



**STATE OF TENNESSEE  
PROCUREMENT COMMISSION**

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- AGENDA -

**PROCUREMENT COMMISSION MEETING #039**

**THURSDAY, OCTOBER 21, 2021, 2:00 p.m.**

**NASHVILLE ROOM AND WEBEX**

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**BUTCH ELEY**  
Commissioner of Finance & Administration

**JASON MUMPOWER**  
Comptroller of the Treasury

**CHRISTI BRANSCOM, Chairman**  
Commissioner of General Services

**MICHAEL F. PERRY**  
Chief Procurement Officer

**MINUTES OF APRIL 15, 2021  
MEETING**

**MINUTES**  
**PROCUREMENT COMMISSION MEETING #038**  
**THURSDAY, April 15, 2021, 2:00 p.m.**  
**WEBEX**

**Members in Attendance:**

Jason Mumpower, Comptroller of the Treasury; Christi W. Branscom, Commissioner, Department of General Services; Mike Perry, Chief Procurement Office; Butch Eley, Commissioner, Department of Finance and Administration

**Others in Attendance:**

All others attended virtually.

**I. Call to Order:**

Commissioner Branscom called the meeting to order and recognized that a quorum of Procurement Commission ("Commission") members was present.

**II. Minutes from the February 18, 2021 Meeting:**

Commissioner Branscom presented the February 18, 2021, minutes for approval. Comptroller Mumpower stated his office had reviewed minutes and moved adoption of the February 18, 2021, Procurement Commission meeting minutes as presented. Commissioner Eley seconded the motion. All members voted in favor – none oppose, whereupon the minutes were approved.

**III. Consent Agenda Items.**

Commissioner Branscom presented the Consent Agenda items (1) through (3) for approval. Mr. Paul Krivacka, Lead Attorney/Director of Category Management, Central Procurement Office, stated he was available for any questions.

Commissioner Branscom asked if there were any comments or questions on any items on the consent agenda

Seeing no discussion, Comptroller Mumpower made a motion to approve Consent Agenda items (1) through (3). Commissioner Eley seconded the motion. All members voted in favor – none opposed; whereupon Consent Agenda items (1) through (3) were approved.

**IV. New Business:**

Mr. Krivacka presented the following New Business agenda items:

Mr. Krivacka noted that there were (5) New Business items.

Mr. Krivacka proceeded to present agenda item (1):

(1) Contractor Commitment to Diversity contract term

Mr. Krivacka summarized the following points regarding the Contractor Commitment to Diversity contract term proposal:

- This proposed change will assist the State with monitoring spend with diversity businesses, this change makes the Contractor Commitment to Diversity term included as a default, with option to remove without a RER if not applicable.
- This term is currently an optional term and if not included in the Contract then some Contractors are not reporting their diversity spend.
- This proposed change will make it more likely that the Contractor Commitment to Diversity term is included in the contract and therefore assist State Agencies and Go-DBE in more accurately reporting diversity spend dollars.

Seeing no discussion on agenda items (1), Commissioner Ely made a motion to approve the Contractor Commitment to Diversity contract term as presented. The motion was seconded by Comptroller Mumpower. All members voted in favor – none opposed.

Mr. Krivacka proceeded to present agenda item (2):

(2) Statewide Contract Reports contract term

Mr. Krivacka summarized the following points regarding the Statewide Contract Reports proposed contract term:

- This proposed term will add the Statewide Contract Reports as an optional term to the FA template.
- These reports are often requested by the Category Management teams in the CPO on statewide contracts on an ad hoc basis and this will standardize the inclusion of the reports term.

Seeing no discussion on item (2), Comptroller Mumpower made a motion to approve the Statewide Contract Reports contract term as presented. The motion was seconded by Commissioner Eley. All members voted in favor – none opposed.

Mr. Krivacka then proceeded to present agenda items (3):

(3) Contract Approval – Agency Legal Certification

Mr. Krivacka presented the following point regarding the Contract Approval – Agency Legal Certification proposal:

- This proposed change will consolidate the Agency Legal Certification and the Smaller Agency Certification into one document.

- This proposed change will soften the language in the standard Agency Legal Certification while still encouraging agency legal staff involvement and certification that contracts are following CPO Template language (or an approved Rule Exception Request has been obtained).

Seeing no discussion on agenda items (3), Comptroller Mumpower made a motion to Contract Approval – Agency Legal Certification as presented. The motion was seconded by Commissioner Eley. All members voted in favor – none opposed.

Mr. Krivacka proceeded to present agenda item (4):

(4) e-Health Pre-Approval Endorsement [Removal]

Mr. Krivacka presented the following point regarding the e-Health Pre-Approval Endorsement [Removal] proposal:

- This proposed change will remove the e-Health Pre-Approval Endorsement and related references in CPO policies and procedures.
- TennCare’s office of eHealth asserts there is no longer a benefit to this endorsement primarily due to advances in technology that capture the interoperability of data between state agencies.
- Removal of this requirement will benefit all State Agencies through the reduction of required documentation.

Seeing no discussion on agenda item (4), Commissioner Eley made a motion to approve e-Health Pre-Approval Endorsement [Removal] as presented. The motion was seconded by Comptroller Mumpower. All members voted in favor – none opposed.

Mr. Krivacka then proceeded to present agenda items (5):

(5) Statewide Payment Card Policy 2015-010

Mr. Krivacka presented the following point regarding the Statewide Payment Card Policy 2015-010 proposal:

- Section 4.5. - clarifies that Cardholder Supervisors need to complete both the Cardholder and the Agency Coordinator training.
- Section 4.7. - clarifies when a part-time employee requires a P-Card to complete their duties, a Rule Exception Request must be submitted and approved before P-Card issuance.
- Section 5.3. – adds a reminder that all F&A Division of Accounts accounting policies should be followed for P-Card transactions and usage.
- Sections 5.8 and 8.4. – adds instructions for State Agencies to contact the Statewide P-Card Administration Team as needed to unblock Merchant Category Codes (and to not contact the Bank directly).
- Section 11 – adds reference to where to find assistance with submitting the P-Card Rule Exception Request eForm (on the Central Procurement Office’s Learning and Development job aid page on TEAM TN).

Seeing no discussion on agenda item (5), Comptroller Mumpower made a motion to approve Statewide Payment Card Policy 2015-010 as presented. The motion was seconded by Commissioner Eley. All members voted in favor – none opposed.

**V. Human Resource Agency Procedures:**

- 1) East Tennessee Human Resource Agency
- 2) Northwest Tennessee Human Resource Agency

Commissioner Branscom stated that this item was proponed from last meeting and it is being brought before the Procurement Commission again today for review.

Mr. Krivacka then proceeded to present Human Resource Agency Procedures for approval:

Mr. Krivacka explained the next item relates to approval of the East Tennessee Human Resource Agency and the Northwest Tennessee Human Resource Agency procedures. Both agencies submitted procedures to the CPO for review and a recommendation for approval before the Procurement Commission. Mr. Krivacka said to his understanding the Comptroller's Office has reviewed and is satisfied with the contents of those procedures.

Comptroller Mumpower stated that his approval today was in no way related to his duty as an auditor. The Comptroller's audit team will review theses agencies at a later date.

Seeing no further discussion on agenda item (5), Comptroller Mumpower made a motion to approve Human Resource Agency Procedures as presented. The motion was seconded by Commissioner Eley. All members voted in favor – none opposed.

**VI. Reports:**

Mr. Krivacka presented the following standard reports for acknowledgment and informational purposes:

- 1) Certification Related Items (CMRA)
- 2) Limitation of Liability
- 3) Memorandum of Understanding (MOU)

Commissioner Branscom requested to reflect that the reports were presented and accepted.

**VII. Other Business:**

Consent to Cancel the May 20, 2021, Procurement Commission Meeting:  
Comptroller Mumpower, Commissioner Branscom, and Commissioner Eley gave their verbal consent to cancel the May 20, 2021, Procurement Commission meeting. The next meeting will be on June 17, 2021. A motion was made by Comptroller Mumpower and was seconded by Commissioner Eley. All members voted in favor – none opposed.

**VIII. Adjournment:**

Seeing no other business, a motion for adjournment was made by Comptroller Mumpower. The motion was seconded by Commissioner Eley. All members voted in favor – none opposed, whereupon April 15, 2021, Procurement Commission meeting was adjourned.

# **PROCUREMENT COMMISSION AGENDA ITEMS OVERVIEW**

## Overview of Agenda Items:

### Consent Agenda Items:

1. RFP (Section 1.1.2.) and RFQ Template (Section 1.1.):
  - Tenn. Code Ann. § 12-3-305(c) was recently amended by deleting the language “maximum liability or total estimated purchase by agencies of state government” and substituting instead the language “total estimated scope or volume.”
  - This change updates the requirement in the RFP and RFQ Templates accordingly.
2. Reverse Auction definition:
  - This proposal updates a citation reference from Tenn. Code Ann. § 12-3-219 to Tenn. Code Ann. § 12-3-513.
  - So, “Reverse Auction” shall have the meaning set forth in Tenn. Code Ann. § 12-3-513.
3. Renewal or Extension Request:
  - Adds instructional text to the signature block (similar to the instructions already approved in other formal request documents) to: **[Either upload signed Renewal or Extension Request in Edison or capture authorized agency approval in Edison Workflow.]**
4. Delegated Grant Authority (“DGA”):
  - Adds instructional text that the 30-day rule does apply to DGAs as well.
  - This is to ensure that there is sufficient time for the review and approval process.
5. Contractor Hosted Services Requirements and Confidential Data Options:
  - Updates the name and acronym of the State’s Annual Comprehensive Financial Report, (“ACFR”).
  - Removes the FedRAMP requirement for contracts that involve CMS Data.
6. Grant Contract (“GR”) and Governmental Grant (“GG”) Contract Templates:
  - Global request to change all references to “CFDA” to “Assistance Listing” to be consistent with federal language.
  - Adds reference to a “budget period” reference (see C.F.R. § 200.1) to be consistent with federal language.
  - Revises the default number of days from 60 days to 90 days for contract section C.7— Disbursement Reconciliation and Close Out (see 2 C.F.R. 200.344(a)).
  - Changes the applicability threshold for inclusion of the optional Federal Funding Accountability and Transparency Act (“FFATA”) to comply with recent updates (see 2 CFR Pt. 170, App. A).
  - Adds additional instructions for Prohibition on Certain Telecommunications applicability.
  - Adds new optional terms for [Domestic Preference for Procurements](#) and for [Never Contract with the Enemy](#).



7. Contract Models & Template – Federal Terms:
  - (This request makes similar changes that were made for Grant Contracts to other non-grant contract templates and models.)
  - Changes the applicability threshold for inclusion of the optional Federal Funding Accountability and Transparency Act (“FFATA”) to comply with recent updates (see 2 CFR Pt. 170, App. A).
  - Adds additional instructions for Prohibition on Certain Telecommunications applicability.
  - Adds new optional terms for “Domestic Preference for Procurements.”
  
8. Procurement Procedures Manual Section 5.18:
  - Adds a reminder to the Manual that all procurement files should be maintained, retained, and destroyed in accordance with the applicable Records Disposition Authority (RDA), as published by The Office of the Secretary of State, Records Management Division.
  - Also provides a [link](#) to the Secretary of State website with the published RDAs.

### **New Business Agenda Items:**

1. Statewide Payment Card Policy and Procedures 2015-010:
  - This request removes the section paragraph at the bottom of section 5.8. advising P-Card Users to contact the Statewide P-Card Program Administration Team. This has caused confusion and is not adding any additional information.
  - Adds a new section #14 – Travel. This reminds procurement professionals to comply with F&A Travel Regs and that there is a virtual p-card that may be used for air travel, through SWC # 747.
  
2. State Agency P-Card Procedures Model:
  - More details have been added to the instructions and the optional agency procedures model has been updated to reflect changes made to Statewide Payment Card Policy 2015-010 at the last two Procurement Commission meetings.
  
3. RFP - References:
  - Moved B.17. References instructions to RFP Attachment 6.4. References Questionnaire and moved References out of section B. so no longer scored by evaluation committee;
  - The instructional text now included at RFP Attachment 6.4. has been revised so the prohibition on State employees providing references is removed – as long as wall between the procuring state agency and referencing state agency; and,
  - Reference Questionnaire itself is now much shorter so less questions for reference and easier to complete.

**RFP (SECTION 1.1.2.) AND RFQ  
TEMPLATE (SECTION 1.1.)**

**REQUEST:**                    **Revise the RFP and RFQ Templates as follows (note the following will appear in red instructional text):**

**RFP TRACK CHANGES:**

1.1.2. ONLY IF APPLICABLE AND IF THE MAXIMUM LIABILITY IS NOT INCLUDED IN THE *PRO FORMA* CONTRACT, INCLUDE INFORMATION REGARDING THE TOTAL ESTIMATED SCOPE OR VOLUME FOR THE CURRENT CONTRACT PERIOD, IF APPLICABLE, AND FOR THE CONTRACT PERIOD OF THE CONTRACT AWARDED PURSUANT TO THIS RFP. (SEE TENN. CODE ANN. § 12-3-305).

**RFQ TRACK CHANGES:**

1.1.    **Statement of Procurement Purpose**

BRIEF, HIGH-LEVEL EXPLANATION OF GOODS OR SERVICES SOUGHT OR A SUMMARY OF THE PROBLEM TO BE ADDRESSED. HIGHLIGHT THE PURPOSE OF THE RFQ (TO SELECT A VENDOR/NUMBER OF VENDORS) THAT ARE QUALIFIED TO MEET THE STATE'S NEEDS FOR THE GOODS OR SERVICES REQUESTED BY THE STATE.

INCLUDE A SUMMARY OF THE PROBLEM TO BE ADDRESSED, FURTHER INFORMATION ABOUT INITIATIVE, SUMMARY BACKGROUND INFORMATION, ETC., AS NEEDED. DO NOT ASSUME THAT DETAILED SPECIFICATIONS OR SCOPE OF WORK (WHICH SHOULD BE SET OUT IN THE *PRO FORMA* CONTRACT), WILL BE APPROVED FOR THIS SECTION.

INCLUDE THE TOTAL ESTIMATED SCOPE OR VOLUME FOR THE CURRENT CONTRACT PERIOD, IF APPLICABLE, AND FOR THE NEW CONTRACT PERIOD.

# **REVERSE AUCTION DEFINITION**

**REQUEST:**     **Revise the *Procurement Methods Policy and Procedures CPO Policy Number 2013-002***  
**as follows:**

“Reverse Auction” shall have the meaning set forth in Tenn. Code Ann. § 12-3-513.

# **RENEWAL OR EXTENSION REQUEST**

**REQUEST:**                    **Revise the Renewal or Extension Request eForm Signature block by adding the following instructions:**

**Signature of Agency head or authorized designee, title of signatory, and date** (the authorized designee may sign his or her own name if indicated on the Signature Certification and Authorization document)

[Either upload signed Renewal or Extension Request in Edison or capture authorized agency approval in Edison Workflow.]

**DELEGATED GRANT AUTHORITY  
("DGA):**



**REQUEST:                    Revise the Delegated Grant Authority (DGA) Template as follows:**

**DELEGATED GRANT AUTHORITY (DGA) TEMPLATE**

**Do NOT route a DGA for approval after its begin date. Any DGA routed for approval after its begin date is subject to disapproval or may be approved with a begin date later than the one proposed. Agencies may obtain a begin date that occurs before the routing date with an approved RER. If a signed Delegated Grant Authority (DGA) is not submitted to the Central Procurement Office at least thirty (30) days prior to the Effective Date, then the CPO may require that the Delegated Grant Authority (DGA) be resubmitted with a new Effective Date or require a Rule Exception Request that explains why the Delegated Grant Authority (DGA) was submitted less than thirty (30) days before the Effective Date. In no event shall the Grantee deliver goods or perform services prior to the Effective Date.**

**CONTRACTOR HOSTED SERVICES  
REQUIREMENTS AND CONFIDENTIAL  
DATA OPTIONS**

**REQUEST: Revise the “Contractor Hosted Services Requirements and Confidential Data Options” section in all applicable models and templates as follows:**

**Contractor Hosted Services Requirements and Confidential Data Options**

Section E.#.e: ~~CAFRACFR~~ or Single Audit Requirements

Add Section E.#.e as an additional Comptroller audit requirement, if the Contractor or Subcontractor will host services that store or process State financial or other data that (1) is used for reporting through the State’s ~~Comprehensive~~ Annual Comprehensive Financial Report (~~CAFRACFR~~) or (2) is used for demonstrating compliance with the requirements of Title 2, Code of Federal Regulations, Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance). The Contractor must provide to the State a System and Organization Controls (SOC) 1 Type II or SOC 2 Type II audit report annually. The Contractor must also verify that all Subcontractors, including data center vendors, successfully complete and provide to the State an annual SOC Type II audit report. Additionally, the State should consider obtaining and reviewing the latest available SOC report for the Contractor and Subcontractor prior to the awarding of the Contract. This requirement should be added to the solicitation Technical Response requirements.

If Section E.#.e, ~~CAFRACFR~~ or Single Audit Requirements is included, remove Section E.#.a.3 unless the contract will involve CJIS data or, FTI data, ~~or CMS data~~, which requires replacing E.#.a.3 as described in the options below. In this case, both a SOC Type II audit report and FEDRAMP authorization are required.

**Option: ~~CAFRACFR~~ or Single Audit Requirements**

If the contract will involve applications that store or process State financial or other data that is used for reporting through the State’s ~~Comprehensive~~ Annual Comprehensive Financial Report (~~CAFRACFR~~) or for demonstrating compliance with Uniform Guidance, include Section E.#.e.

e. The Contractor and any Subcontractor used by the Contractor to host State data, including data center vendors, shall be subject to an annual engagement by a CPA firm in accordance with the standards of the American Institute of Certified Public Accountants (“AICPA”) for a System and Organization Controls for service organizations (“SOC”) Type II audit. The State shall approve the SOC audit control objectives. The Contractor shall provide the State with the Contractor’s and Subcontractor’s annual audit report within 30 days from when the CPA firm provides the audit report to the Contractor or Subcontractor. The Contractor shall submit corrective action plans to the State for any issues included in the audit report within 30 days after the CPA firm provides the audit report to the Contractor and Subcontractor.

If the scope of the most recent SOC audit report does not include all of the current State fiscal year, upon request from the State, the Contractor must provide to the State a letter from the Contractor or Subcontractor stating whether the Contractor or Subcontractor made any material changes to their control environment since the prior audit and, if so, whether the changes, in the opinion of the Contractor or Subcontractor, would negatively affect the auditor’s opinion in the most recent audit report.

No additional funding shall be allocated for these audits as they are included in the Maximum Liability of this Contract.

**Option: Federal Risk and Authorization Management Program (“FedRAMP”)**

If the contract will involve CJIS data ~~or~~, FTI data ~~, or CMS data~~ include all of the General Requirements above, except replace section E.#.a.(3) with the following and add each additional requirement as applicable.

(3) The Contractor shall maintain a Security Management Certification from the Federal Risk and Authorization Management Program (“FedRAMP”). A “Security Management Certification” shall mean written confirmation from FedRAMP that FedRAMP has assessed the Contractor’s information technology Infrastructure, using a standardized approach to security assessment, authorization, and continuous monitoring for cloud products and services, and has certified that the Contractor meets FedRAMP standards. Information technology “Infrastructure” shall mean the Contractor’s entire collection of hardware, software, networks, data centers, facilities and related equipment used to develop, test, operate, monitor, manage and/or support information technology services. The Contractor shall provide proof of current certification annually and upon State request. No additional funding shall be allocated for these certifications, authorizations, or audits as these are included in the Maximum Liability of this Contract.

