly to the customer

# What you Need to Know!

- Use of the Schedule by all City agencies will be mandatory after a short transition period
- Existing contracts for essentially the same goods and services that were awarded outside the RSS will not be renewed

## Benefits to the City

- Simplifies the acquisition of recurring needs
- Reduced inventories due to just-in-time deliveries
- Quality supplies & services
- Convenient
- Best customer prices
- Shorter lead times

# Benefits to the City

(continued)

- Lower administrative costs
- Standard terms and conditions
- Ease of buying
- Provides both variety and flexibility to meet agency requirements
- Maximizes competition thereby reducing overall cost
- Achieves economies of scale

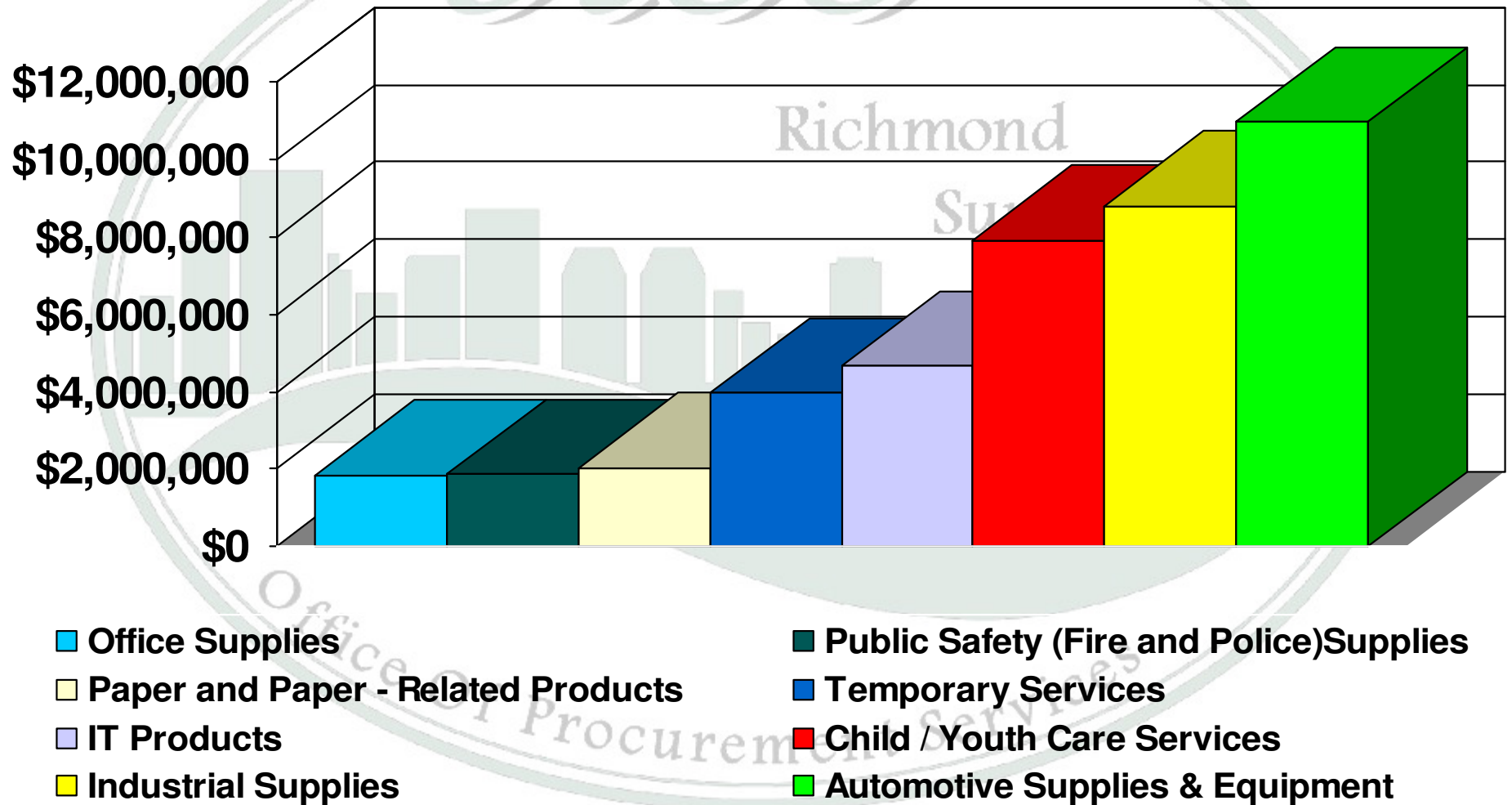
## Benefits to Vendors

- Convenient -- No need to market to different agencies and different purchasers
- Potential 5 year contract agreement
- Cooperative procurement which allows other public bodies to purchase under resulting contract
- No need to prepare more than one proposal
- Less contractual confusion -- standard terms and conditions

# Commodities/Services to be Included in Richmond Supply Schedule

- ❑ Office Supplies
- ❑ Public Safety (Fire & Police) Supplies
- ❑ Paper and Paper Related Products
- ❑ Temporary Services
- ❑ Information Technology Products
- ❑ Child / Youth Care Services
- ❑ Industrial Supplies
- ❑ Automotive Supplies & Equipment

# Budgeted \$'s (by Commodity Group)



# Schedule

## Phase I

- ❑ Office Supplies
- ❑ Industrial Supplies
- ❑ Paper and Paper Related Products

Planned RFP release November 2006

Contracts awarded February 2007

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# Schedule

(continued)

## Phase II

- ❑ Information Technology Products
- ❑ Automotive Supplies & Equipment
- ❑ Planned RFP release January 2007
- ❑ Planned Contract awards April 2007

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# Schedule

(continued)

## Phase III

- Public Safety (Fire & Police) Supplies
- Temporary Services
- Planned RFP release March 2007
- Contracts awarded June 2007

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# Schedule

(continued)

## Phase IV

- Youth & Child Care Services
- Planned RFP Release May 2007
- Contracts Awarded August 2007



# Richmond Supply Schedule

- Questions and Answers

