



## Attachment 08 COST PROPOSAL

### I. Overview

Offeror must complete all required elements of this Cost Proposal for each category they are responding to. The format and structure of the Cost Proposal is intended to allow for a fair evaluation of like costs among Offerors. Deviation from the format or structure of this Cost Proposal may result in Offeror's proposal being deemed non-responsive. Offerors must respond to 80% of the items in each category to be considered for that category. Offerors failing to respond to 80% of the items will be deemed non-responsive.

Offeror is wholly responsible for ensuring figures and calculations submitted in Offeror's completed Cost Proposal are accurate, even if formulas have been provided by the Lead State as a courtesy.

Inclusion of cost or pricing information in any document other than this Cost Proposal may result in Offeror's proposal being deemed non-responsive.

### II. Proposed Costs

Offeror's Net Price must be inclusive of all fees and charges, including but not limited to fees or charges for shipping, delivery, credit card payments, and personnel. All costs proposed by Offeror must also be inclusive of the NASPO ValuePoint administrative fee.

The evaluation process described in Attachment 03 will be followed for each category.

The Offeror must complete this document, Attachment 08, and 08.1 Price Worksheet. The Offeror must submit all required pricing information for each line item provided in the price worksheet, please see worksheet instructions.

**Discount Percent Off List shall be the same discount % across the board for every item in the category.**

The items on the price worksheet are a representative sample of MRO items most purchased by public entities that have utilized the current NASPO ValuePoint contracts.

Offeror Shall submit pricing for at least 80% of the items on the price worksheet, per category, or the proposal may be deemed non-responsive. For the purpose of calculating 80%, the Lead State will accept slight deviations from the product on the price worksheet but reserves the right not to apply it to the market basket calculation.

### III. Independent Review

In addition to the Cost Proposal evaluation described in this RFP, Cost Proposals may also be subject to an independent review for reasonableness and best value by the



Lead State. This includes a validation of list price proposed vs the list price on the Offeror's eCommerce Market. Costs determined not to be reasonable or best-value by the Lead State, including any cost to which Offeror's proposed markup or discount is to be applied, may result in all or part of Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

#### IV. Percentage Off List Per Category

In the table below, Offerors shall provide their minimum percentage off List Price of Offeror's eCommerce Market. Offerors are not required to complete the percentage discount in the categories they are not proposing. The proposed discount percentage must not exceed one digit to the right of the decimal point (i.e. 10.4% is acceptable while 10.43% is not).

Offerors receiving a Master Agreement award can give a deeper discount to Participating Entities and Purchasing Entities at any time, which is encouraged. This will be the minimum discount that must be given per category. If there is an ADDITIONAL percentage off EPP, Offerors must designate here, otherwise the percentage off in the category shall apply.

Category	Minimum Discount	Additional EPP Discount (if applicable)
1. Janitorial Supplies, Equipment, and Sanitation Cleaning Chemicals	27%	
2. Fasteners	27%	
3. Material Handling	24%	
4. Plumbing Equipment	28%	
5. Power Sources	28%	
6. Landscaping and Outdoor Supplies and Equipment	27%	
7. Lamps, Lighting, Ballasts, and Equipment	35%	
8. Heating, Ventilation, Air Conditioning (HVAC)	26%	
9. Hand Tools	27%	
10. Power Tools	27%	
11. Electrical Supplies and Equipment	35%	
12. Paint and Related Supplies	23%	
13. Security	28%	
14. Safety	28%	
15. Other	5%	

**Request for Proposals for  
Facilities MRO and Industrial Supplies**



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**Value Add Services:**

To correspond with Offerors response to Attachment 07, III, F H.

Category	Rate	Unit (each, per hour, per project, etc.)
Complete as applicable		
Example: Product Installation	\$140	Per hour