**Option: Centers for Medicare and Medicaid Services (“CMS”) Data**

As applicable, if the contract will involve CMS data, also add the following sentence to the optional section E.#.a.~~(3) (FedRAMP) language above:~~

Contractor shall meet requirements of current version of Minimum Acceptable Risk Standards for Exchanges (“MARS-E”) controls.

**GRANT CONTRACT (“GR”) AND  
GOVERNMENTAL GRANT (“GG”)  
CONTRACT TEMPLATES**

**REQUEST:** Global request to change all references to “CFDA” to “Assistance Listing” and revise the Grant Contract (“GR”) and Governmental Grant (“GG”) Contract Templates as follows:

**ATTACHMENT REFERENCE**

**Federal Award Identification Worksheet**

Subrecipient’s name (must match registered name in DUNS)	
Subrecipient’s DUNS number	
Federal Award Identification Number (FAIN)	
Federal award date	
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	
Grant contract’s budget period begin date	
Grant contract’s budget period end date	
Amount of federal funds obligated by this grant contract	
Total amount of federal funds obligated to the subrecipient	
Total amount of the federal award to the pass-through entity (Grantor State Agency)	
Name of federal awarding agency	
Name and contact information for the federal awarding official	
Is the federal award for research and development?	
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	

**B. TERM OF GRANT CONTRACT:**

This Grant Contract shall be effective during the budget period starting on DATE (“Effective Date”) and extend for a period of number (#) months after the Effective Date (“Term”). The State shall have no obligation for goods or services provided by the Grantee prior to the Effective Date.

**Option: Term of Grant Contract**

To revise the Term of Grant Contract language to include a specific end date, replace the section with the following.

**B. TERM OF GRANT CONTRACT:**

This Grant Contract shall be effective for the during the budget period beginning on Date (“Effective Date”) and ending on Date, (“Term”). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

The following revisions should be made: Changes are in red

- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date, in form and substance acceptable to the State.
- C.#. Disbursement Reconciliation and Close Out. The Grantee shall submit a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date and in form and substance acceptable to the State (and include, as applicable, documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations").
- C.#. Disbursement Reconciliation and Close Out. The Grantee shall submit a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date and in form and substance acceptable to the State (and include, as applicable, documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations").
- C.#. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date and in form and substance acceptable to the State.

**Federal Funding Accountability and Transparency Act**

Add the following Section if the Grant Contract will be funded in whole or part by federal funds anticipated to equal or exceed \$30,000.

**Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Add the following Section as appropriate. Federal law prohibits the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Use of this term is required when federal funds are involved pursuant to 2 C.F.R. Part 200, Appendix II, § K (citing 2 C.F.R. § 200.216).

**Add the following as NEW Optional Terms to the GR and GG Templates:**

**Option: Future Budget Periods**

If anticipated that “Period of Performance” will include multiple budget periods, the State Agency must indicate by adding the following language at the end of B. Term of Grant Contract. Note this will only apply when there are multi-year contracts. Please see 2 CFR § 200.211(c)(iv) for more details.

Subsequent budget periods are subject to availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the Federal Award.

**Domestic Preference for Procurements.**

Add the following section as appropriate or when required by federal funding source. See 2 C.F.R. Part 200, Appendix II, § L (citing [2 C.F.R. § 200.322](#)).

**E.#.** Domestic Preference for Procurements. As appropriate, and to the extent consistent with law, the Grantee should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**Never Contract with the Enemy.**

In accordance with [2 C.F.R. 183](#), the following terms apply if the award exceeds \$50,000 and is performed outside the United States, including U.S. territories, and is in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities. It does not apply to the authorized intelligence or law enforcement activities of the Federal Government.

**E.#.** Prohibition on Providing Funds to the Enemy.  
(a) The recipient must -

(1) Exercise due diligence to ensure that none of the funds, including supplies and services, received under this grant or cooperative agreement are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subaward or contract and;



(2) Terminate or void in whole or in part any subaward or contract with a person or entity listed in SAM as a prohibited or restricted source pursuant to subtitle E of Title VIII of the NDAA for FY 2015, unless the Federal awarding agency provides written approval to continue the subaward or contract.

(b) The recipient may include the substance of this clause, including paragraph (a) of this clause, in subawards under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

(c) The Federal awarding agency has the authority to terminate or void this grant or cooperative agreement, in whole or in part, if the Federal awarding agency becomes aware that the recipient failed to exercise due diligence as required by paragraph (a) of this clause or if the Federal awarding agency becomes aware that any funds received under this grant or cooperative agreement have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

# **CONTRACT MODELS & TEMPLATE – FEDERAL TERMS**

**REQUEST: Revise and add the following in the FA Template and all contract templates and models, as applicable:**

**Federal Funding Accountability and Transparency Act**

Add the following Section if the contract will be funded in whole or part by federal funds anticipated to equal or exceed \$30,000.

**Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Add the following Section as appropriate. Federal law prohibits the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Use of this term is required when federal funds are involved pursuant to 2 C.F.R. Part 200, Appendix II, § K (citing 2 C.F.R. § 200.216).

**Domestic Preference for Procurements.**

Add the following section as appropriate or when required by federal funding source. See 2 C.F.R. Part 200, Appendix II, § L (citing [2 C.F.R. § 200.322](#)).

<p><b>E.#.</b> <u>Domestic Preference for Procurements.</u> As appropriate, and to the extent consistent with law, the Grantee should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</p>
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**PROCUREMENT PROCEDURES  
MANUAL SECTION 5.18**

**REQUEST:**        **Revise the *Procurement Procedures Manual of the Central Procurement Office* at section 5.18. The Procurement File, by adding the following at the end of the section:**

All files should be maintained, retained, and destroyed in accordance with the applicable Records Disposition Authority (RDA), as published by The Office of the Secretary of State, Records Management Division. Some of the RDAs applicable to procurements are SW12 (Contracts); SW27 (RFP Documents – Not selected); 3063 (Bonds); SW23 (P-Card); and, SW20 (Fiscal Administrative Documents). All Statewide RDAs are available online at: <http://www.tnsos.net/rmd/rda/index.php>.

**STATEWIDE PAYMENT CARD POLICY  
AND PROCEDURES 2015-010**

**REQUEST: Revise CPO Policy Number 2015-010, Statewide Payment Card Policy and Procedures as follows:**

**3.2. Virtual P-Cards.**

Virtual P-Cards that allow State Agencies to pay select suppliers authorized to accept Virtual P-Card payments.

**5.8. Declined Purchase Transactions.**

On occasion, a Cardholder's purchase transaction may be declined. Cardholders should contact the Bank's Customer Service to determine the reason for the decline before contacting their State Agency P-Card Program Coordinator for assistance. Declined transactions are reported to the P-Card Administration Team and subject to review. Common reasons for declined purchases include:

- MCC is restricted from the Payment Card;
- The Cardholders has exceeded the STL or Cycle Limit; or
- Card expiration.

**14. TRAVEL.**

Travel is governed by the Department of Finance & Administration, Policy 8, Comprehensive Travel Regulations. The State maintains a Statewide Contract (#747) for air travel. Flights are booked through the contracted entity according to the Statewide Contract usage instructions.

Payments are made to the airlines using Virtual P-Cards. One Virtual P-Card is assigned to each participating State Agency and embedded within the Supplier's system. Agencies reconcile their air travel statement each month and report any irregularities to the contract administrator and the P-Card Administration Team. The P-Card Administration Team creates the voucher for payment to the Bank.

**STATE AGENCY P-CARD PROCEDURES  
MODEL**



## STATE AGENCY P-CARD PROCEDURES MODEL

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Instructions: This model serves as a guide if a State Agency chooses to develop its own internal P-Card procedures and is intended to have the flexibility to adjust to each State Agency's specific needs. Any State Agency P-Card Procedures should align with [CPO Policy 2015-010](#), Statewide Payment Card Policy and Procedures and must be submitted for review and approval by the Statewide P-Card Program Director and the Comptroller of the Treasury. Replace or otherwise address red instructional text as indicated and submit completed procedures in a digital file (DOC format) to: [P.Card@tn.gov](mailto:P.Card@tn.gov) and copy to: [COT.CPC@cot.tn.gov](mailto:COT.CPC@cot.tn.gov).

If a State Agency chooses not to develop its own internal procedures, then the presumption is that the State Agency is following [CPO Policy 2015-010](#), Statewide Payment Card Policy and Procedures and will coordinate State Agency Employee roles with the Statewide P-Card Program Administration Team.

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**State Agency Name**  
State Agency Payment Card Procedures  
Effective: **Date**

### 1. Overview.

It is the **State Agency Name**'s policy to use the State of Tennessee's Payment Card for official state government purchases. The Statewide P-Card Program Administrator has authority to oversee administration of the P-Card program in **State Agency Name**. These State Agency Payment Card Procedures ("State Agency Procedures") govern aspects of the State Agency's P-Card program that are not addressed by the Statewide Policy.

### 2. Definitions.

"Bank" means the entity issuing the State's P-Card or any of its subsidiaries as the context may require.

"Billing Cycle" means the one-month period between statements issued by the Bank. The State's Billing Cycle begins with the sixteenth (16th) day of the month through the fifteenth (15th) of the following month. Bank statements are issued in accordance with this cycle.

"Cardholder" means the State Agency employee who is issued a physical P-Card to initiate payments on behalf of the State and is responsible for ensuring that such transactions are appropriate and adequately supported pursuant to this Policy. The Cardholder is also responsible for ensuring that all transactions made during a Billing Cycle are verified by established deadlines.

"Cardholder Agreement and Application" means the document approved by all requisite parties and completed by the Cardholder to verify that he or she completed P-Card training, received a copy of and understands this Policy.

"Cardholder Proxy" means the State Agency employee assigned to a Cardholder who may upload attachments or verify the Cardholder's P-Card transactions when the Cardholder is unable

to do so. The assigned Cardholder Proxy shall never use or possess the P-Card of the Cardholder or Cardholders to which he or she is assigned.

“Cardholder Supervisor” means the State Agency employee with supervisory authority over the Cardholder. This person may also serve as the “State Agency Approver.”

“Central Fiscal Office P-Card” means the P-Card assigned to a Cardholder with a Single Transaction Limit of up to fifty thousand dollars (\$50,000).

“Central Procurement Office” or “CPO” means the State office established and empowered by Tenn. Code Ann. § 4-56-104.

“Cycle Limit” means the spending limit that restricts the total value of purchases a Cardholder can make in one Billing Cycle.

“Merchant Category Codes” or “MCCs” means the specific Merchant Category Code, assigned by an acquiring financial institution, that identifies the primary goods or services a supplier provides.

“Online Banking Program” means the Bank’s online portal that provides Cardholders, State Agency P-Card Program Coordinators, and the Statewide P-Card Program Administration Team the ability to view and download statement information, update and manage accounts, set limits and permissions, reset passwords, and process Cardholder requests.

“Payment Card” or “P-Card” means a commercial card that allows organizations to take advantage of the existing credit card infrastructure to make electronic payments for goods or services. A P-Card is similar to a consumer credit card, but the card-using organization must pay the card issuer in full each month. In this Policy, the term “Payment Card” or “P-Card” shall also include “Virtual Payment Cards” or “Virtual P-Cards” as the context requires.

“P-Card Account” means the unique account number assigned to a Cardholder as determined by the Bank.

“Profile” means the unique profile associated with a Cardholder in the Bank’s system that contains monetary or MCC limits on the Cardholder’s ability to make purchases on behalf of the State.

“P-Card Program” means the program established by the State and managed by the Central Procurement Office through which Cardholders and Virtual P-Card Users make purchases on behalf of the State of Tennessee.

“Single Transaction Limit” or “STL” means the maximum dollar limit, per purchase transaction, that can be assigned to the physical P-Card. The STL is assigned per Cardholder at the discretion of the State Agency Fiscal Director.

“State” means the State of Tennessee, including its departments, agencies, and entities that fall under its purview.

“State Agency” means the departments, agencies, and entities of the State of Tennessee other than units of the University of Tennessee or Board of Regents systems.

“State Agency Approver” means the State Agency Employee who approves P-Card or Virtual P-Card Transactions.

“State Agency Fiscal Director” means that State Agency employee, regardless of his or her title, who serves as the Agency’s chief financial officer.

“State Agency P-Card Program Coordinator” means the employee within the State Agency who manages the P-Card Program at the State Agency level.

“State Agency Reconciler” means the State Agency employee responsible for the functions associated with post-purchase processing P-Card Transactions which may include account allocation and providing a business purpose when required.

“Statewide Contract” means a contract for goods or services established by the Chief Procurement Officer that all State Agencies must utilize and that may be used by local governments, higher education, and authorized not-for-profit entities.

“Statewide P-Card Program Administration Team” means the team within the Central Procurement Office that is responsible for overseeing the P-Card Program.

“Statewide P-Card Program Director” means the employee within the Central Procurement Office who is responsible for managing and overseeing the P-Card Program.

“Supplier” means a person or legal entity with the legal capacity to enter into contracts and sue and be sued who provides goods or services to the State through a contract or a purchase order.

“Transaction” means the purchase of goods or services through use of a P-Card or Virtual P-Card.

“Virtual Payment Card” or “Virtual P-Card” means the unique credit card account number, assigned to a State Agency or an individual for payment to select suppliers authorized to accept Virtual P-Card payments.

“Virtual P-Card User” or “User” means the State Agency employee authorized to use a Virtual P-Card to initiate payment transactions on behalf of the State.

### **3. Types of Accounts.**

#### **3.1. P-Card Accounts.**

P-Card accounts are those that involve the issuance of a P-Card Account to an individual Cardholder to further the official business of the State. Cardholders are limited to one active physical P-Card.

If your agency has already implemented the Virtual P-Card, please delete the [reserved] language in the Virtual P-Cards sections below.

### **3.2. Virtual P-Cards. [Reserved]**

Virtual P-Cards allow **State Agency Name** to pay select suppliers authorized to accept Virtual P-Card payments. The account number may be “embedded” in the supplier’s system. A Virtual P-Card may be used for payments to any Supplier that is registered in the State’s supplier registration system whose payment method has been activated to “P-Card” in Edison. Virtual P-Cards are valuable because Virtual P-Card accounts allow for greater ease of use (multiple buyers can leverage the same payment device), as well as enhanced control through absence of a physical card and spending limits. **State Agency Name’s** P-Card Coordinator should contact the Statewide P-Card Program Director for more information on Virtual P-Cards.

## **4. Records Retention Requirements.**

The Office of the Secretary of State oversees Tennessee’s Records Management Division, the State Agency that provides guidance on disposition, retention, and destruction of state records. Records Disposition Authority (RDA) SW23 applies to all P-Card documents. RDA SW23 requires that **State Agency Name** must maintain documents related to P-Card issuance and use for five (5) years and destroy them at the end of the five-year period. P-Card documents may be maintained in either paper or electronic format, so long as the electronic content has been verified for completeness, accuracy, and usability. RDA SW23 is available in its entirety at <http://www.tnsos.net/rmd/rda/index.php>.

Describe your Agency’s process for maintaining and destroying P-Card documents; include whether documents will be maintained in paper format, electronic format, or both.

## **5. P-Card Program Roles and Responsibilities.**

### **5.1. State Agency P-Card Program Coordinator.**

The State Agency P-Card Program Coordinator serves as the main point-of-contact between the **State Agency Name** and the Statewide P-Card Program Administration Team. **State Agency’s Name** must provide the Statewide P-Card Program Administration Team written notice within five (5) business days of any changes in status of the State Agency P-Card Program Coordinator.

The State Agency P-Card Program Coordinator’s role, duties, and responsibilities include:

- Completing the Agency Coordinator training in Edison;
- Collaborating with the **State Agency Name’s [insert title of the person who serves as the Agency’s Fiscal Director]** to develop and maintain the **State**

- Agency's Name** internal P-Card Procedures to address policy areas unique to the **State Agency's Name** or that are not covered by this Policy, as applicable;
- Working with State Agency management to identify job titles, positions, or Edison roles that require use of a P-Card or Virtual P-Card;
  - Working with **State Agency Name** management to determine appropriate Cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices;
  - Evaluating Cardholder spending limits against actual usage at least annually;
  - Terminating a Cardholder's status if necessary (e.g., due to separation from employment, transfer to another State Agency, low P-Card usage) and cancelling a P-Card;
  - Ensuring Agency-wide reconciliation procedures support timely verification and allocation of transactions to the chart of accounts at least monthly;
  - Ensuring that transactions are reconciled and supported by adequate documentation; and
  - Ensuring that Cardholder Profiles permit MCC groups that a Cardholder needs to meet his or her job requirements.
  - **Add other, non-conflicting responsibilities to reflect your Agency's needs**

### **5.2. Cardholder Supervisors.**

Cardholder Supervisors must have a thorough knowledge of the Cardholders' job responsibilities to determine if purchases are job-related or otherwise authorized by CPO rules, policies or procedures. The Cardholder Supervisor's roles, duties, and responsibilities may include:

- Completing the Agency Coordinator training in Edison;
- Reviewing all documentation and ensuring it is submitted according to this Policy and the State Agency's internal P-Card Procedures, as applicable;
- Approving or rejecting all Transactions as to the appropriateness of the transaction;
- Ensuring that all documentation is submitted according to the Statewide Policy and **State Agency's Name** internal P-Card Procedures, as applicable;
- Maintaining knowledge of the Statewide Policy and **State Agency's Name** internal P-Card Procedures, as applicable; and
- Requesting reasonable spending limits in accordance with the Statewide Policy and **State Agency's Name** internal P-Card Procedures, as applicable.
- **Add other, non-conflicting responsibilities to reflect your Agency's needs.**

**Any one Agency may have several Cardholder Supervisors.**

### **5.3. State Agency Reconciler.**

The State Agency Reconciler is the **State Agency Name** employee responsible for all the functions associated with post-purchase processing of P-Card Transactions including account allocation and providing a business purpose when required. **State Agency Name's** Reconciler may be the individual charged with preparing all documentation for retention. The State Agency Reconciler must complete the Cardholder training in Edison.

#### **5.4. State Agency Approver.**

This role may be performed by the Cardholder Supervisor. Determine and describe how your Agency will address the State Agency Approver role. The information below should be moved into the appropriate section if your Agency will assign this role to Cardholder Supervisors only.

