

## **SWC# 923 Custom Continuous & Snap-Out Forms (CMRA)** **Contract Information and Usage Instructions**

**Contract Period:** This is a one (1) year statewide contract established with Community Rehabilitation Agencies of Tennessee (CMRA) with a Certification Term beginning on November 01, 2022, through October 31, 2023. CMRA is the central nonprofit agency designated by the advisory committee for purchase from the blind and other severely disabled, created by Title 71, Chapter 4, Part 703, Tennessee Code Annotated. Certification is defined as the formal determination by the Procurement Commission that a given commodity or service is certified by the Procurement Commission Staff as being of satisfactory quality, reasonable in price, and commercially available. Certifications are reviewed annually and expire after three hundred sixty-five (365) days from the effective date. Additional information about CMRA can be found within the following document:



Certification Policies  
& Procedures

**Summary/Background Information:** This is a statewide contract for Custom Continuous & Snap-Out Forms. This includes items such as real estate appraisal cards, bank deposit slips, special event requests, tow requests, etc. and services such as new form design, form redesign/alteration, form proofs, etc. These products will be produced and shipped by the manufacturer, Standard Register.

### **State Contact Information:**

#### **CPO Contract Administrator:**

Adam Mamula  
Category Specialist  
Central Procurement Office  
Tennessee Tower, 3rd Floor  
312 Rosa L. Parks Ave., Nashville, TN 37243  
(615) 741-4194 (Office)  
(615) 741-0684 (Fax)  
[Karen.Conway@tn.gov](mailto:Karen.Conway@tn.gov)

**Vendor Contact Information:**

Company Name: **Community Rehabilitation Agencies of Tennessee (CMRA)**

Edison Contract Number: 76647

Vendor Number: 1050

Vendor Contact Names and Titles: Amanda Dean, Finance Director

Phone Number(s) of Contact(s): (615) 736-6090 ext. 206 (Direct Office)  
(615) 736-6090 (General Office)  
(615) 736-6095 (Fax)

Email Address of Contact(s): [orders@cmraonline.org](mailto:orders@cmraonline.org) (sending orders)  
[adean@cmraonline.org](mailto:adean@cmraonline.org) (inquiries and/or assistance with/or about orders)

Mailing Address of Contact(s): 40 Rutledge Street  
Nashville, Tennessee 37210

Website: [cmraonline.org](http://cmraonline.org)

**Usage Instructions:**

Tiered Pricing and Minimum Order Amounts: There are a total of forty-four (44) items/services available on this contract with three (3) tiers of pricing. Purchasers are encouraged to place bulk orders and are incentivized via reduced pricing dependent on the quantity purchased per order. Orders must meet or exceed the minimum quantities established to qualify for the pricing provided in each tier. Unless otherwise noted, forms are packaged as one thousand per pack (1,000/PH) with the minimum quantities and pricing highlighted in orange in the attached price list below. Pricing breaks for tier two (2) have been highlighted in green while tier three (3) has been highlighted in purple.



Forms -2020.pdf

Proofs: First set of Proofs must be received by the ordering agency within ten (10) working days after receipt of the Purchase Order. Second set of proofs, if necessary due to ordering Agency's error, must be received by the Agency within five (5) working days after receipt from the Agency. If a second set of proofs is necessary due to vendor's error, they must be received by the Ordering Agency within three (3) working days after receipt from the Agency. If further proofs are necessary due to vendor error, the completed job should be delivered within 40-60 calendar days from the date the ordering agency returned the second set of proofs (Exhibit A, Recertification Packet, Item I. "Proofs," pg. 3).

Completed Order: All orders must be delivered within 40-60 calendar days after receipt of the approved proof(s) or purchase order if proof(s) is not required (Exhibit A, Recertification Packet, Item I. a. "Completed Order," pg. 3).

Shipping Terms: Freight is F.O.B. Destination to State and Local ordering agencies and is included in the pricing of the contract items. The term F.O.B. Destination shall mean delivered, unloaded onto the receiving dock of any ordering State Agency, and, when applicable, any ordering Local Government Agency or Authorized corporation within the State of Tennessee, with all charges for transportation and unloading prepaid by the Vendor/Contractor (Exhibit A, Recertification Packet, Item I.b).

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference the Job Aid “Requisitions and Purchase Order Document Types” below:



Requisitions and  
Purchase Order Doc 1

**Billing and Payment Instructions:**

Follow your agency specific rules for billing and payments.