

REQUEST FOR INFORMATION

Office Supplies (2027-2032)

The State of Oregon (“Lead State”) and NASPO ValuePoint are seeking detailed information from vendors regarding the office supplies industry. Following the review of the industry information submitted in response to this Request for Information (“RFI”), a formal Request for Proposals (“RFP”) may be initiated. This RFI is for informational purposes only and no award will be made from the responses received.

NASPO ValuePoint has an active portfolio of Master Agreements (“Contracts”) for office supplies, through the State of Oregon as the Lead State (supported by a multi-state Sourcing Team and subject matter experts), and the current Contracts expire December 31, 2027. The link to the current portfolio is: <https://www.naspovaluepoint.org/portfolio/office-supplies-2022-2027/>.

The Lead State, in collaboration with NASPO ValuePoint, is considering the development of a future RFP for the resolicitation of Office Supplies. The primary purpose of the solicitation would be to select Offerors who can provide Office Supplies for all participating U.S. States and territories. In consideration of the scope of work and portfolio requirements, the Lead State and Sourcing Team seek feedback from the supplier community. We recognize there may be some additional items that can be added to the value of the contract and seek suggestions and recommendations to expand the scope and provide more for our members.

RFI Questions

The Lead State and NASPO ValuePoint

are particularly interested in the following questions as they related to the current Contracts. Please provide answers to the following questions and be sure to define any acronyms used in responses:

1. Are there any industry standards for setting tiered pricing discounts?
2. There are 49 categories within our current contracts (see attached list).
 - a. From an industry perspective, does it make sense to have this many different types of categories? Should the categories be grouped in a different way and, if so, how?
 - b. Are there products in any category description that should be removed? If so, which ones?
 - c. Are there products in any category description that should be added? If so, which ones?
 - d. What additional categories would you recommend being included in a future contract? Why? What industry information do we need to know about the

categories you are recommending be added? How is pricing structured for the products within these new categories?

- e. Pricing for Category 49 – Paper (excluding items contained in category 32) is based on the Resource Information System Inc. (RISI) index and may be adjusted once per calendar quarter upon request. From an industry perspective, is this a sound methodology? Would you recommend another methodology to set paper pricing, and if so, please describe.
3. Are there any additional products or services you would recommend being incorporated into a future solicitation/contract?
4. What other value-added products/services should be considered in alignment with this portfolio?
5. In seeking a resolicitation of the Office Supplies portfolio, what are some of the factors that should be considered when establishing a new scope of work?
6. Are there restrictive requirements that, if mandatory within a Request for Proposal (RFP), would unnecessarily decrease competition?
7. What impact do you expect tariffs and/or fuel surcharges to have on this portfolio, if any?
 - What, if any, is the impact of shipping to Alaska, Hawaii, and the U. S. Territories? Are there additional charges or considerations specifically for Alaska, Hawaii, and/or the U.S. Territories?
 - Does this impact shipping charges to the lower 48 States?
8. Has delivery been impacted due to the workforce working from home rather than from typical office buildings? If so, please describe.
9. Please provide any additional information, comments, or suggestions regarding this industry or our current office supplies portfolio that may help us in the development of a new solicitation and subsequent contact(s).

Response Information:

NOTE: This is an informal RFI. This RFI is issued solely for information and planning purposes, it does not constitute an RFP or a promise to issue an RFP in the future. Responses to this RFI will not be evaluated or result in contract awards but may be used for industry research purposes and to aid in the development of future competitive solicitations. Not responding to this RFI does not preclude participation in any future RFP, if any are issued.

Please do not provide any specific product pricing in your response to this RFI; however, you may provide general pricing information such as a pricing strategy or structure. General pricing information may be helpful but is not required.

After reviewing submissions, a follow-up webinar or meeting may be requested for further discussion of answers received from participating companies.

Please submit your response to the questions to Joel Atkinson at jatkinson@naspovaluepoint.org, no later than EOD on 7/16/2026.

Responders must include in their response:

Company Name	
Company Representative	
Phone Number	
Email	

Category Listing by Number and Description

Category	Category Description
1	Adhesives, Glues, Glue Sticks, Adhesive Removers
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets
3	Archive Boxes, Cardboard Boxes, Storage Containers
4	Award Frames, Displays, Plaques, Certificates
5	Badges, Badge Holders, Lanyards
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
8	Binders, Combs, Rings, Splines
9	Bookcases, Bookshelves
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out" Books, Forms, Calendars, Desk Pads, Refills, Planners
12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags
13	Carts, Hand Trucks
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags and Cases
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)
17	Correction Fluid, Correction Tape, Correction Pens
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)
19	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners, and Other Cleaning Supplies
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies
23	Headsets, Headset Accessories, Headphones
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls
25	Knives, Cutters, Blades, Scrapers
26	Labels, Label Makers, Label Holders

27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips , Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper
28	Markers, Highlighters, Felt Pens
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, Mouse Pads, Keyboard Trays
30	Notebooks, Notepads, Pads of Paper, Sticky Notes
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Shredders, Bookends
32	Paper (Including Copy Paper, Writing Paper, Stationery, etc.)
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes
35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates
37	Staplers, Staples, Staple Removers
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins
41	Toner Cartridges, LaserJet HP Brand Only
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands
44	Remanufactured and Bio-based Toner and Ink Cartridges
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches
46	USB Drives, Flash Memory, Zip Disks
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools
48	Un-Categorized Spend
49	Paper (excluding items contained in Category 32)