The State Agency Approver is the **State Agency Name** employee who, within the Edison module, approves purchases made by the Cardholder to which he or she is assigned. By approving each P-Card transaction, the Approver exercises critical control by ensuring authorized and appropriate P-Card use and correct allocation of expenses. State Agency Approvers should also review receipts where appropriate to ensure compliance with this Policy. No Cardholder may approve his or her own P-Card transactions nor may he or she direct someone else to approve P-Card transactions in a manner that could violate this Policy or applicable policies of F&A, Division of Accounts. As a general rule, the State Agency Approver should not report to the Cardholder whose transactions he or she is reviewing. A State Agency Approver has the following responsibilities:

- Completing the Cardholder training in Edison;
- Reviewing Cardholder transactions to ensure that purchases made were:
  - For the use and benefit of the State of Tennessee;
  - Necessary for the official duties of the agency;
  - Made in accordance with CPO policies and procedures;
  - For goods or services actually received; and,
  - Transaction receipts are attached to the transaction in Edison.If a State Agency Approver is in doubt about any of the above, the State Agency Approver should immediately question the Cardholder and seek advice from the State Agency P-Card Program Coordinator. If the Cardholder is unavailable for questioning, the State Agency P-Card Program Coordinator or the Statewide P-Card Program Administration Team may adjust the Cardholder's STL to one dollar (\$1.00).
- Immediately informing the State Agency P-Card Program Coordinator of any misuse, abuse, or fraudulent use of a P-Card.
- Notifying the State Agency P-Card Program Coordinator of Cardholder transfers or terminations. (Advanced notice is required if the **State Agency Name's** Approver is aware of impending personnel actions.) **Elaborate on this process as needed. Note that the Statewide Policy requires advanced notice if the State Agency Approver is aware of impending personnel actions.**

#### **5.5. Cardholders.**

Cardholders have the following duties and responsibilities as a condition for being issued a P-Card:

- Being a full-time State employee (note: when a part-time employee requires a P-Card to complete their duties, a P-Card Rule Exception Request must be submitted before P-Card issuance);
- Reading and becoming familiar with this Policy;
- Completing the Cardholder training in Edison;
- Being responsible for all purchases made on the P-Card;
- Being responsible for verifying transactions in Edison (confirming or disputing) and attaching appropriate supporting documentation on at least a weekly basis (per Section 9.3); and
- Adhering to this Policy and other applicable rules, policies, and procedures.
- **Add other, non-conflicting duties and responsibilities to reflect your Agency's needs.**

The P-Card is for official State business use only and the purchase of personal or disallowable goods or services is strictly prohibited. Misuse of the P-Card may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law. Cardholders will be required to reimburse the State, including sales tax, for any improper purchases.

**Add other, non-conflicting information on the Cardholder's responsibility to protect the security of the P-Card as needed.**

Cardholder training is critical—all Cardholders must complete training before being issued a P-Card. Training ensures that the Cardholder understands the P-Card Program procedures and this Policy and is aware of potential disciplinary action for P-Card misuse or abuse. Once training is complete, the Cardholder shall sign a Cardholder Agreement and Application as a condition for being issued a P-Card. The Cardholder Agreement and Application is evidence that the Cardholder has received training and a copy of this Policy and the State Agency's internal P-Card Procedures, as applicable.

#### **5.6. *Virtual P-Card Users.*** [Reserved]

A Virtual P-Card User has authority to make purchases in accordance with this Policy, utilizing his or her **State Agency Name's** local purchase authority.

**Describe your Agency's eligibility requirements for Users and the training Users must complete before initiating any Transactions with a Virtual P-Card. Minimum eligibility requirement: e-procurement or buyer role in Edison. Minimum training requirement: training on reconciliation procedures-**

## **6. P-Card Issuance and Cancellation.**

### **6.1. P-Card Issuance.**

**State Agency Name's** Agency P-Card Program Coordinator is responsible for issuing all P-Cards within his or her Agency. Payment Cards are issued by the P-Card Program Coordinator following the receipt of documentation supporting:

- Completion of P-Card training;
- Completion of the Cardholder Application and Agreement; and
- Completion and approval of a Cardholder Profile.

Add further details on the P-Card issuance process in your Agency as needed. When creating Cardholder profiles, your Agency's P-Card Program Coordinator should ensure that a profile permits only those MCC groups that the Cardholder needs to meet his or her job requirements.

### **6.2. P-Card Cancellation.**

**State Agency Name's** P-Card Program Coordinator has authority to terminate a Cardholder's status as a Cardholder and cancel P-Cards. Add further information about your Agency's process for destroying cancelled P-Cards as needed.

The Statewide P-Card Program Team should be notified of the need for a P-Card cancellation for the following reasons:

- Cardholder's separation from employment for any reason;
- Cardholder's job status changes such that he or she no longer requires a P-Card; or
- Cardholder reports the loss or theft of the P-Card.

**State Agency Name's** P-Card Program Coordinator may also suspend or cancel a P-Card as appropriate, such as for the following reasons:

- Cardholder misuses the P-Card;
- Cardholder is untimely with confirming or disputing transactions; Add details on what your Agency will consider untimely. or
- Cardholder lost receipts and resorted to their Agency's internal procedures for lost receipts more than three (3) times during a fiscal year may have their P-Card privileges suspended.

Add other, non-conflicting grounds for cancellation as needed.

If a P-Card is cancelled, it shall be destroyed. If a Cardholder learns of the cancellation of his or her P-Card by the Bank, the Cardholder shall notify the Statewide P-Card Program Administration Team and **State Agency Name's** P-Card Program Coordinator.

## **7. P-Card Use.**

### **7.1. P-Card Processing Cycle.**



The typical cycle for P-Card use is:

- An individual Cardholder, with **State Agency Name's** approved spending limits, initiates a purchase using a P-Card;
- The individual Cardholder retains an original, legible copy of the purchase's receipt for use in reconciliation;
- Transactions are posted in the Edison P-Card module (usually within 24-72 hours after the purchase is made);
- The Cardholder logs into the Edison P-Card module **[insert how frequently transaction review will occur in your Agency; minimum requirement is weekly]** to review transactions and account coding and take necessary action to correct errors in the purchase details;
- The Cardholder or his or her **State Agency Approver or Cardholder Supervisor** confirms, or disputes Transactions posted to the card account;
- The credit line is replenished for the Transactions;
- The Cardholder receives a **hard-copy or electronic** Bank statement monthly;
- The **hard-copy or electronic** Bank statement and receipts are sent to the State Agency Reconciler for final reconciliation;
- The State Agency Reconciler reconciles all Transactions by **[specify your Agency's reconciliation process, including how frequently reconciliation will occur; under section 8.3 of the Statewide Policy, reconciliation will be completed in Edison unless the CPO approves an alternate method]**; and
- The State Agency Reconciler prepares all documentation for retention by **[specify your Agency's record retention process; refer to section 9.4 for record retention requirements]**.

### **7.2. Purchasing Rules.**

The P-Card is a mechanism for making purchases. Existing State laws governing procurement, accounts payable, records retention, and other applicable laws must still be followed. All procurement rules of the CPO apply when using the P-Card.

All F&A Division of Accounts accounting policies should be followed for P-Card transactions and usage.

### **7.3. Credits.**

Cardholders should avoid Suppliers with restrictive merchandise return policies. If a Cardholder returns merchandise, a credit should be issued to the Cardholder's P-Card and a credit receipt obtained. If a supplier is unable to process a credit against the card, the Cardholder may accept a cash or check refund and contact their State Agency P-Card Program Coordinator for guidance and comply with the Department of Finance and Administration Policy 25, Deposit Practices. However, under no circumstances may the Cardholder accept a credit through other means, including gift cards or store credit. The Cardholder or State Agency Approver is responsible for reviewing the Online Banking

Program to ensure that credits are received and, if not, file the appropriate paperwork for disputed items.

#### **7.4. *Disputing Transactions.***

If there is a problem with a Transaction, the Cardholder must first attempt to reach a resolution directly with the Supplier. If the dispute involves a Transaction that the Cardholder believes to be fraudulent, the Cardholder should immediately notify the Bank and **State Agency Name's** P-Card Program Coordinator. In most cases, disputes can be resolved between the Cardholder and the Supplier. The Supplier will usually issue a credit. See Section 5.5 of the Policy regarding acceptable forms of credit.

The Cardholder should document all attempts to resolve a problematic Transaction. If the disputed Transaction involves a reservation or order that has been cancelled, the Cardholder is responsible for obtaining a cancellation number. If efforts to resolve the problem with the Supplier are unsuccessful or if a credit does not appear in the Online Banking Program or the Bank Statement, the Cardholder should file the appropriate dispute paperwork with the Bank and contact **State Agency Name's** P-Card Program Coordinator. **State Agency Name's** P-Card Program Coordinator will communicate with the Statewide P-Card Program Administration Team as necessary.

#### **7.5. *Declined Purchase Transactions.***

On occasion, a Cardholder's purchase transaction may be declined. Cardholders should contact the Bank's Customer Service to determine the reason for the decline before contacting **State Agency Name's** P-Card Program Coordinator for assistance. Declined transactions are reported to the P-Card Administration Team and subject to review. Common reasons for declined purchases include:

- MCC is restricted from the Payment Card;
- The Cardholders has exceeded the STL or Cycle Limit; or
- Card expiration.

#### **7.6. *Lost or Stolen P-Cards.***

If a P-Card is lost, stolen, or the card information has been compromised, the Cardholder must immediately contact the Bank's customer service. Upon such notification, outstanding authorizations will be confirmed, and the Bank will cancel the P-Card (further use of the P-Card will be blocked by the Bank). Neither the State nor the Cardholder will be responsible for fraudulent charges made to a promptly reported lost or stolen card.

At the time of the notification, the Bank may request the following information:

- Cardholder's name
- Account number
- Last four digits of SSN
- Circumstances surrounding the loss of the card
- Any purchase(s) made prior to the card being lost or stolen

The Cardholder must notify **State Agency Name's** P-Card Program Coordinator of the P-Card's loss or theft within 48 hours of reporting it to the bank and make arrangements to receive a new P-Card. The Cardholder must complete and return an affidavit from the Bank to initiate an investigation and send a copy of the Bank affidavit to **State Agency Name's** P-Card Program Coordinator. The Bank will then issue a new card with a new account number which will be delivered to the **State Agency Name's** P-Card Program Coordinator.

#### ***7.7. Separation from Employment***

If a Cardholder's separation from employment or transfer to another State position is planned, P-Card use shall be discontinued prior to Cardholder's separation from employment or transfer to allow sufficient time for submission of receipts and processing of outstanding charges before the Cardholder leaves or transfers. In the event of unplanned separation from employment, the Cardholder's P-Card shall immediately be deactivated, and the Cardholder shall discontinue P-Card use upon separation from employment.

### **8. Internal Controls.**

A strong system of internal controls is essential for detection and deterrence of fraud, misuse, or abuse of the P-Card. Internal controls include policies, procedures, training, spending limits, Merchant Category Code restrictions, prompt reconciliation, and prompt account distribution.

Your State Agency must establish an internal control structure that ensures compliance with the State's procurement laws, CPO rules, policies and procedures, the Statewide Policy, and the terms and conditions of P-Card established by the Bank. The State Agency employee who serves as the Agency's Fiscal Director is responsible for developing and reviewing the State Agency Procedures and ensuring that sound accounting practices and internal controls are in place and enforced.

#### ***8.1. Regular Review of State Agency Name's P-Card Program.***

The Statewide Policy requires each State Agency to have regular independent reviews of the Agency's P-Card program. Describe how this regular, internal, independent review will occur in your Agency, including who will perform the review (State Agency's P-Card Coordinator, State Agency's internal audit unit, or other business unit assigned State Agency audit responsibilities) and what the review will consist of. At minimum, the review shall evaluate the adequacy of the State Agency P-Card program's: (a) State Agency Procedures; (b) Cardholder spending limits; (c) monthly reconciliation procedures; and (d) documentation for Transactions. Include results of the review in your Agency's annual risk assessment.

If your State Agency has a designated State Agency Central Fiscal Office P-Card, then the protocol for establishing the card needs to be addressed either in your procedures or

as an addendum to your procedures. If included in the procedures, modify section 8.2. Cardholder Spending Limits and P-Card use below to address your agency’s protocol for establishing a designated State Agency Central Fiscal Office P-Card and any alternate Central Fiscal Office P-Cards, including which Central Fiscal Office P-Card is primary and which is alternate.

**8.2. Cardholder Spending Limits and P-Card Use.**

The State Agency Name’s Fiscal Director is responsible for setting payment card maximum Single Transaction Limits (STL) and Cycle Limits (CL). Spending limits should be based on the Cardholder’s job responsibilities, the position’s unique purchasing needs, and the State Agency’s budget. Cardholder spending limits must be reviewed periodically for appropriateness.

State Agency Name may establish one (1) designated State Agency Central Fiscal Office P-Card, and up to two (2) alternates. The Maximum STL for P-Card Program Roles are listed in the table below.

Spending Limits		
Program Role	Permissible Single Transaction Amount	Cycle Limit
Agency Cardholder	\$1 up to \$10,000 STL	Set at the discretion of the State Agency Fiscal Director
Central Fiscal Office P-Card (limit 1 card with up to 2 alternates)	\$1 up to \$50,000 STL	Set at the discretion of the State Agency Fiscal Director

Add details related to the protocol for establishing a designated State Agency Central Fiscal Office P-Card and any alternate Central Fiscal Office P-Cards, including which is primary and which are alternates. Include any circumstances (e.g., unavailability of the primary Central Fiscal Office P-Card) under which an alternate Central Fiscal Office P-Card may be used.

**8.3. Dormant Cards.**

The CPO recommends that State Agencies reduce the Cycle Limit of any P-Card that has not been used within twelve (12) complete cycles to one dollar (\$1). When a P-Card has not been used for some time, the State Agency P-Card Program Coordinator should conduct a review to determine if the Cardholder still needs a P-Card. Each State Agency is responsible for ensuring that this review is completed at least annually or in accordance with its own internal P-Card Procedures, as applicable. Add further details about the review of dormant cards as needed.

**9. Documentation, Reconciliation, and Accounting.**

**9.1. Documentation**

Describe your Agency’s procedures for documentation of Transactions. At minimum, your procedures shall require Cardholders to provide invoices or receipts (either electronic or hard copy format) for all Transactions. Invoices or receipts shall include: (a) the Supplier’s name, location, and contact information; (b) line-item details, including quantity, description, unit price, and total price; and (c) a line showing the State was not charged for sales tax. If your Agency decides to use logs as a form of documentation, specify procedures for maintaining logs. Include procedures for lost receipts and describe any consequences if a Cardholder loses receipts more than three (3) times during a fiscal year. Consult section 9.2 of the Statewide Policy for further guidance regarding Purchase Documentation.

**9.2. Reconciliation.**

All Transaction verifications and approvals will be completed in Edison.

Note that reconciliation cannot be performed manually unless State Agency Name has obtained approval from the CPO. Cardholders will reconcile Transactions [insert frequency; minimum requirements under the Statewide Policy: weekly]. Add further, non-conflicting information about reconciliation to reflect your Agency’s needs.

**9.3. Allocation to the Chart of Accounts.**

Describe your Agency’s procedures for allocation of charges to the chart of accounts. The procedures must ensure: (a) compliance with State accounting and budgetary policies; and (b) all Transactions are allocated to the chart of accounts before the end of the Billing Cycle.

**10. Prohibited Purchases and Transactions.**

**10.1. Prohibited Purchases.**

The following types of purchases, payments, or transactions are prohibited:

Prohibited Purchase Type		General Justification for Prohibition
1	Travel expenses	Travel expenses should comply with the Department of Finance and Administration - <u>Policy 8</u> , State Comprehensive Travel Regulations and are required to be processed through the Edison Expense Module for control and reporting purposes.
2	Rental of passenger vehicles of any kind	Rental of passenger vehicles are typically made in connection with employee travel expenses, which are prohibited.

<b>Prohibited Purchase Type</b>		<b>General Justification for Prohibition</b>
3	Telephone billings	State telephone billings are typically centrally managed and controlled by the Department of Finance and Administration.
4	Political publications of any sort	Purchase of political publications are prohibited by Department of Finance and Administration - <u>Policy 10</u> , <u>Organizational Dues, Subscriptions, and Sponsorships</u> .
5	State Utility billings and connection fees	State utility billings are typically centrally managed and controlled by Department of Environment & Conservation.
6	Payment to another State Agency	Payment to another State Agency is governed by and should follow Department of Finance and Administration - <u>Policy 18</u> , <u>Interunit Journals</u> .
7	Artifacts for historical or commemorative purposes (except for the State Museum)	These purchases must be processed through the Edison AP Module to ensure proper financial statement and asset management module recognition.
8	Employee moving expenses	These expenses must be processed through the Edison Expense Module to ensure IRS information reporting requirements can be met.
9	Purchases of any motor vehicle fuel for any vehicle or equipment leased from the DGS Vehicle Asset Management (VAM)	To track purchases by asset and prevent fraud, DGS-VAM has a dedicated, industry-specific fuel card for all fuel purchases.
10	Back orders or partial shipments	These types of purchases create numerous problems for reconciliation such as split invoices, reconciling across multiple cycles, and problematic tracking issues. Order fulfillment and accruing interest due the Bank are additional concerns.
11	Service awards for State employees	These purchases must be processed through Edison AP Module to ensure IRS information reporting requirements can be met.
12	Awards for private citizens	These purchases must be processed through Edison AP Module to ensure IRS information reporting requirements can be met.
13	Honoraria expenses	These purchases must be processed through Edison AP Module to ensure IRS information reporting requirements can be met.
14	Insurance policies	State insurance coverage is typically centrally managed and controlled by Department of Treasury, Risk Management.
15	Gift cards or gift certificates	These purchases must be processed through Edison AP Module to ensure IRS information reporting requirements can be met.

Prohibited Purchase Type		General Justification for Prohibition
16	Cash withdrawals, including ATM or debit withdrawals	These are prohibited for control purposes.
16	Any goods or services related to political activity as defined under “The Little Hatch Act,” Tenn. Code Ann. §§ 2-19-201 through 208	Purchase of political publications are prohibited by Department of Finance and Administration - <a href="#">Policy 10</a> , Organizational Dues, Subscriptions, and Sponsorships.
17	Purchases Reserved for the Designated State Agency Central Fiscal Office Cardholder, unless in accordance with Section 11 of the Statewide Policy	Cardholders other than the person designated by the State Agency Fiscal Office Cardholder are prohibited from making certain purchases as outlined in section 11 of the Statewide Policy.
18	Purchases identified as Capital Assets by the Department of Finance & Administration <a href="#">Capital Asset Guide</a>	Purchases of goods or equipment that require tagging under the Department of Finance and Administration’s policies – <a href="#">Policy 33</a> , should not utilize the P-Card as the primary payment method because these purchases require the prior approval of the Department of Finance and Administration, Division of Accounts, as the business owner of the Asset Management Module. Exceptions for <i>emergency</i> Asset purchases using the P-Card must be pre-approved by Asset Management.

State Agencies may request an exception for certain items through the use of a P-Card RER eForm in Edison initiated by the State Agency P-Card Program Coordinator and approved by the State Agency Fiscal Director and the Central Procurement Office.

**10.2. Personal Purchases Prohibited.**

Cardholders are prohibited from using a P-Card for the purchase of any goods or services not directly related to job responsibilities or other official State business. Intentional use of a P-Card for any purposes other than State business will result in disciplinary action, up to and including termination from State employment or criminal prosecution. Under Tenn. Code Ann. § 39-16-402, State employees who intentionally or knowingly use a P-Card or a Virtual P-Card for personal purchases commit a Class E felony.

**10.3. Split Purchases Prohibited.**

Tenn. Code Ann. § 12-3-503(b) and CPO Policy Number 2013-003 authorize State Agencies to make a purchase without soliciting quotes or proposals from multiple suppliers when the total value of the purchase is ten thousand dollars (\$10,000) or less. Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the P-Card and a purchase order, in order to circumvent the STL

imposed on the P-Card. The maximum STL for P-Card purchases using a physical P-Card is ten thousand dollars (\$10,000) or fifty thousand dollars (\$50,000) for a Central Fiscal Office P-Card unless a State Agency has designated a lower STL in its internal P-Card Procedures or has an approved exception from the Statewide P-Card Program Director. **The STL for P-Card purchases using a physical P-Card is ten thousand dollars (\$10,000), unless your State Agency designates a lower STL in its State Agency Procedures, and up to fifty thousand dollars (\$50,000) for a Central Fiscal Office P-Card.**

#### ***10.4. Tax Exemption.***

Tenn. Code Ann. § 67-6-329(a) provides that all sales of services and tangible personal property made in Tennessee and for the use and benefit of the State of Tennessee are exempt from Tennessee sales and use tax. Cardholders should obtain an exemption certificate and present it to each Supplier. This form is available on the Department of Revenue web site at <https://www.tn.gov/content/tn/revenue/taxes/sales-and-use-tax/forms.html> or as may be amended in the “Sales and Use Tax Forms - Exemptions” section. Purchases made in other states may be subject to that state’s sales tax.

The Cardholder must be diligent when dealing with the Supplier regarding taxes. Cardholders are responsible for ensuring that Suppliers do not charge tax or provide a credit for inadvertent charges. If the Supplier cannot deduct the sales tax because of pre-set controls within its computer systems or will not honor the exemption, the Cardholder may continue with the purchase but must note the refusal on the receipt and the Cardholder must still pursue steps to have the sales tax charge removed.

In the event a Cardholder is inappropriately charged for sales tax:

- The Cardholder must contact the Supplier to obtain a credit refund of any sales taxes to the P-Card Account.
- The Cardholder is required to maintain documentation of his or her attempts to obtain credit for any Tennessee Sales and Use Tax charged to the P-Card Account in error.

If a Supplier is unable to process a credit against the card, the Cardholder may accept a cash or check refund and contact their State Agency P-Card Program Coordinator for guidance on depositing the funds. However, under no circumstances may the Cardholder accept a credit through other means, including gift cards or store credit. **Add further, non-conflicting information about documentation of attempts to obtain credit as needed.**

#### **11. Purchases Reserved for the Designated **State Agency Name** Central Fiscal Office Cardholder**

Only the person(s) designated by **State Agency Name**’s [title of Agency employee who serves as the Agency’s Fiscal Director and or budget director or officer] as Central Fiscal P-Cardholders may use his or her individual P-Card for the following types of purchases:

- Tuition, fees, and supplies for training individuals;
- Internet, newspaper, radio, or television advertisements;



- Subscriptions to newspapers, periodicals, newsletters, or pamphlets;
- Organization membership dues;
- Charges for meeting rooms and attendant expenses more than two hundred dollars (\$200) per day or for more than five (5) days;
- Convention or registration fees; and
- Association entry fees.
- Food, beverage, or catering charges for meetings.

State Agencies may request an exception from this paragraph using a P-Card Rule Exception Request eForm in Edison initiated by the **State Agency Name's** P-Card Program Coordinator and approved by the State Agency Fiscal Director and the Central Procurement Office.

The **State Agency Name's** Fiscal Director may designate up to two (2) alternate Central Fiscal Office P-Cardholders who may make these purchases, as noted in Section 8.1 above. **State Agency Name** should follow protocol established pursuant to Section 8.1 above regarding the utilization of those alternate Central Fiscal Office P-Cardholders.

## **12. Surcharges and Convenience Fees.**

Many suppliers charge a “credit card processing fee” or “convenience fee” for accepting credit cards including the P-Card. These types of fees are strictly regulated by Visa and MasterCard.

According to Visa’s “Card Acceptance and Chargeback Management Guidelines for Merchants” available on Visa’s website, credit card surcharges are allowed but cannot be more than the amount the supplier’s bank charges them for processing the transaction. Also, the supplier cannot charge both a surcharge and a convenience fee.

## **13. Travel.**

Travel is governed by the Department of Finance & Administration, Policy 8, Comprehensive Travel Regulations. The State maintains a Statewide Contract (#747) for air travel. Flights are booked through the contracted entity according to the Statewide Contract usage instructions.

Payments are made to the airlines using Virtual P-Cards. One Virtual P-Card is assigned to each participating State Agency and embedded within the Supplier’s system. Agencies reconcile their air travel statement each month and report any irregularities to the contract administrator and the P-Card Administration Team. The P-Card Administration Team creates the voucher for payment to the Bank.

## **RFP - REFERENCES**

**REQUEST: Revise the Request for Proposals (“RFP”) Template as follows:**

**Delete B.17. and renumber subsequent sections accordingly:**

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**RFP ATTACHMENT 6.4.**

**REFERENCE QUESTIONNAIRE**

**The standard reference questionnaire provided on the following pages of this attachment should be completed by all individuals offering a reference for the Respondent.**

The Respondent will be solely responsible for obtaining completed reference questionnaires as detailed below, and for enclosing the sealed reference envelopes within the Respondent’s Technical Response. Provide references from individuals who are not current State employees of the procuring State Agency for projects similar to the goods or services sought under this RFP and which represent:

- two (2) contracts Respondent currently services that are similar in size and scope to the services required by this RFP; and
- three (3) completed contracts that are similar in size and scope to the services required by this RFP.

References from at least three (3) different individuals are required to satisfy the requirements above, e.g., an individual may provide a reference about a completed project and another reference about a currently serviced account. The individual contact reference provided for each contract or project shall not be a current State employee **of the procuring State agency. Procuring State agencies that accept references from another State agency shall document, in writing, a plan to ensure that no contact is made between the procuring State agency and a referring State agency.** The standard reference questionnaire, should be used and completed, and is provided on the next page of this RFP Attachment 6.4.

The Respondent will be solely responsible for obtaining completed reference questionnaires and including them in the sealed Technical Response. In order to obtain and submit the completed reference questionnaires follow the process below.

- (a) Add the Respondent’s name to the standard reference questionnaire at RFP Attachment 6.4. and make a copy for each reference.
- (b) Send a reference questionnaire and new, standard #10 envelope to each reference.
- (c) Instruct the reference to:
  - (i) complete the reference questionnaire;
  - (ii) sign and date the completed reference questionnaire;
  - (iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;
  - (iv) sign his or her name in ink across the sealed portion of the envelope; and
  - (v) return the sealed envelope directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response).
- (d) Do NOT open the sealed references upon receipt.
- (e) Enclose all sealed reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.

NOTES:

- The State will not accept late references or references submitted by any means other than that which is described above, and each reference questionnaire submitted must be completed as required.
- The State will not review more than the number of required references indicated above.
- While the State will base its reference check on the contents of the sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references.
- The State is under no obligation to clarify any reference information.

**RFP # NUMBER REFERENCE QUESTIONNAIRE**

**REFERENCE SUBJECT:** RESPONDENT NAME (completed by Respondent before reference is requested)

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The “reference subject” specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
  - sign and date the completed questionnaire;
  - seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
  - sign in ink across the sealed portion of the envelope; and
  - return the sealed envelope containing the completed questionnaire directly to the reference subject.
- 

**(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?**

**(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.**

<b>NAME:</b>	
<b>TITLE:</b>	
<b>TELEPHONE #</b>	
<b>E-MAIL ADDRESS:</b>	

**(3) What goods or services does/did the reference subject provide to your company or organization?**

- (4) If the goods or services that the reference subject provided to your company or organization are completed, were the goods or services provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.
- (5) If the reference subject is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.
- (6) How satisfied are you with the reference subject's ability to perform based on your expectations and according to the contractual arrangements?

**REFERENCE SIGNATURE:**

(by the individual completing this request for reference information)

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(must be the same as the signature across the envelope seal)

**DATE:**

## **RFP Instructions, Considerations, and Options:**

### **6.2. TECHNICAL RESPONSE & EVALUATION GUIDE ATTACHMENT – SECTION B**

#### **General Qualifications & Experience**

The entire set of General Qualification & Experience items detailed in the template for this section MUST be evaluated together as indicated.

RFP Attachment 6.2., Section B and the methodology for evaluating responses may NOT be revised except to add new evaluation items.

### **6.4. REFERENCE QUESTIONNAIRE ATTACHMENT**

#### **Option: Questionnaire Revision.**

Add, delete, or revise questionnaire items as appropriate to the subject procurement so that the State has the best possible information upon which to make a contractor selection.

#### **Option: Revised Reference Requirements.**

Revise the number of required references as appropriate. Revise the template text, as appropriate, to detail an alternate process for obtaining and evaluating references. Any such revision must be exactly detailed and clearly uniform in application with all Respondents.

# **CERTIFICATION RELATED ITEMS (CMRA) REPORT**





STATE OF TENNESSEE  
**PROCUREMENT COMMISSION**  
3rd Floor, William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243-1102  
(615) 741-1035 Fax (615) 741-0684

**April 2021**

**RECERTIFICATION**

1. Item No. 763.A79  
Service: Janitorial Services  
Agency/Location: Tennessee Emergency Management Agency (TEMA), 803 North Concord Street, Knoxville, Tennessee.  
Annual Price: \$9,600.00, or \$800.00 monthly, or \$0.96 per square foot annually for a total of 10,000 square feet.  
Price increase requested due to increase in cost of cleaning supplies due to COVID-19 and labor costs.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 5/01/2021 – 4/30/2022
  
2. Item No. 763.36a-36y  
Service: SWC 921 Adult Incontinent Briefs and Pads  
Agency/Location: Department of General Services, Central Procurement Office, 312 Rosa L. Parks Ave, Nashville, Tennessee  
Annual Price: Current Spend \$85,236.71 (March 2020 through March 2021).  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 5/01/2021 – 4/30/2022

**ADDENDUM**

3. Item No. 763.54  
Service: Janitorial Services  
Agency/Location: Tennessee Department of Transportation, TDOT Region 3 Complex, 6601 Centennial Blvd., Nashville, Tennessee  
Annual Price: \$229,634.16, or \$19,136.18 per month or \$2.14 per square foot for a total of 107,412 square feet.  
Price increase requested to add CNA fee.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 5/1/2021 and run until the end of the contract term on 3/31/2022.

**May 2021**

**ADDENDUM**

1. Item No. 763.A177  
Service: SWC 923 Snap Out and Continuous Forms  
Agency/Location: Department of General Services, Central Procurement Office, 312 Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$449,428.92 (May 2020 through May 2021)  
Price increase requested: Price increase of 5% overall has been requested, increase is due to the increase of costs for labels, forms, commercial print, signs & graphics, and gift & loyalty products which affects paper, film, freight, silicone, adhesives, and packaging.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 6/1/2021 and run until the end of the contract term on 10/31/2021.

**RE-CERTIFICATION**

2. Item No. 763.A185  
Service: Janitorial Services  
Agency/Location: Tennessee Department of Transportation, Region 2 Office Complex, 7512 Volkswagen Drive, Chattanooga, Tennessee.  
Annual Price: \$233,216.40 or \$19,434.70 monthly, or \$1.86348 per square foot for a total of 125,151 square feet.  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 6/01/2021 – 5/31/2022

**June 2021**

**RECERTIFICATION**

1. Item No. 763.20  
Service: Rest Area Maintenance  
Agency/Location: Tennessee Department of Transportation (TDOT), 10 Counties, Tennessee  
Annual Price: \$4,820,109.26, varied monthly price by county  
Price increase requested: TDOT has approved wage and benefit increases  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 7/01/2021 – 6/30/2022
  
2. Item No. 763.55  
Service: Janitorial Services  
Agency/Location: Tennessee Department of Safety, I-40 Scale House Complex, Mile Marker 372, Knoxville, Tennessee  
Annual Price: \$8,626.56, or \$718.88 per month or \$2.4647 per square foot for a total of 3,500 square feet.  
Price increase requested: Increase requested due to increase in cost of cleaning supplies due to COVID-19 and labor costs. This location has not had a price increase since 2013.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 7/01/2021 – 6/30/2022
  
3. Item No. 763.A192  
Service: Janitorial Services & Day Porter Services  
Agency/Location: Tennessee Army National Guard Headquarters, Houston Barracks, 3041 Sidco Drive, Nashville, Tennessee  
Annual Price: \$196,895.52, or \$16,407.96 per month or \$1.15 per square foot for a total of 170,800 square feet for nighttime janitorial and day porter services. Annual Price: \$57,491.40 or \$28,745.70 per visit for a total of 2 visits to strip and wax VCT flooring.  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 7/01/2021 – 6/30/2022

## **ADDENDUM**

4. Item No. 7863.A130  
Service: SWC 920 Drug Testing Kits  
Agency/Location: Department of General Services, Central Procurement Office, 312 Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$332,167.10 (October 1, 2020 – June 2021)  
No price increase requested. The amendment to this contract was requested to allow the substitution of Wondfo T-cups as a temporary test cup solution based on the unavailability of the certified UCP Bioscience cups from GH Solutions. The shortage in UCP Bioscience cups has been caused by customs constraints due to Covid-19 that has created a backlog of ships waiting to unload products at the US port in Los Angeles.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 7/1/2021 and run until the end of the contract term on 9/30/2021.

**July 2021**

**RECERTIFICATION**

1. Item No. 763.A166  
Service: Janitorial Services  
Agency/Location: Tennessee Army National Guard, Building 130, 3041 Sidco Drive, Nashville, Tennessee  
Annual Price: \$2,405.88, or \$200.49 per month or \$0.40 per square foot for a total of 6,070 square feet  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 8/01/2021 – 7/31/2022

**CERTIFICATION**

2. Item No. 763.A206  
Service: Janitorial Services  
Agency/Location: c  
Annual Price: \$4,978.88, or \$224.41 monthly, janitorial services for \$2,692.89 annually, \$0.82 per square foot annually for 3,283 sq. ft., carpet cleaning once annually, for \$848.61, \$0.40 per square foot, 2,100 sq. ft., stripping and waxing once annually, \$947.92, \$0.98 per square foot, 968 sq. ft., and window cleaning once annually, \$488.66, \$1.45 per square foot, 336 sq. ft.  
Certification Requested for Period of 8/01/2021 – 7/31/2022
3. Item No. 763.A207  
Service: Ground Maintenance  
Agency/Location: Department of Human Services, Tennessee Rehabilitation Center, 91 Volunteer Parkway, Manchester, Tennessee  
Annual Price: \$1,494.39 or \$213.48 per cycle, \$1,494.39 annually for 7 cycles for approximately 1.5 acres  
Certification Requested for Period of 8/01/2021 – 7/31/2022

**ADDENDUM**

4. Item No. 763.A198  
Service: TDOC Boots  
Agency/Location: Tennessee Department of Correction, Nashville, Tennessee  
Annual Price: Maximum Liability of \$350,000.00 Price will vary based on which item or items are purchased from the contract.  
No price increase requested. The amendment to this contract was to update a line item description and add more offerings. These changes will not affect the maximum liability of this contract.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 8/01/2021 and run until the end of the contract term on 12/31/2021.

**August 2021**

## **RECERTIFICATION**

1. Item No. 763.A186  
Service: Janitorial Services  
Agency/Location: Department of Intellectual and Developmental Disabilities-TEIS, 2761  
Island Home Blvd., Knoxville, Tennessee  
Annual Price: \$8693.28 annually, or \$724.44 per month, \$1.09 per square foot, about  
8,000 sq. ft.  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 9/01/2021-8/31/2022

## **ADDENDUM**

2. Item No. 763.36ad  
Service: Female Sanitary Products  
Agency/Location: Department of General Services, Central Procurement Office, 312  
Rosa L. Parks Ave, Nashville, Tennessee  
Annual Price: Current Spend \$105,348.52  
Price increase for all items and a discontinuation of one item due to increased raw  
material and shipping costs for manufacturer.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 9/01/2021 and run until the end of the contract  
term on 9/30/2021.
3. Item No. 763.36a - 763.36y  
Service: Incontinent Briefs and Pads  
Agency/Location: Department of General Services, Central Procurement Office, 312  
Rosa L. Parks Ave, Nashville, Tennessee  
Annual Price: Current Spend \$6,499.32  
There will be a price increase on line items on this contract. There were  
miscommunications between the supplier and CMRA regarding the items on contract.  
The addendum will be pushed to the September agenda to allow more time to clean up  
the contract.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 10/01/2021 and run until the end of the contract  
term on 4/30/2022.

## **CERTIFICATION**

4. Item No. 763.A207

Service: Grounds Maintenance Services

Agency/Location: Department of Human Services, Tennessee Rehabilitation Center, 955 East 20<sup>th</sup> Street, Cookeville, Tennessee.

Annual Price: \$2,544.00, or \$106.00 per cycle, for approximately 24 cycles.

Certification Requested for Period of 9/01/2021 – 8/31/2022

## **RE-CERTIFICATION**



## September 2021

1. Item No. 763.A66  
Service: Janitorial Services  
Agency/Location: Tennessee Department of Transportation, Region 4 Headquarters, 300 Benchmark Place, Jackson, Tennessee  
Annual Price: \$ 167,629.97, Janitorial Services are \$12,403.54 per month, or \$2.10 per square foot per year. Day Porter Services are \$1,565.63 per month or \$9.03 per hour for approximately 2080 hours. The building has a total of 70,916 square feet.  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022
  
2. Item No. 763.76/763.77  
Service: Janitorial Services & Inspection Services  
Agency/Location: Tennessee Department of Transportation Motor Pool, First Street North, Nashville, Tennessee  
Annual Price: \$23,826.73, or \$1,985.56 per month.  
Price increase requested – A price increase has been requested due to increased costs of cleaning supplies due to COVID-19 and labor costs.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2020 – 9/30/2021
  
3. Item No. 763.19  
Service: Janitorial Services  
Agency/Location: Tennessee Air National Guard Base, Nashville International Airport, Nashville, Tennessee.  
Annual Price: \$56,300.09, or \$4,691.69 per month or \$3.28 per square foot for a total of 17,127 square feet.  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022
  
4. Item No. 763.A130  
Service: SWC 920 Drug Testing Kits  
Agency/Location: Department of General Services, Central Procurement Office, 312 Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$982,173.34 (September 2020-September 2021)  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022
  
5. Item No. 763.356ad

Service: SWC 924 Female Sanitary Products  
Agency/Location: Department of General Services, Central Procurement Office, 312  
Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$162,939.86 (September 2020-September 2021)  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022

6. Item No. 763.A169  
Service: SWC 917 Grease Trap Service  
Agency/Location: Department of General Services, Central Procurement Office, 312  
Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$163,915.31 (September 2020 – September 2021)  
No price increase requested.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022
7. Item No. 763.A196  
Service: TDOC Uniforms  
Annual Price: Maximum Liability of 1,800,000.00. Price will vary based on which item  
or items are purchased from the contract. Annual Price: Current Spend \$843,992.55  
(October 2020 – September 2021).  
Price increase requested - The manufacturer has experienced increases in materials, labor,  
and shipping costs due in-part to Covid-19 challenges.  
Satisfaction: No complaints have been filed.  
Re-Certification Requested for Period of 10/01/2021 – 9/30/2022

## **ADDENDUM**

8. Item No. 763.36a-763.36y  
Service: Incontinent Briefs and Pads  
Agency/Location: Department of General Services, Central Procurement Office, 312  
Rosa L. Parks Ave, Nashville, Tennessee  
Annual Price: Current Spend \$ 27,235.39 (May 2021-September 2021)  
Price increase requested - The manufacturer has requested a price increase due to  
increased costs for raw materials and shipping fees.  
Satisfaction: No complaints have been filed.  
Addendum will have an effective date of 10/01/2021 and run until the end of the contract  
term on 4/30/2022.

9. Item No. 763.38c-d  
Service: SWC 923 Snap Out and Continuous Forms  
Agency/Location: Department of General Services, Central Procurement Office, 312 Rosa L. Parks Ave, Nashville, Tennessee.  
Annual Price: Current Spend \$27,235.39 (November 2020 through September 2021)  
No price increase requested. This amendment is to correct a pricing error. The state has historically been paying the correct amount for the items.  
Addendum will have an effective date of 10/1/2021 and run until the end of the contract term on 10/31/2021.

### **DE-CERTIFICATION**

10. Item No. 763.A200  
Service: Janitorial Services  
Agency/Location: Tennessee Department of Human Services, Paris Office, 1108 Tyson Avenue, Paris, Tennessee.  
Annual Price: \$6,996.00 annually, \$583.00 per month or \$2.7984 per square foot for a total of 2,500 square feet.  
No price increase requested.  
Satisfaction: Reason for decertification: AKC Janitorial Service has requested to seek decertification citing difficulties locating employees within travel distance of the location. We acknowledge the disunion of this relationship for services at this location. De-Certification Requested for 10/1/2021.
11. Item No. 763.A208  
Service: Janitorial Services  
Agency/Location: Department of Human Services, Tennessee Rehabilitation Center, 91 Volunteer Parkway, Manchester, Tennessee  
Annual Price: \$4,978.88, or \$224.41 monthly, janitorial services for \$2,692.89 annually, \$0.82 per square foot annually for 3,283 sq. ft., carpet cleaning once annually, for \$848.61, \$0.40 per square foot, 2,100 sq. ft., stripping and waxing once annually, \$947.92, \$0.98 per square foot, 968 sq. ft., and window cleaning once annually, \$715.47, \$2.13 per square foot, 336 sq. ft.  
No price increase requested.  
Satisfaction: Reason for decertification: New Horizons has requested to seek decertification citing difficulties locating employees within travel distance of the location. We acknowledge the disunion of this relationship for services at this location. De-Certification Requested for 10/1/2021.

# **LIMITATION OF LIABILITIES REPORT**

4754	LOL_REQ	NASPO Data Communications PA Number AR 3227 (SWC 3030)	The contractor will be providing Cisco Data Communications Networking and Security Equipment. During negotiations, the parties agreed to a two (2) times the amount specified in the purchase order instead of estimated or maximum liability as the contractor LOL. This slight modification does not present any significant risk to the State and retains the intent of Tenn. Code Ann. § 12-3-701.	A	4/1/2021 14:19	Michael Porter	4/1/2021 14:48
4977	LOL_REQ	ERP System Cashiering System: 31701-03338	The vendor will be providing support for the Edison cashiering software. The vendor has been providing these type services to the State for approximately 15 years. The parties during negotiation agreed that the software provider's liability should be limited to the cost of the software in an amount of \$520,000 and the liability for ongoing annual technical support, in an amount of 2xs the ongoing annual technical support fees paid to the vendor by the State. The revised contractor LOL provision was mutually drafted and agreed upon during negotiations among the vendor, CPO Legal and STS. These is no negative impact to the State in this revision and the requirements of Tenn. Code Ann. § 12-3-701 are still satisfied.	A	4/27/2021 11:06	Travis G Johnson	4/28/2021 13:18
5374	LOL_REQ	Technical Support Services for the Pension Administration System: 30901-50422	The contractor requested and received approval for the reduction of the LOL amount from 2xs to 1.5xs the maximum liability. The proposed change in the amount was approved because State personnel will be participating and observing during the implementation of system changes, thereby preventing a system defect from transpiring. The proposed change in the amount will also be mitigated by enhanced insurance protection and falls within the authority of Tenn. Code Ann. § 12-3-701.	A	6/7/2021 9:00	Belinda D Rochelle	6/7/2021 9:56
5385	LOL_REQ	Substitute Teacher Services for the ASD - Kelly Services 101-200933315FA02	The vendor provides substitute teachers on demand for the State's Achievement School District. The contractor requested that the contractor LOL provision be removed in its entirety from the contract. The contractor LOL clause typically minimizes the contractor's risk and its removal does not increase the risk to the State. Instead, it leaves the amount of the contractor's liability uncertain. In this situation, the ITB event failed to result in an award to a responsive contractor so the agency is presently seeking approval of a sole source one-year agreement until the State can reissue the competitive solicitation. The inclusion of the vendor's request to eliminate the contractor LOL provision will enable the State to procure these essential services and is in compliance with Tenn. Code Ann. § 12-3-701.	A	6/7/2021 14:17	Brian DiCarlo	6/7/2021 14:25
5397	LOL_REQ	TennCare MCO: 31865-00603	The contractor requested and received approval for the reduction of the LOL amount from 2xs to 1.5xs the maximum liability. The proposed change in the amount was approved because State personnel will be participating and observing during the implementati	A	6/8/2021 9:10	James Brimm	6/8/2021 16:26
6603	LOL_REQ	Florida Surplus Lines: 33501-222013	The vendor provides the State with non-admitted insurance software services. This contractor is a non-profit operated by the State of Florida and is the only vendor available to perform this service. This arrangement will involve a no- cost contract and the fees collected for the services are statutorily mandated by the state to stay under certain limits. Being a non-profit, the vendor could not agree to the standard contractor LOL provision but did agree to a maximum liability tied to the amount of transactions fees the vendor receives in connection with the contract. The agency consulted with surrounding states and was unable to identify another vendor that could provide the necessary services without an expensive and protracted data transferal process that could result in a lapse in service. The inclusion of the contractor's LOL provision will enable the State to procure these essential services and to remain compliant with Tenn. Code Ann. § 12-3-701.	A	8/4/2021 13:45	Tammy H Emery	8/5/2021 8:38
6065	LOL_REQ	Rivian: 32701-04287	The contractor will provide electric vehicle charging stations at the 56 Tennessee State Park. The products and services that will be provided by the contractor will be delivered and installed at the Tennessee State Parks at no cost to the State, including all electric vehicle chargers, equipment and supplies necessary for the installation and services. The State agreed to substitute the words 'estimated liability' for 'maximum liability' which was agreed by the contractor. The contractor also agreed to purchased enhanced insurance coverages, including Technology Professional Liability (Errors and Omissions) / Cyber liability coverage in the amount of \$10,000,000. Acceptance of the substitute contractor LOL provision and enhanced insurance coverages, enabled the State to acquire these services at no-cost and remain compliant with Tenn. Code Ann. § 12-3-701.	A	8/4/2021 15:22	Amanda Head	8/9/2021 11:28

6260	LOL_REQ	WEX Bank Fuel Card PA / DGS Fuel Card: 71749	During contract negotiations, the State agreed to the removal of the contractor LOL provision and the adoption of the provision from the amended and restated Cooperative Purchasing Master Agreement for Fleet Card Services. The parties agreed to a contractor LOL that provides for actual damages that do not exceed 3xs the sum of all fees paid by such Participating Entity to Contractor. It was determined that the insurance provisions associated with the contract were sufficient to support the low risk. The proposed substitution of the provision from the master agreement and the use of enhanced insurance coverages for the State falls within the authority of Tenn. Code Ann. § 12-3-701.		8/27/2021 12:50	Rachael Ross	8/27/2021 13:50
6548	LOL_REQ	AAMVA Network Services: 34901-01367	The contractor provides network, program and driver services transactions from the American Association of Motor Vehicle Administrators. The State agreed to reduce the amount of the LOL provision to 1xs the maximum liability amount for claims arising under the contract, including indemnification claims. The change in the contract were negotiated between CPO Legal and the contractor were consistent with previous contracts. The potential risk of liability to the State were minimized by the damages covered under the contractor's insurance coverages. The reduction in the amount of the LOL from 2xs to 1xs will enable the State to procure this necessary service and is consistent with Tenn. Code Ann. § 12-3-701.	A	9/22/2021 14:24	Marki Mascolo	9/22/2021 14:47
6591	LOL_REQ	Thermo Fisher: 34800-12006	The contractor will provide goods and services under a single purchase contract and will present the State with low risk. The contractor will provide necessary hardware and software upgrades to the agency's instrumentation manufactured by Life Technologies. Requiring the contractor to potentially have 2xs liability under the contractor LOL could create a situation where the contractor is unable to obtain this necessary hardware and software upgrades. The parties agreed to a reduction of the contractor LOL provision to 1.2xs the maximum liability under the contract. It was determined that the insurance coverages associated with the contract are sufficient to protect the overall risk to the State and is consistent with Tenn. Code Ann. § 12-3-701.	A	9/27/2021 14:38	Michael Bentheimer	9/27/2021 21:25
6673	LOL_REQ	Whole Genome Illumina : 3430	The contractor is providing a specialized good and service to the State. The State negotiated the contractor LOL provision with the contractor at 2xs maximum liability but in certain situation, further reducing and limiting the contractor's liability. These changes are consistent with other terms of negotiation involving warranty, intellectual property, HIPAAA and hold harmless. Without these contract changes, the contractor would not agree to provide these necessary goods or services to the State. The risks to the State remain minimal because the liability remains at 2xs the maximum liability and falls within the terms of Tenn. Code Ann. 12-3-701.	A	10/5/2021 11:27	Lindsay Oliveras	10/5/2021 12:45

# **MEMORANDUM OF UNDERSTANDING (MOU) REPORT**

Number	SWC# / Edison Contract #	Contract Name	Category Specialist / Sourcing Analyst	Vendor Name	Description	MOU Active Date	Items Added via MOU
324	37896	Managed Service Provider (MSP)	Laitin Beecham	Knowledge Services	Temporary and Contract Staff Augmentation	3/15/2021	Added the title Bioinformation to the rate card
325	58464	Crawford Software Maint.	Sharon Pope	Crawford Technologies	Software for print & postal services	3/31/2021	Addition of Pro Conductor software/service/maint
326	65939	SWC 205 Vehicle Rental	Laitin Beecham	Enterprise Holdings	Vehicle Rental	4/7/2021	Addition of a 1 ton pick up truck
327	56900	SWC 104 Checkpoint Body Scanners	DeRenne Raley	Ceia USA	Checkpoint and Body Scanners	5/1/2021	addition of metal detector
328	62707	SWC 235 Industrial Supplies	Mike Neely	Grainger	Industrial Supplies	5/15/2021	Add Hand Soap/Dispensers
329	62716	SWC 235 Industrial Supplies	Mike Neely	Fastenal	Industrial Supplies	5/15/2021	Add Hand Soap/Dispensers
330	62715	SWC 235 Industrial Supplies	Mike Neely	Benefast	Industrial Supplies	5/15/2021	Add Hand Soap/Dispensers
331	NV51898	SWC 201 Equipment Rental	Laitin Beecham	United Rentals North America Inc.	Equipment Rental	5/12/2021	Add Automatic Flagger Assistance Device
332	NV59913	SWC 352 Envelopes	James Vallone	Cenveo Worldwide Limited	Envelopes	5/13/2021	Add two #10 Envelopes with Poly Windows
333	62220	SWC 126 Highway Markings and Accessories	Erik Busby	Xcessories Squared	Highway signage, pavement marking, and traffic control accessories	5/19/2021	Add 5 items for Sign Postage
334	68691	Asset and Photolog	Stephanie Landmark	CycloMedia Technology Inc	Photolog images and data collection on routes and ramps throughout the State	6/4/2021	Added data extraction services for ADA Ramps & Intersections/Sub-Intersections
335	56898	SWC104 Checkpoint and Body Scanners	DeRenne Raley	ADANI Systems Inc.	Checkpoint and Body Scanners	6/18/2021	added an upgrade to the current body scanner and a fingerprint scanner
336	37896	Managed Service Provider (MSP)	Laitin Beecham	Knowledge Services	Temporary and Contract Staff Augmentation	6/7/2021	Added TEMA Training Courses
337	64345	Cellular Devices, services, and Business solutions	Richard Kotler	Verizon Wireless	Addition of a Unlimited Public Safety Voice/ Data Plan with Priority and Preemption	6/25/2021	Public Safety Voice/Data Plan, Priority Plan, Preemption Plan
338	37896	Managed Service Provider (MSP)	Laitin Beecham	Knowledge Services	Temporary and Contract Staff Augmentation	6/29/2021	Added Transcription Translation Services to the rate card
339	53667, 53703	SWC 503 Summer Road Maintenance and Materials	Erik Busby	Lincoln Paving, Wright Paving	Cold Planing Pavement and Mobility	8/6/2021	Added cold planing bituminous pavement and mobility for region 3.
340	67744	TFACA Educational Books	Kayla Cook	Tennessee Firemen's Association	Addition of two educational books	8/10/2021	Chief Officer: Principles and Practice, 3rd ed and Fire and Emergency Services Instructor, 3rd ed
341	37896	Managed Service Provider (MSP)	Maya Carpenter	Knowledge Services	Temporary and Contract Staff Augmentation	8/24/2021	Added Program/Project Manager, Security Guard Unarmed 3, Warehouse Worker 2, and Speech & Language Pathologist 2 to the rate card.
342	53430	Uniform, Linen, Dust Control	Parker Birt	Aramark Uniform Services	Uniform, linen, and dust control rental services	6/11/2021	Added an 18" and 24" microfiber mop for Memphis Mental Health Institute.



# **REMANUFACTURED GOODS**

## Remanufactured Office Goods Report

### A. Summary

This is a report of remanufactured office goods purchased by State agencies, as outlined in Tenn. Code Ann. § 12-3-806. This report, which includes data from the prior three fiscal years, may exclude some items that could be defined as Remanufactured Office Goods, but have already been reported through a different mechanism, such as the annual Efficient Energy Purchasing Report. This report largely includes remanufactured ink, toner, drums, developers, and belts purchased off of the Statewide Contracts for Office Supplies—through both the Staples contract that expired in June 2020 and the Office Depot contract that began in July 2020.

### B. Cost

A summary of remanufactured office goods spend can be found below. See the Findings and Areas of Improvement section below for more information on cost savings. See Attachments 1-3 at the end of this report for more detailed information on this spend.

Fiscal Year	Staples	Office Depot	Other	Total Spend
2018-19	\$ 28,700.74	\$ -	\$ 574.39	\$ 29,275.13
2019-20	\$ 89,737.67	\$ -	\$ 2,877.00	\$ 92,614.67
2020-21	\$ 37,167.84	\$ 10,096.67	\$ 5,405.40	\$ 52,669.91
	<b>\$ 155,606.25</b>	<b>\$ 10,096.67</b>	<b>\$ 8,856.79</b>	<b>\$ 174,559.71</b>

### C. Findings and Areas for improvement:

1. Spend Trend — Generally the average annual spend has reduced from \$287,324.30 in FY16-18 to \$58,186.57 in FY19-21. This reduction can likely be attributed to the efforts of the State in the last few years to increase automation and reduce reliance and usage of paper. This means less printing and, therefore, less of a need for the remanufactured goods.
2. Definition of “remanufactured office goods” — There is some overlap on items such as ink and toner that could potentially go on both this report and the Energy Efficiency Report.

Additionally, there is some ambiguity around what could qualify as “remanufactured office goods.” CPO plans to analyze existing public resources such as federal procurement guidance and then further discuss and clarify these guidelines with the Procurement Commission staff to improve reporting where possible.

3. Remanufactured vs new— There has historically been difficulty in weighing the costs and benefits of using these recycled/used products vs new. This decision is affected by a wide variety of factors, such as industry, manufacturer, existing warranty agreements, technology changes, etc. One area of improvement is to conduct a cost-benefit analysis to help provide guidance in this area. CPO could also seek industry expertise on potential

items or categories where we should be purchasing remanufactured instead of new. CPO can also explore a way to capture the savings of purchasing remanufactured vs new, as this is not currently tracked.

Another potential remedy would be to include a term in future, applicable contracts for a custom report, which would directly account for the cost savings from using the remanufactured goods compared to the “new” functional equivalents. CPO previously didn’t have the appropriate expertise or resources allocated to assist with improving reporting under this requirement; however, CPO has recently created a Data Analytics team that will be able to lead this effort. This team has already helped overhaul and improve our Energy Efficiency Reporting Process and definitely has an ability to explore the feasibility of the recommendations above.

## **Attachment 1**

### **Staples Spend**

*See chart on following page*

Staples - April 1, 2019 - April 1, 2021

BU	Secondary BU	Order/Invoice Number	UNSPSC	UNSPSC Defined	Brand/Manufacturer	Manufacturer ID/ Product Number	SKU	Item Description	UOM	Qty Purchased	Avg Sell Price	Adj Gross Sales	Month	Qtr	FY
30501	Secretary of State	176340688	0	0	TRU RED	TRCF287A/SEB7A	24298931	TRED REMAN HP 87A BLACK TONER	EA	3	\$168.69	\$506.07	July	Q1	FY20
30501	Secretary of State	176717625	44103105	Ink cartridges	PM COMPAN	PMFC6602A3	811680	TONER CTRG INKJT U6000 3/PACK	PK	6	\$56.76	\$340.56	August	Q1	FY20
30501	Secretary of State	176827682	44103105	Ink cartridges	LEXMARK	T650H80G	795656	LEX T650 REMAN HY CART	EA	2	\$264.58	\$529.16	August	Q1	FY20
30501	Secretary of State	177162929	0	0	TRU RED	TR6201H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$222.60	\$222.60	August	Q1	FY20
30501	Secretary of State	177162929	0	0	TRU RED	TRCF287A/SEB7A	24298931	TRED REMAN HP 87A BLACK TONER	EA	3	\$168.69	\$506.07	August	Q1	FY20
30501	Secretary of State	177920730	44103105	Toner	TRU RED	TR6201H00/SEB10	421421	TRED REM LEX T654X11A HYBLK TR	EA	1	\$255.87	\$255.87	September	Q1	FY20
30501	Secretary of State	178614033	44103105	Ink cartridges	PM COMPAN	PMFC6602A3	811680	TONER CTRG INKJT U6000 3/PACK	PK	15	\$ 56.76	\$ 851.40	October	Q2	FY20
30501	Secretary of State	178931441	0	0	TRU RED	TRCF410A/SEB410	24357754	TRED REMAN HP 410A BLACK TONER	EA	3	\$ 73.59	\$ 220.77	October	Q2	FY20
30501	Secretary of State	179035054	44103105	Toner	TRU RED	TRTN660/SEB1N6	1932213	TRED REMAN BRO TN660 HYBLK TNR	EA	6	\$ 27.40	\$ 164.40	November	Q2	FY20
30501	Secretary of State	179813405	44103105	Toner	TRU RED	TRCF280A/SEB80A	1004306	TRED REMAN HP 80A BLACK TONER	EA	1	\$62.66	\$62.66	December	Q2	FY20
30501	Secretary of State	179813407	0	0	TRU RED	TRCF287A/SEB7A	24298931	TRED REMAN HP 87A BLACK TONER	EA	5	\$168.69	\$843.45	December	Q2	FY20
30501	Secretary of State	183896595	0	0	TRU RED	TRCF287A/SEB7A	24298931	TRED REMAN HP 87A BLACK TONER	EA	5	\$ 190.99	\$ 954.95	May	Q4	FY20
30701	Comptroller's Office	178485532	44103105	Toner	TRU RED	TRTN450/SEB1N45	400229	TRED REMAN BRO TN450 HYBLK TNR	EA	18	\$ 27.40	\$ 493.20	October	Q2	FY20
30701	Comptroller's Office	184348936	44103105	Toner	TRU RED	TRTN450/SEB1N45	400229	TRED REMAN BRO TN450 HYBLK TNR	EA	20	\$ 27.40	\$ 548.00	June	Q4	FY20
30701	Comptroller's Office	184348936	44103105	Toner	UNKWN	TRTN760	24421900	TRED REMAN BRO TN760 HYBLK TNR	EA	10	\$ 33.79	\$ 337.90	June	Q4	FY20
31602	Comm Aging & Dabill	173757519	44103105	Toner	SUSTAINABL	SEB1N60R	1932213	SEB BROTHER TN660 TONER BLK HY	EA	2	\$27.95	\$55.90	19-Apr	Q4	FY19
31602	Comm Aging & Dabill	174604415	44103105	Toner	SUSTAINABL	SEB570R	791353	SEB REMAN TONER BRO TN570 HY	EA	1	\$27.17	\$27.17	19-May	Q4	FY19
31602	Comm Aging & Dabill	181538690	44103105	Toner	TRU RED	TRTN570/SEB570R	791353	TRED REMAN BRO TN570 BLK TNR	EA	3	\$ 27.17	\$ 81.51	February	Q3	FY20
31701	Finance & Admin	174338905	44103105	Toner	SUSTAINABL	SEB8400R	791227	SEB REMAN DRUM BRO DR-400	EA	9	\$88.61	\$797.49	19-Apr	Q4	FY19
31701	Finance & Admin	174338905	44103105	Ink cartridges	STAPLES	SIC-R250X251MP	1004284	STAPLES SIC-R250X251MP INK	PK	4	\$32.48	\$129.92	19-Apr	Q4	FY19
31701	Finance & Admin	174338905	44103105	Toner	SUSTAINABL	SEB8400R	791227	SEB REMAN DRUM BRO DR-400	EA	1	\$88.61	\$88.61	19-May	Q4	FY19
31701	Finance & Admin	174794276	44103105	Toner	SUSTAINABL	SEB840R	791344	SEB REMAN TONER BRO TN-540	EA	1	\$38.03	\$38.03	19-May	Q4	FY19
31701	Finance & Admin	174794276	44103105	Toner	SUSTAINABL	SEB8510R	791229	SEB REMAN DRUM BRO DR-510	EA	1	\$45.99	\$45.99	19-May	Q4	FY19
31701	Finance & Admin	176430983	44103105	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	July	Q1	FY20
31701	Finance & Admin	177229855	44103105	Toner	TRU RED	TR65011A/SEB71	421418	TRED REM LEX T65011A HYBLK TR	EA	2	\$245.05	\$490.10	August	Q1	FY20
31701	Finance & Admin	179605050	0	0	TRU RED	TRCF360X	24402812	TRED REMAN HP 508X HY BLACK TR	EA	1	\$ 196.99	\$ 196.99	November	Q2	FY20
31701	Finance & Admin	180247602	44103105	Toner	TRU RED	TRTN650/SEB1N65	894710	TRED REMAN BRO TN650 HYBLK TR	EA	1	\$32.09	\$32.09	December	Q2	FY20
31866	TennCare	176573187	44103105	Toner	SUSTAINABL	115203P/SEB350	1004288	SUSTAINABLE EARTH SEBE350R	EA	1	\$125.15	\$125.15	19-May	Q4	FY19
31866	TennCare	180821015	0	0	TRU RED	TR60F1H00/SEBXM	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	2	\$ 143.65	\$ 287.30	January	Q3	FY20
32101	General Services	177133394	44103105	Toner	TRU RED	TRDR520/SEBDR52	791230	TRED REMAN BRO DR520 DRUM UNIT	EA	1	\$105.20	\$105.20	August	Q1	FY20
32101	General Services	177141235	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$79.33	\$158.66	August	Q1	FY20
32300	Veterans Services	183979218	44103105	Ink cartridges	TRU RED	TRC2P04AN/SI4-6	2839035	TRED REMAN HP 62 BLK INK CART	EA	2	\$ 14.79	\$ 29.58	June	Q4	FY20
32501	Agriculture	176511716	#N/A	#N/A	STAPLES	SIH-62X262C	2839033	STP REMAN HP62XLK62C CYM 2PK	PK	40	\$50.09	\$2,003.60	19-May	Q4	FY19
32501	Agriculture	176397510	44103105	Ink cartridges	TRU RED	TRU313R/SID-R21	1004262	TRED REMAN DELL SERIES 21 BLK	EA	1	\$17.99	\$17.99	July	Q1	FY20
32501	Agriculture	176397510	44103105	Ink cartridges	TRU RED	TRU317R/SID-R21	1004263	TRED REM DELL SERIES 21 TRICLR	EA	1	\$22.29	\$22.29	July	Q1	FY20
32501	Agriculture	176843052	44103105	Toner	TRU RED	TR1247405/SEB63	791312	TRED REMAN LEX 1247405 BLK TNR	EA	1	\$78.54	\$78.54	August	Q1	FY20
32501	Agriculture	177012120	0	0	TRU RED	TRCF410A/SEB410	24357754	TRED REMAN HP 410A BLACK TONER	EA	1	\$73.59	\$73.59	August	Q1	FY20
32501	Agriculture	177012120	0	0	TRU RED	TRCF411A/SEB410	24357752	TRED REMAN HP 410A CYAN TONER	EA	1	\$96.79	\$96.79	August	Q1	FY20
32501	Agriculture	177012120	0	0	TRU RED	TRCF412A/SEB410	24357755	TRED REMAN HP 410A YELLOW TNR	EA	1	\$96.79	\$96.79	August	Q1	FY20
32501	Agriculture	177012120	0	0	TRU RED	TRCF413A/SEB410	24357756	TRED REMAN HP 410A MAGTA TONER	EA	1	\$96.79	\$96.79	August	Q1	FY20
32501	Agriculture	177012120	44103105	Toner	TRU RED	TRTN630/SEB1N63	2123380	TRED REMAN BROTHER TN630 BLK TR	EA	1	\$25.95	\$25.95	August	Q1	FY20
32501	Agriculture	178284965	44103105	Ink cartridges	TRU RED	TRCC854N/SI4-R	331523	TRED REMAN HP 901X HY BLK INK	EA	9	\$ 19.62	\$ 176.58	October	Q2	FY20
32501	Agriculture	180037506	44103105	Toner	TRU RED	TRTN630/SEB1N63	2123380	TRED REMAN BROTHER TN630 BLK TR	EA	2	\$34.40	\$68.80	December	Q2	FY20
32501	Agriculture	184208364	44103105	Ink cartridges	TRU RED	TRN9H64FN2PK	24403756	TRED REMAN HP62LXKTRICLR 2PK	PK	2	\$ 39.19	\$ 78.38	June	Q4	FY20
32501	Agriculture	184113689	44103105	Toner	TRU RED	TR630H1A/SEB6	472721	TRED REMAN LEX E30H11A HY BLK	EA	1	\$ 137.44	\$ 137.44	June	Q4	FY20
32501	Agriculture	184035684	44103109	Printer or facs	TRU RED	TRDR630/SEBDR63	2401785	TRED REMAN BRO DR630 DRUM UNIT	EA	1	\$ 42.00	\$ 42.00	June	Q4	FY20
32601	Tourist Development	179539279	0	0	TRU RED	TR60F1H00/SEBMS	2721566	TRED REMAN LEX 601H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	November	Q2	FY20
32701	Environment & Conserv	174116139	44103105	Toner	SUSTAINABL	SEB1N203RDS	1978700	SEB BROTHER TN200 3-PACK	PK	1	\$111.79	\$111.79	19-Apr	Q4	FY19
32701	Environment & Conserv	174123028	#N/A	#N/A	SUSTAINABL	SEB137R	2401378	SEB REMAN CANON 137 TONER	EA	4	\$44.40	\$177.60	19-Apr	Q4	FY19
32701	Environment & Conserv	174207348	44103105	Toner	SUSTAINABL	SEB2617R	920646	SEB REMAN TONER CANON 2617B001	EA	3	\$97.75	\$293.25	19-Apr	Q4	FY19
32701	Environment & Conserv	174357177	44103105	Toner	SUSTAINABL	SEBE340R	472722	SEB REMAN HYTR LEXMEX E340 BLK	EA	1	\$89.34	\$89.34	19-Apr	Q4	FY19
32701	Environment & Conserv	174547001	44103105	Ink cartridges	STAPLES	SIB-RLC75B	1003981	STAPLES SIB-RLC75B INK	EA	1	\$16.89	\$16.89	19-May	Q4	FY19
32701	Environment & Conserv	174547001	44103105	Ink cartridges	STAPLES	SIB-RLC75C	1003980	STAPLES SIB-RLC75C INK	EA	1	\$12.89	\$12.89	19-May	Q4	FY19
32701	Environment & Conserv	174547001	44103105	Ink cartridges	STAPLES	SIB-RLC75M	1003979	STAPLES SIB-RLC75M INK	EA	1	\$12.89	\$12.89	19-May	Q4	FY19
32701	Environment & Conserv	174547001	44103105	Ink cartridges	STAPLES	SIB-RLC75Y	1003972	STAPLES SIB-RLC75Y INK	EA	1	\$12.89	\$12.89	19-May	Q4	FY19
32701	Environment & Conserv	174687435	#N/A	#N/A	SUSTAINABL	SEB1N6302R	2715656	SEB REMAN TNR TN630 BLK TN 2PK	PK	1	\$68.59	\$68.59	19-May	Q4	FY19
32701	Environment & Conserv	174694280	44103105	Toner	DIVERSITY P	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$135.29	\$270.58	19-May	Q4	FY19
32701	Environment & Conserv	175094238	44103105	Toner	SUSTAINABL	SEB570R	791353	SEB REMAN TONER BRO TN570 HY	EA	2	\$27.17	\$54.34	19-May	Q4	FY19
32701	Environment & Conserv	175094238	44103105	Toner	SUSTAINABL	SEB570R	791353	SEB REMAN TONER BRO TN570 HY	EA	-2	\$27.17	(\$54.34)	19-May	Q4	FY19
32701	Environment & Conserv	175094238	44103105	Toner	SUSTAINABL	SEB570R	791353	SEB REMAN TONER BRO TN570 HY	EA	2	\$27.17	\$54.34	19-May	Q4	FY19
32701	Environment & Conserv	175803055	44103105	Toner	TRU RED	TRTN630R	2123380	TRED REMAN BROTHER TN630 BLK TR	EA	1	\$25.95	\$25.95	19-Jun	Q4	FY19
32701	Environment & Conserv	175900471	44103105	Toner	TRU RED	TRTN450/SEB1N45	400229	TRED REMAN BRO TN450 HYBLK TNR	EA	1	\$27.40	\$27.40	July	Q1	FY20
32701	Environment & Conserv	175900471	44103105	Toner	TRU RED	TRTN450/SEB1N45	400229	TRED REMAN BRO TN450 HYBLK TNR	EA	1	\$27.40	\$27.40	July	Q1	FY20
32701	Environment & Conserv	176021367	44103105	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	July	Q1	FY20
32701	Environment & Conserv	176365201	44103105	Toner	TRU RED	TRTN450/SEB1N45	400229	TRED REMAN BRO TN450 HYBLK TNR	EA	3	\$27.40	\$82.20	July	Q1	FY20
32701	Environment & Conserv	176518761	44103105	Toner	TRU RED	TRDR620/SEBDR62	400342	TRED REMAN BRO DR620 DRUM UNIT	EA	2	\$47.24	\$94.48	July	Q1	FY20
32701	Environment & Conserv	176518761	44103105	Toner	TRU RED	TRTN650/SEB1N65	894710	TRED REMAN BRO TN650 HYBLK TR	EA	2	\$32.09	\$64.18	July	Q1	FY20

32901	Corrections	176358125	44103103	Toner	TRU RED	TRDR620/SBDR62	400342	TRED REMAN BRO DR620 DRUM UNIT	EA	1	\$47.24	\$47.24	July	Q1	FY20
32901	Corrections	176899586	0	0	TRU RED	TRN9H67FN2PK/SI	2839033	TRED REM HP 62XLBLK/62CLR 2PK	PK	5	\$50.09	\$250.45	August	Q1	FY20
32901	Corrections	180222483	44103103	Toner	TRU RED	TRTM450/SBNT45	400229	TRED REMAN BRO TM450 HYBLK TNR	EA	1	\$27.40	\$27.40	December	Q2	FY20
32901	Corrections	181552831	0	0	TRU RED	TRN9H67FN2PK/SI	2839033	TRED REM HP 62XLBLK/62CLR 2PK	PK	4	\$ 50.09	\$ 200.36	February	Q3	FY20
32901	Corrections	183584400	0	0	TRU RED	TRN9H67FN2PK/SI	2839033	TRED REM HP 62XLBLK/62CLR 2PK	PK	4	\$ 50.09	\$ 200.36	May	Q4	FY19
32914	Turney Center	174116140	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	19-Apr	Q4	FY19
32914	Turney Center	174586153	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	4	\$135.29	\$541.16	19-May	Q4	FY19
32914	Turney Center	174836244	44103103	Toner	SUSTAINABL	SEBT640R	791280	SEB REMAN TONER LEXMARK T644	EA	1	\$217.56	\$217.56	19-May	Q4	FY19
32914	Turney Center	174937009	44103103	Toner	SUSTAINABL	SEBT620R	894709	SEB TONER BROTHER TN620 REMAN	EA	1	\$31.87	\$31.87	19-May	Q4	FY19
32914	Turney Center	175970981	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$135.29	\$270.58	July	Q1	FY20
32914	Turney Center	176257796	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	4	\$135.29	\$541.16	July	Q1	FY20
32914	Turney Center	176892791	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$135.29	\$405.87	August	Q1	FY20
32914	Turney Center	181054427	44103103	Toner	PRODUCTS	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$ 135.29	\$ 270.58	January	Q3	FY20
32914	Turney Center	180054039	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$135.29	\$405.87	December	Q2	FY20
32914	Turney Center	183250118	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$135.29	\$405.87	April	Q4	FY20
32914	Turney Center	183531318	44103103	Toner	GUY BROWN	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$ 135.29	\$ 270.58	May	Q4	FY20
32916	Mark Luttrell Cor Fac	179159669	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	November	Q2	FY20
32918	BCCX	174820201	44103103	Toner	SUSTAINABL	SEBT630R	791278	SEB REMAN TONER LEXMARK T630	EA	1	\$217.47	\$217.47	19-May	Q4	FY19
32918	BCCX	177264289	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$222.60	\$222.60	August	Q1	FY20
32918	BCCX	178156593	0	0	TRU RED	TR60F1H00/SEBMS	2721564	TRED REMAN LEX 601X XHY BLK TNR	EA	12	\$ 199.40	\$ 2,392.80	October	Q2	FY20
32918	BCCX	179439282	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$ 222.60	\$ 222.60	November	Q2	FY20
32941	West TN State Prison	174374034	0	#N/A	SUSTAINABL	SEBMS710LR	2721563	SEB REMAN LEX MS/NX710 HY BLK	EA	5	\$222.60	\$1,113.00	19-Apr	Q4	FY19
32941	West TN State Prison	175936250	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	5	\$222.60	\$1,113.00	July	Q1	FY20
32941	West TN State Prison	177319644	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$79.33	\$158.66	August	Q1	FY20
32941	West TN State Prison	177801939	44103103	Toner	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	3	\$67.81	\$203.43	September	Q1	FY20
32941	West TN State Prison	179326769	0	0	TRU RED	TRTN850/SEBNT85	24323585	TRED REMN BRO TN850 HY BLK TNR	EA	2	\$ 89.99	\$ 179.98	November	Q2	FY20
32941	West TN State Prison	180374110	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	4	\$ 222.60	\$ 890.40	January	Q3	FY20
32941	West TN State Prison	180448727	44103103	Toner	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	4	\$ 71.21	\$ 284.84	January	Q3	FY20
32941	West TN State Prison	180771101	0	0	TRU RED	TRLC203BK/SIB-R	2784693	TRED REMAN BRO LC203BK'S HY BLK	EA	12	\$ 23.79	\$ 285.48	January	Q3	FY20
32941	West TN State Prison	180123043	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	4	\$222.60	\$890.40	December	Q2	FY20
32941	West TN State Prison	180123043	0	0	TRU RED	TRTN850/SEBNT85	24323585	TRED REMN BRO TN850 HY BLK TNR	EA	2	\$89.99	\$179.98	December	Q2	FY20
32941	West TN State Prison	180163340	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	8	\$222.60	\$1,780.80	December	Q2	FY20
32941	West TN State Prison	180097471	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	5	\$222.60	\$1,113.00	December	Q2	FY20
32941	West TN State Prison	181855376	44103103	Toner	TRU RED	TR640X11A/SEBE	427219	TRED REM LEX640X11A HYBLK TNR	EA	3	\$ 178.52	\$ 535.56	February	Q3	FY20
32941	West TN State Prison	183413741	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$222.60	\$445.20	April	Q4	FY20
32941	West TN State Prison	183868165	44103103	Toner	TRU RED	TRCF283A/SEB3A	1929253	TRED REMAN HP 83A BLACK TONER	EA	5	\$ 39.08	\$ 195.40	May	Q4	FY20
32941	West TN State Prison	183911767	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	6	\$ 245.05	\$ 1,470.30	May	Q4	FY20
32942	Riverbend Max Sec Fac	177897170	44103105	Ink cartridges	TRU RED	TRC661SDN/SH-R	504289	TRED REMAN HP 15 BLACK INK	EA	5	\$29.69	\$148.45	September	Q1	FY20
32942	Riverbend Max Sec Fac	177897170	44103105	Ink cartridges	TRU RED	TRC661SDN/SH-R	504289	TRED REMAN HP 15 BLACK INK	EA	1	\$29.69	\$29.69	September	Q1	FY20
32942	Riverbend Max Sec Fac	178677596	44103105	Ink cartridges	TRU RED	TR65160001/SIC-	1004291	TRED REM CANON CLJ-251 YEL INK	EA	9	\$ 10.59	\$ 95.31	October	Q2	FY20
32942	Riverbend Max Sec Fac	178677596	44103105	Ink cartridges	TRU RED	TR6432001DS-	1807503	TRED REM CANON G250XL PIGMT BLK	EA	6	\$ 17.49	\$ 104.94	October	Q2	FY20
32943	Northeast Corr Complex	180280503	44103103	Toner	TRU RED	TRDR620/SBDR62	400342	TRED REMAN BRO DR620 DRUM UNIT	EA	2	\$47.24	\$94.48	December	Q2	FY20
32946	Deberry Special Needs	176906407	0	0	TRU RED	TRCE410XD2PK/SE	2776624	TRED REM HP 305X HYBLK TNR 2PK	PK	2	\$113.13	\$226.26	August	Q1	FY20
32946	Deberry Special Needs	178720785	44103103	Toner	TRU RED	TRCE410X/SEBMM4	1004282	TRED REMAN HP 305X HY BLK TNR	EA	12	\$ 62.88	\$ 754.56	October	Q2	FY20
32947	Morgan County	173841350	44103103	Toner	SUSTAINABL	SEBT640R	791280	SEB REMAN TONER LEXMARK T644	EA	1	\$217.56	\$217.56	19-Apr	Q4	FY19
32947	Morgan County	174191891	44103103	Toner	SUSTAINABL	SEBT640R	791280	SEB REMAN TONER LEXMARK T644	EA	1	\$217.56	\$217.56	19-Apr	Q4	FY19
32947	Morgan County	174534012	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	19-May	Q4	FY19
32947	Morgan County	174913192	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$135.29	\$270.58	19-May	Q4	FY19
32947	Morgan County	175183193	44103103	Toner	SUSTAINABL	SEBT640R	791280	SEB REMAN TONER LEXMARK T644	EA	1	\$217.56	\$217.56	19-May	Q4	FY19
32947	Morgan County	175302946	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	19-Jun	Q4	FY19
32947	Morgan County	175454239	44103103	Toner	DIVERSITY PI	DPST630R	600132	DPS REMAN TONER LEX T630	EA	1	\$148.05	\$148.05	19-Jun	Q4	FY19
32947	Morgan County	176027809	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$245.05	\$245.05	July	Q1	FY20
32947	Morgan County	176108495	44103103	Toner	DIVERSITY PI	DPST630R	600132	DPS REMAN TONER LEX T630	EA	1	\$148.05	\$148.05	July	Q1	FY20
32947	Morgan County	176108495	44103103	Toner	DIVERSITY PI	DPST630R	600132	DPS REMAN TONER LEX T630	EA	(1)	\$148.05	\$148.05	July	Q1	FY20
32947	Morgan County	176324413	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$143.65	\$143.65	July	Q1	FY20
32947	Morgan County	176550339	44103103	Toner	TRU RED	TR64015HA/SEBT6	791280	TRED REMAN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	July	Q1	FY20
32947	Morgan County	176783803	44103103	Toner	TRU RED	TR64015HA/SEBT6	791280	TRED REMAN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	August	Q1	FY20
32947	Morgan County	177074528	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$245.05	\$245.05	August	Q1	FY20
32947	Morgan County	177074528	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$245.05	\$245.05	August	Q1	FY20
32947	Morgan County	177082297	44103103	Toner	TRU RED	TR64015HA/SEBT6	791280	TRED REMAN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	August	Q1	FY20
32947	Morgan County	177327021	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	August	Q1	FY20
32947	Morgan County	177327021	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$245.05	\$245.05	August	Q1	FY20
32947	Morgan County	177442539	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	September	Q1	FY20
32947	Morgan County	177480084	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$79.33	\$79.33	September	Q1	FY20
32947	Morgan County	177817180	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$135.29	\$135.29	September	Q1	FY20
32947	Morgan County	177897175	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$245.05	\$245.05	September	Q1	FY20
32947	Morgan County	178968830	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$ 135.29	\$ 405.87	October	Q2	FY20
32947	Morgan County	179423225	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$ 245.05	\$ 245.05	November	Q2	FY20
32947	Morgan County	179649290	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$ 222.60	\$ 222.60	November	Q2	FY20
32947	Morgan County	180426189	44103103	Toner	TRU RED	TR12A7462/SEBT6	791278	TRED REM LEX 12A7462 HYBLK TNR	EA	2	\$ 217.47	\$ 434.94	January	Q3	FY20
32947	Morgan County	181173766	44103103	Toner	PRODUCTS	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$ 135.29	\$ 135.29	January	Q3	FY20
32947	Morgan County	179813413	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	2	\$135.29	\$270.58	December	Q2	FY20
32947	Morgan County	179819952	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$79.33	\$79.33	December	Q2	FY20
32947	Morgan County	180183585	44103103	Toner	TRU RED	TR64015HA/SEBT6	791280	TRED REMAN LEX T640 XHY BLK TNR	EA	1	\$217.56	\$217.56	December	Q2	FY20
32947	Morgan County	180217545	0	0	TRU RED	TR620H100/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$222.60	\$222.60	December	Q2	FY20
32947	Morgan County	181302476	44103103	Toner	DIVERSITY PI	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$ 135				





34301	Health	178150225	44103103	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	3	\$ 217.56	\$ 652.68	October	Q2	FY20
34301	Health	178150239	44103103	Toner	TRU RED	TR654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	3	\$ 255.87	\$ 767.61	October	Q2	FY20
34301	Health	178377179	44103103	Toner	LEXMARK	LEXMARK	795656	LEX T650 REMAN HY CART	EA	3	\$ 264.58	\$ 793.74	October	Q2	FY20
34301	Health	178426351	44103103	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	12	\$ 217.56	\$ 2,610.72	October	Q2	FY20
34301	Health	178484926	44103103	Toner	TRU RED	TRTN630/SEB7N63	2123380	TRED REMAN BROTHR TN630 BLK TR	EA	18	\$ 18.82	\$ 338.76	October	Q2	FY20
34301	Health	178729327	44103103	Toner	TRU RED	TRT654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	6	\$ 255.87	\$ 1,536.22	October	Q2	FY20
34301	Health	178749615	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	6	\$ 148.05	\$ 888.30	October	Q2	FY20
34301	Health	178778469	44103103	Toner	TRU RED	TR640X11A/SEBE	472719	TRED REM LEX T640X11A XHYBLK TR	EA	3	\$ 178.52	\$ 535.56	October	Q2	FY20
34301	Health	178749615	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	-1	\$ 148.05	\$ (148.05)	November	Q2	FY20
34301	Health	179296047	0	0	TRU RED	TR106R02277/SEB	2638271	TRED REM XER106R02277 HYBLK TR	EA	3	\$ 76.49	\$ 229.47	November	Q2	FY20
34301	Health	179195359	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	November	Q2	FY20
34301	Health	179512726	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	November	Q2	FY20
34301	Health	180374119	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	3	\$ 79.33	\$ 237.99	January	Q3	FY20
34301	Health	180405621	44103103	Toner	TRU RED	TRT654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	1	\$ 255.87	\$ 255.87	January	Q3	FY20
34301	Health	180493736	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	January	Q3	FY20
34301	Health	180908959	44103103	Toner	TRU RED	TRT654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	1	\$ 255.87	\$ 255.87	January	Q3	FY20
34301	Health	181143659	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	January	Q3	FY20
34301	Health	179843550	0	0	TRU RED	TR60F1X00/SEBMS	2721564	TRED REMAN LEX 601X XHY BLK TR	EA	2	\$ 199.40	\$ 398.80	December	Q2	FY20
34301	Health	179911117	44103103	Toner	TRU RED	TR350B001/SEB1	1004267	TRED REMAN CANON 128 BLACK TNR	EA	4	\$ 48.00	\$ 192.00	December	Q2	FY20
34301	Health	179987849	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	4	\$ 79.33	\$ 317.32	December	Q2	FY20
34301	Health	180144543	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	December	Q2	FY20
34301	Health	180183589	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	December	Q2	FY20
34301	Health	180222486	0	0	TRU RED	TR70C1H00/SEB70	24298932	TRED REMN LEX 701HK HY BLK TNR	EA	3	\$ 91.99	\$ 275.97	December	Q2	FY20
34301	Health	180222486	0	0	TRU RED	TR70C1H00/SEB70	24298929	TRED REMN LEX 701HK HY MAG TNR	EA	2	\$ 122.99	\$ 245.98	December	Q2	FY20
34301	Health	180222486	0	0	TRU RED	TRC540H1CG/SEBC	2715874	TRED REM LEX C540H1CG HCYN TR	EA	1	\$ 53.99	\$ 53.99	December	Q2	FY20
34301	Health	180222486	0	0	TRU RED	TRC540H1MG/SEBC	2715875	TRED REM LEX C540H1MG HYMAG TR	EA	1	\$ 53.99	\$ 53.99	December	Q2	FY20
34301	Health	180222486	0	0	TRU RED	TRC540H1YG/SEBC	2715877	TRED REM LEX C540H1YG HYHEL TR	EA	1	\$ 53.99	\$ 53.99	December	Q2	FY20
34301	Health	181432437	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	February	Q3	FY20
34301	Health	181573452	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	February	Q3	FY20
34301	Health	181593243	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	February	Q3	FY20
34301	Health	181678770	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	6	\$ 79.33	\$ 475.98	February	Q3	FY20
34301	Health	181759209	44103103	Toner	TRU RED	TR6352H11A/SEBE	1004288	TRED REM LEX E352H11A HYBLK TR	EA	1	\$ 125.15	\$ 125.15	February	Q3	FY20
34301	Health	181765795	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	February	Q3	FY20
34301	Health	181916642	0	0	TRU RED	TRC540H1CG/SEBC	2715874	TRED REM LEX C540H1CG HCYN TR	EA	1	\$ 53.99	\$ 53.99	February	Q3	FY20
34301	Health	181916642	0	0	TRU RED	TRC540H1MG/SEBC	2715875	TRED REM LEX C540H1MG HYMAG TR	EA	1	\$ 53.99	\$ 53.99	February	Q3	FY20
34301	Health	181916642	0	0	TRU RED	TRC540H1YG/SEBC	2715877	TRED REM LEX C540H1YG HYHEL TR	EA	1	\$ 53.99	\$ 53.99	February	Q3	FY20
34301	Health	181916642	0	0	TRU RED	TR6T6M14AN/SH-9	24307157	TRED REMAN HP 902XL HY BLK INK	EA	1	\$ 21.71	\$ 21.71	February	Q3	FY20
34301	Health	182977973	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	6	\$ 79.33	\$ 475.98	April	Q4	FY20
34301	Health	183102166	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	4	\$ 143.65	\$ 574.60	April	Q4	FY20
34301	Health	183312626	44103103	Toner	TRU RED	TRT654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	4	\$ 255.87	\$ 1,023.48	April	Q4	FY20
34301	Health	183700900	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	3	\$ 79.33	\$ 237.99	May	Q4	FY20
34301	Health	184281539	44103103	Toner	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	June	Q4	FY20
34501	Human Services	174888272	44103103	Toner	DIVERSITY P	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$ 135.29	\$ 135.29	19-May	Q4	FY19
34501	Human Services	178785374	44103103	Toner	DIVERSITY P	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$ 135.29	\$ 405.87	October	Q2	FY20
34501	Human Services	179288145	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	1	\$ 148.05	\$ 148.05	November	Q2	FY20
34501	Human Services	179911124	44103103	Toner	TRU RED	TRDR510/SEBDR51	791229	TRED REMAN BRO DR510 DRUM UNIT	EA	5	\$ 45.99	\$ 229.95	December	Q2	FY20
34501	Human Services	179927118	44103105	Ink cartridges	TRU RED	TRC6615DN/SH-R	504289	TRED REMAN HP 15 BLACK INK	EA	2	\$ 29.69	\$ 59.38	December	Q2	FY20
34501	Human Services	183018777	0	0	TRU RED	TRSU832A/SEBMLT	2638267	TRED REM SAM MLT-D116L HYBK TR	EA	2	\$ 66.89	\$ 133.78	April	Q4	FY20
34501	Human Services	183250121	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	2	\$ 148.05	\$ 296.10	April	Q4	FY20
34549	Community Services	181812532	44103105	Ink cartridges	TRU RED	TRC6615DN/SH-R	504289	TRED REMAN HP 15 BLACK INK	EA	2	\$ 28.20	\$ 56.40	February	Q3	FY20
34570	Vocational Rehab	174617885	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	1	\$ 148.05	\$ 148.05	19-May	Q4	FY19
34570	Vocational Rehab	176061159	44103103	Toner	TRU RED	TR12A7462/SEB76	791278	TRED REM LEX 12A7462 HYBLK TNR	EA	1	\$ 217.47	\$ 217.47	July	Q1	FY20
34570	Vocational Rehab	180405628	44103103	Toner	TRU RED	TR6350H11A/SEBE	472721	TRED REMAN LEX E350H11A HY BLK	EA	1	\$ 137.44	\$ 137.44	January	Q3	FY20
34701	Revenue	174794299	0	#N/A	SUSTAINABL	SEBMS710LR	2721563	SEB REMAN LEX MS/MX710 HY BLK	EA	2	\$ 222.60	\$ 445.20	19-May	Q4	FY19
34701	Revenue	174794301	0	#N/A	SUSTAINABL	SEBMS710LR	2721563	SEB REMAN LEX MS/MX710 HY BLK	EA	2	\$ 222.60	\$ 445.20	19-May	Q4	FY19
34701	Revenue	174994855	0	#N/A	SUSTAINABL	SEBMS710LR	2721563	SEB REMAN LEX MS/MX710 HY BLK	EA	2	\$ 222.60	\$ 445.20	19-May	Q4	FY19
34701	Revenue	175048815	44103103	Toner	LEXMARK	T650H80G	795656	LEX T650 REMAN HY CART	EA	1	\$ 251.98	\$ 251.98	19-May	Q4	FY19
34701	Revenue	175272868	0	#N/A	TRU RED	SEBMS710LR	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	3	\$ 222.60	\$ 667.80	19-Jun	Q4	FY19
34701	Revenue	175272870	0	#N/A	TRU RED	SEBMS710LR	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	4	\$ 222.60	\$ 890.40	19-Jun	Q4	FY19
34701	Revenue	175942759	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$ 222.60	\$ 445.20	July	Q1	FY20
34701	Revenue	175993617	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$ 222.60	\$ 445.20	July	Q1	FY20
34701	Revenue	176161648	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$ 222.60	\$ 445.20	July	Q1	FY20
34701	Revenue	176286820	44103103	Toner	TRU RED	TRT654X11A/SEB7	421421	TRED REM LEX T654X11A XHYBK TR	EA	2	\$ 255.87	\$ 511.74	July	Q1	FY20
34701	Revenue	176834758	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$ 222.60	\$ 222.60	August	Q1	FY20
34701	Revenue	177012141	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$ 222.60	\$ 222.60	August	Q1	FY20
34701	Revenue	178127948	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	3	\$ 222.60	\$ 667.80	September	Q1	FY20
34701	Revenue	178127949	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$ 222.60	\$ 445.20	September	Q1	FY20
34701	Revenue	178881058	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	6	\$ 222.60	\$ 1,335.60	October	Q2	FY20
34701	Revenue	178881058	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	2	\$ 222.60	\$ 445.20	November	Q2	FY20
34701	Revenue	179127845	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	3	\$ 222.60	\$ 667.80	November	Q2	FY20
34701	Revenue	179127846	44103103	Toner	TRU RED	TR12A7462/SEB76	791278	TRED REM LEX 12A7462 HYBLK TNR	EA	2	\$ 217.47	\$ 434.94	November	Q2	FY20
34701	Revenue	180518702	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	4	\$ 222.60	\$ 890.40	January	Q3	FY20
34701	Revenue	180518702	0	0	TRU RED	TRMCR640MDS	2720619	TRED REMAN MICR LEX T640M HY TR	EA	2	\$ 181.99	\$ 363.98	January	Q3	FY20
34701	Revenue	180518705	44103103	Toner	TRU RED	TRDR520/SEBDR52	791230	TRED REMAN BRO DR520 DRUM UNIT	EA	1	\$ 105.20	\$ 105.20	January	Q3	FY20
34701	Revenue	180664455	44103103	Toner	TRU RED	TRT650H11A/SEB7	421418	TRED REM LEX T650H11A XHYBK TR	EA	1	\$ 245.05	\$ 245.05	January	Q3	FY20
34701	Revenue	179941798	0	0	TRU RED	TR62D1H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	1	\$ 222.60	\$ 222.60	December	Q2	FY20
34701	Revenue	180010267	44103103	Toner	LEXMARK	T6									



35910	Children Services	179637719	44103103	Toner	TRU RED	TRE250A11A/SEBE	421405	TRED REMN LEX E250 XHY BLK TNR	EA	1	\$ 78.29	\$ 78.29	November	Q2	FY20
35910	Children Services	180887099	44103105	Ink cartridges	TRU RED	TRC8721WN/SIH-R	887802	TRED REMAN HP 02 BLACK INK	EA	2	\$ 28.89	\$ 57.78	January	Q3	FY20
35910	Children Services	180887099	44103105	Ink cartridges	TRU RED	TRC8711WN/SIH-R	887803	TRED REMAN HP 02 CYAN INK	EA	2	\$ 13.59	\$ 27.18	January	Q3	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8744WNDS	1990374	TRED REMAN HP 02 PHOTO LT CYN	EA	2	\$ 6.19	\$ 12.38	June	Q4	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8711WN/SIH-R	887803	TRED REMAN HP 02 CYAN INK	EA	1	\$ 4.59	\$ 4.59	June	Q4	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8733WN/SIH-R	887806	TRED REMAN HP 02 YELLOW INK	EA	3	\$ 4.59	\$ 13.77	June	Q4	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8775WNDS	1990372	TRED REMAN HP 02 LIGHT MAG INK	EA	3	\$ 6.19	\$ 18.57	June	Q4	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8721WN/SIH-R	887802	TRED REMAN HP 02 BLACK INK	EA	3	\$ 5.99	\$ 17.97	June	Q4	FY20
35910	Children Services	184263200	44103105	Ink cartridges	TRU RED	TRC8721WN/SIH-R	887805	TRED REMAN HP 02 MAGENTA INK	EA	3	\$ 4.59	\$ 13.77	June	Q4	FY20
35910	Children Services	184262200	44103105	Ink cartridges	TRU RED	TRC8775WNDS	1990372	TRED REMAN HP 02 LIGHT MAG INK	EA	2	\$ 6.19	\$ 12.38	June	Q4	FY20
40100	Transportation	173744497	44103103	Toner	TRU RED	SEB460R	791275	SEB REMAN TONER BRO TN-460 HY	EA	1	\$ 446.96	\$ 446.96	19-Apr	Q4	FY19
40100	Transportation	173767340	#N/A	SUSTAINABL	TRU RED	SEBMS310LR	2721566	SEB REMAN LEX M3310 M3310 BLK	EA	2	\$ 79.33	\$ 158.66	19-Apr	Q4	FY19
40100	Transportation	173841366	#N/A	STAPLES	TRU RED	SIH-62XB82C	2839033	STP REMAN HP82XLB/K62 CYM 2PK	PK	1	\$ 50.09	\$ 50.09	19-Apr	Q4	FY19
40100	Transportation	173860891	#N/A	SUSTAINABL	TRU RED	SEBMS310LR	2721566	SEB REMAN LEX M3310 M3310 BLK	EA	1	\$ 79.33	\$ 79.33	19-Apr	Q4	FY19
40100	Transportation	174802209	#N/A	SUSTAINABL	TRU RED	SEBMS310LR	2721566	SEB REMAN LEX M3310 M3310 BLK	EA	1	\$ 79.33	\$ 79.33	19-May	Q4	FY19
40100	Transportation	174802209	44103103	Toner	SUSTAINABL	SEBMT450R	400229	SEB REMAN BRO TN450 HYBLK TNR	EA	1	\$ 29.11	\$ 29.11	19-May	Q4	FY19
40100	Transportation	174827588	#N/A	SUSTAINABL	TRU RED	SEBMT410LR	2721565	SEB REMN LEX M5410 XHY BLK	EA	1	\$ 143.65	\$ 143.65	19-May	Q4	FY19
40100	Transportation	175302955	44103103	Toner	TRU RED	SEBMT350R	791288	TRED REMAN BROTHR TN350 BLK TR	EA	1	\$ 21.50	\$ 21.50	19-Jun	Q4	FY19
40100	Transportation	175308238	#N/A	TRU RED	TRU RED	SEBMT410LR	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$ 143.65	\$ 143.65	19-Jun	Q4	FY19
40100	Transportation	175485942	#N/A	TRU RED	TRU RED	SEBMS310LR	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	19-Jun	Q4	FY19
40100	Transportation	175649583	44103103	Toner	TRU RED	SEB570R	791353	TRED REMAN BRO TN570 BLACK TNR	EA	1	\$ 22.17	\$ 22.17	19-Jun	Q4	FY19
40100	Transportation	176550297	0	0	TRU RED	TRCB327FN2PK/SI	2566389	TRED REMN HP 98BK95CL INK 2PK	PK	2	\$ 62.89	\$ 125.78	July	Q1	FY20
40100	Transportation	176843066	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$ 143.65	\$ 143.65	August	Q1	FY20
40100	Transportation	177538057	44103103	Toner	TRU RED	TR3500B001/SEB1	1004267	TRED REMAN CANON 128 BLACK TNR	EA	1	\$ 48.00	\$ 48.00	September	Q1	FY20
40100	Transportation	177538057	44103103	Toner	TRU RED	TR3500B001/SEB1	1004267	TRED REMAN CANON 128 BLACK TNR	EA	1	\$ 48.00	\$ 48.00	September	Q1	FY20
40100	Transportation	177578970	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$ 143.65	\$ 143.65	September	Q1	FY20
40100	Transportation	177556565	44103103	Toner	TRU RED	TR3500B001/SEB1	1004267	TRED REMAN CANON 128 BLACK TNR	EA	1	\$ 48.00	\$ 48.00	September	Q1	FY20
40100	Transportation	177692483	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	September	Q1	FY20
40100	Transportation	178110099	44103105	Ink cartridges	TRU RED	TR3500B001/SEB1	1004266	TRED REM CANON CL-240XL HYBLK	EA	1	\$ 12.48	\$ 12.48	September	Q1	FY20
40100	Transportation	178110099	44103105	Ink cartridges	TRU RED	TR3500B001/SEB1	1004265	TRED REM CAN CL-241XL HYTRICLR	EA	1	\$ 15.33	\$ 15.33	September	Q1	FY20
40100	Transportation	178778496	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$ 143.65	\$ 143.65	October	Q2	FY20
40100	Transportation	179060994	44103103	Toner	TRU RED	TRTN350/SEBMTN35	791288	TRED REMAN BROTHR TN350 BLK TR	EA	1	\$ 21.50	\$ 21.50	November	Q2	FY20
40100	Transportation	179082387	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	3	\$ 79.33	\$ 237.99	November	Q2	FY20
40100	Transportation	179348232	0	0	CLOVER	EP60120	2723755	CIG EPSON REMAN 60 BLK INK	EA	4	\$ 17.13	\$ 68.52	November	Q2	FY20
40100	Transportation	180762615	44103103	Toner	TRU RED	TRDR350/SEBDR35	791228	TRED REMAN BRO DR350 DRUM UNIT	EA	2	\$ 64.40	\$ 128.80	January	Q3	FY20
40100	Transportation	179911127	44103103	Toner	TRU RED	TRTN350/SEBMTN35	791288	TRED REMAN BROTHR TN350 BLK TR	EA	1	\$ 21.50	\$ 21.50	December	Q2	FY20
40100	Transportation	183010146	0	0	TRU RED	TRN9H67FN2PK/SI	2839033	TRED REM HP 62XLB/K62CLR 2PK	PK	1	\$ 50.09	\$ 50.09	April	Q4	FY20
40100	Transportation	183232203	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	3	\$ 79.33	\$ 237.99	April	Q4	FY20
40100	Transportation	183232203	0	0	TRU RED	TR60F1H00/SEBMX	2721565	TRED REMAN LEX 601H HY BLK TNR	EA	1	\$ 143.65	\$ 143.65	May	Q4	FY20
40100	Transportation	184000032	44103105	Ink cartridges	TRU RED	TRC2P05AN/SIH-6	2839034	TRED REMAN HP 62XL HY BLK INK	EA	2	\$ 13.89	\$ 27.78	June	Q4	FY20
40382	0	182640800	0	0	TRU RED	TR8278B001/SI-C	2764689	TRED REMN CANON PG245XL HY BLK	EA	2	\$ 19.99	\$ 39.98	March	Q3	FY20
40382	0	182225894	0	0	TRU RED	TRC2P01FN4PK/SI	2472422	TRED REM HP950XLBK/951CMY 4PK	PK	2	\$ 94.09	\$ 188.18	March	Q3	FY20
40382	0	182489578	0	0	TRU RED	TRC2P01FN4PK/SI	2472422	TRED REM HP950XLBK/951CMY 4PK	PK	1	\$ 94.09	\$ 94.09	March	Q3	FY20
40382	0	181990926	44103105	Ink cartridges	TRU RED	TRCN053AN/SIH-R	1004275	TRED REMAN HP 932XL HY BLK INK	EA	1	\$ 18.43	\$ 18.43	March	Q3	FY20
40382	0	182046590	0	0	TRU RED	TRLC1033PK/SI-B	24336974	TRED REM BRO LC1033XL HCYM 3PK	PK	2	\$ 26.99	\$ 53.98	March	Q3	FY20
40382	0	182128651	44103103	Toner	DIVERSITY P	DPST630R	600132	DPS REMAN TONER LEX T630	EA	1	\$ 148.05	\$ 148.05	March	Q3	FY20
40382	0	182767864	44103103	Toner	DIVERSITY P	DPST640R	710896	DPS REMAN TONER LEX T640	EA	3	\$ 135.29	\$ 405.87	March	Q3	FY20
40382	0	182867598	44103103	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	2	\$ 217.56	\$ 435.12	March	Q3	FY20
40382	0	182602748	44103103	Toner	TRU RED	TR64015HA/SEB76	791280	TRED REMN LEX T640 XHY BLK TNR	EA	1	\$ 217.56	\$ 217.56	March	Q3	FY20
40382	0	182602748	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$ 245.05	\$ 245.05	March	Q3	FY20
40382	0	182284695	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	March	Q3	FY20
40382	0	182347906	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	2	\$ 79.33	\$ 158.66	March	Q3	FY20
40382	0	182006161	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	March	Q3	FY20
40382	0	182551294	44103103	Toner	TRU RED	TRT650H11A/SEBT	421418	TRED REM LEX T650H11A HYBLK TR	EA	1	\$ 245.05	\$ 245.05	March	Q3	FY20
40382	0	181916642	0	0	TRU RED	TRT6M2ANDS	24307151	TRED REMAN HP 902XL HY CYM INK	EA	1	\$ 11.99	\$ 11.99	March	Q3	FY20
40382	0	181916642	0	0	TRU RED	TRT6M06ANDS	24307156	TRED REMAN HP 902XL HY MAG INK	EA	1	\$ 11.99	\$ 11.99	March	Q3	FY20
40382	0	181916642	0	0	TRU RED	TRT6M10ANDS	24307152	TRED REMAN HP 902XL HY YEL INK	EA	1	\$ 11.99	\$ 11.99	March	Q3	FY20
40382	0	182524747	44103103	Toner	TRU RED	TRT654X11A/SEBT	421421	TRED REM LEX T654X11A XHYBK TR	EA	2	\$ 255.87	\$ 511.74	March	Q3	FY20
40382	0	182653361	0	0	TRU RED	TR50F1H00/SEBMS	2721566	TRED REMAN LEX 501H HY BLK TNR	EA	1	\$ 79.33	\$ 79.33	March	Q3	FY20
40382	0	182813071	0	0	TRU RED	TRN9H67FN2PK/SI	2839033	TRED REM HP 62XLB/K62CLR 2PK	PK	1	\$ 50.09	\$ 50.09	March	Q3	FY20
40382	0	182813073	44103103	Toner	DIVERSITY P	DPST640R	710896	DPS REMAN TONER LEX T640	EA	1	\$ 135.29	\$ 135.29	March	Q3	FY20
40382	0	182616330	0	0	TRU RED	TR6201H00/SEBMS	2721563	TRED REMAN LEX 621H HYBLK TNR	EA	3	\$ 222.60	\$ 667.80	March	Q3	FY20
40382	0	182518208	44103105	Ink cartridges	TRU RED	TRCN058ANDS	1979992	TRED REMAN HP 933 CYAN INK	EA	2	\$ 12.09	\$ 24.18	March	Q3	FY20
40382	0	182518208	44103105	Ink cartridges	TRU RED	TRCN060ANDS	1979987	TRED REMAN HP 933 YELLOW INK	EA	2	\$ 11.94	\$ 23.88	March	Q3	FY20
30701	Comptroller's Office	344977028	44103103	PRINTER OR FACSIM	TRU RED	56F0Z00	243253	Lexmark 56F0Z00 Black Return	EA	8	\$ 59.46	\$ 475.68	7/21/2020	Q1	FY21
30701	Comptroller's Office	345482528	44103103	PRINTER OR FACSIM	TRU RED	400229	TRU RED Brother (TN-450) Black	EA	20	\$ 27.40	\$ 548.00	9/16/2020	Q1	FY21	
30701	Comptroller's Office	345482528	44103103	PRINTER OR FACSIM	TRU RED	TRTN730	2442141	TRU RED Brother (TN730) Black	EA	20	\$ 31.39	\$ 627.80	9/16/2020	Q1	FY21
30701	Comptroller's Office	345482528	44103103	PRINTER OR FACSIM	TRU RED	TRTN760	2442151	TRU RED Brother (TN760) Black	EA	10	\$ 33.79	\$ 337.90	9/16/2020	Q1	FY21
32300	Veterans Services	344881091	44103105	INK CARTRIDGES	TRU RED	TRC2P04AN/SI	2839033	TRU RED HP 62 (C2P04AN) Bla	EA	2	\$ 14.79	\$ 29.58	7/10/2020	Q1	FY21
32501	Agriculture	344864641	44103109	PRINTER OR FACSIM	TRU RED	TRDR630/SEBD	2401788	TRU RED Brother (DR-630) Blac	EA	1	\$ 42.00	\$ 42.00	7/9/2020	Q1	FY21
32501	Agriculture	345126901	44103105	INK CARTRIDGES	TRU RED	TRN9H64FN2PK	2440371	TRU RED HP 62 (N9H64FN) Bla	PK	30	\$ 45.99	\$ 1,379.70	8/11/2020	Q1	FY21
32501	Agriculture	344864641	44103103	PRINTER OR FACSIM	TRU RED	TRT6M011A/SE	4727221	TRU RED Lexmark (E360H21L) EA	EA	4	\$ 137.44	\$ 549.76	10/29/2020	Q2	FY21
32501	Agriculture	344881091	44103105	INK CARTRIDGES	TRU RED	TRN9H64FN2PK	2440371	TRU RED HP 62 (N9H64FN) Bla	PK	2	\$ 39.19	\$ 78.38	10/29/2020	Q2	FY21
32501	Agriculture	34523303	44103116	KIT FOR PRINTER	TRU RED	#279601	TRED REM HP 63XL	EA	2	\$ 21.99	\$ 43.98	10/29/2020	Q2	FY21	
32701	Environment & Consv	34487001	44103103	PRINTER OR FACSIM	TRU RED	74C1SK0	2103660	Lexmark CS720, CS725, CX725	EA	1	\$ 161.24	\$ 161.24	7/10/2020	Q1	FY21
32701	Environment & Consv	345035821	44103103	PRINTER OR FACSIM	TRU RED	74C1SK0	2103660	Lexmark CS720, CS725, CX725	EA	2	\$ 161.24</				

32945	Northwest Corr Complex	344828511	44103103	PRINTER OR FACSIM	T650H11A	760469	Lexmark Return Program Toner	EA	8	\$ 281.77	\$ 2,254.16	7/2/2020	Q1	FY21
32945	Northwest Corr Complex	344925311	44103103	PRINTER OR FACSIM	70C1HC0	117450	Lexmark 701HC Cyan Return Prd	EA	2	\$ 132.44	\$ 264.88	7/14/2020	Q1	FY21
32945	Northwest Corr Complex	344925311	44103103	PRINTER OR FACSIM	70C1HK0	117463	Lexmark 701HK Black Return Prd	EA	4	\$ 98.13	\$ 392.52	7/14/2020	Q1	FY21
32945	Northwest Corr Complex	344925311	44103103	PRINTER OR FACSIM	70C1HM0	117449	Lexmark 701HM Magenta Return	EA	2	\$ 132.44	\$ 264.88	7/14/2020	Q1	FY21
32947	Morgan County	344873084	44103103	PRINTER OR FACSIM	TR62D1H00/SEE	2721561	TRU RED Lexmark 621H (62D1H	EA	1	\$ 222.60	\$ 222.60	7/7/2020	Q1	FY21
32947	Morgan County	344873084	44103103	PRINTER OR FACSIM	TR64015HA/SEE	791280	TRU RED Lexmark (64015HA) B	EA	1	\$ 217.56	\$ 217.56	7/7/2020	Q1	FY21
32947	Morgan County	345004424	44103103	PRINTER OR FACSIM	TR64015HA/SEE	791280	TRU RED Lexmark (64015HA) B	EA	2	\$ 217.56	\$ 435.12	7/27/2020	Q1	FY21
32947	Morgan County	345004424	44103103	PRINTER OR FACSIM	TRMMCR710MD	167736	TRU RED Lexmark MS710 MICR	EA	2	\$ 293.29	\$ 586.58	7/27/2020	Q1	FY21
33101	Education	343150599	44121704	BALL POINT PENS	1788863/181956	924808	Paper Mate Profile Retractable B	PK	2,0000	8,02000	16,040	1/11/2021	Q1	FY21
33201	THEC	344876818	44103103	PRINTER OR FACSIM	58D1000	243642	Lexmark 58D1000 Return Progra	EA	1	\$ 149.99	\$ 149.99	7/10/2020	Q1	FY21
33701	Labor & Workforce Dev	34483663	44103103	PRINTER OR FACSIM	56F1000	243260	Lexmark Black Return Program T	EA	2	\$ 158.15	\$ 316.30	7/2/2020	Q1	FY21
33701	Labor & Workforce Dev	344927294	44103103	PRINTER OR FACSIM	56F1000	243260	Lexmark Black Return Program T	EA	1	\$ 158.15	\$ 158.15	7/17/2020	Q1	FY21
33701	Labor & Workforce Dev	344915688	44103105	INK CARTRIDGES	TRN9H67FN2PK	283903	TRU RED HP 62XL/62 (N9H67FN	PK	30	\$ 31.39	\$ 941.70	7/17/2020	Q1	FY21
33701	Labor & Workforce Dev	344915688	44103105	INK CARTRIDGES	TRN9H67FN2PK	283903	TRU RED HP 62XL/62 (N9H67FN	PK	28	\$ 31.39	\$ 878.92	7/17/2020	Q1	FY21
33701	Labor & Workforce Dev	344915688	44103105	INK CARTRIDGES	TRN9H67FN2PK	283903	TRU RED HP 62XL/62 (N9H67FN	PK	28	\$ 31.39	\$ 878.92	7/17/2020	Q1	FY21
33911	Middle TN Mental Health	344885181	44103103	PRINTER OR FACSIM	T650H11A	760469	Lexmark Return Program Toner	EA	3	\$ 281.77	\$ 845.31	7/13/2020	Q1	FY21
34301	Health	344344424	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	1	\$ 143.96	\$ 143.96	7/1/2020	Q1	FY21
34301	Health	344653868	44103103	PRINTER OR FACSIM	50F1000	117467	Lexmark 501X Black Return Prog	EA	1	\$ 227.23	\$ 227.23	7/1/2020	Q1	FY21
34301	Health	34483663	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	4	\$ 143.96	\$ 575.84	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	3	\$ 143.96	\$ 431.88	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	56F0Z00	2432534	Lexmark 56F0Z00 Black Return	EA	1	\$ 59.46	\$ 59.46	7/2/2020	Q1	FY21
34301	Health	344831038	44103103	PRINTER OR FACSIM	56F1000	243260	Lexmark Black Return Program T	EA	4	\$ 158.15	\$ 632.60	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	70C1HC0	117450	Lexmark 701HC Cyan Return Prd	EA	1	\$ 132.44	\$ 132.44	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	70C1HK0	117463	Lexmark 701HK Black Return Prd	EA	1	\$ 98.13	\$ 98.13	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	70C1HY0	117464	Lexmark 701HY Yellow Return Pl	EA	1	\$ 132.44	\$ 132.44	7/2/2020	Q1	FY21
34301	Health	344842194	44103103	PRINTER OR FACSIM	71B1XK0	2715787	Lexmark Return Program CS/X5	EA	1	\$ 143.67	\$ 143.67	7/2/2020	Q1	FY21
34301	Health	344725211	44101706	PHOTOCONDUCTOR	50F0Z00	122088	Lexmark Return Program 50F0Z0	EA	4	\$ 42.57	\$ 170.28	7/3/2020	Q1	FY21
34301	Health	344725211	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	6	\$ 143.96	\$ 863.76	7/3/2020	Q1	FY21
34301	Health	344749243	44101706	PHOTOCONDUCTOR	50F0Z00	122088	Lexmark Return Program 50F0Z0	EA	1	\$ 42.57	\$ 42.57	7/9/2020	Q1	FY21
34301	Health	34486484	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	1	\$ 143.96	\$ 143.96	7/9/2020	Q1	FY21
34301	Health	344875138	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	4	\$ 143.96	\$ 575.84	7/10/2020	Q1	FY21
34301	Health	344870011	44103103	PRINTER OR FACSIM	58D1X00	243642	Lexmark 58D1X00 Extra High Yid	EA	4	\$ 402.69	\$ 1,610.76	7/10/2020	Q1	FY21
34301	Health	344870011	44103103	PRINTER OR FACSIM	58D1X00	243642	Lexmark 58D1X00 Extra High Yid	EA	2	\$ 402.69	\$ 805.38	7/10/2020	Q1	FY21
34301	Health	344417451	47131812	AIR FRESHENER	31708	263774	Clorox Commercial Solutions Clo	EA	4,0000	8,51000	34,040	7/1/2020	Q1	FY21
34301	Health	344909488	44103103	PRINTER OR FACSIM	TR50F1H00/SEE	2721561	TRU RED Lexmark 501H (50F1H	EA	2	\$ 79.33	\$ 158.66	7/16/2020	Q1	FY21
34301	Health	344915688	44103103	PRINTER OR FACSIM	70C1HK0	117463	Lexmark 701HK Black Return Prd	EA	5	\$ 98.13	\$ 490.65	7/17/2020	Q1	FY21
34301	Health	344915688	44103103	PRINTER OR FACSIM	70C1HY0	117464	Lexmark 701HY Yellow Return Pl	EA	5	\$ 132.44	\$ 662.20	7/17/2020	Q1	FY21
34301	Health	344825511	44101706	PHOTOCONDUCTOR	50F0Z00	122088	Lexmark Return Program 50F0Z0	EA	1	\$ 42.57	\$ 42.57	8/5/2020	Q1	FY21
34301	Health	345141214	44101706	PHOTOCONDUCTOR	50F0Z00	122088	Lexmark Return Program 50F0Z0	EA	1	\$ 42.57	\$ 42.57	9/11/2020	Q1	FY21
34301	Health	345141214	44103103	PRINTER OR FACSIM	50F1X00	117467	Lexmark 501X Black Return Prog	EA	3	\$ 227.23	\$ 681.69	9/11/2020	Q1	FY21
34301	Health	345141214	44103103	PRINTER OR FACSIM	70C1HC0	117450	Lexmark 701HC Cyan Return Prd	EA	2	\$ 132.44	\$ 264.88	9/11/2020	Q1	FY21
34301	Health	344681511	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	1	\$ 143.96	\$ 143.96	9/22/2020	Q1	FY21
34301	Health	344713768	44103103	PRINTER OR FACSIM	56F1X00	243260	Lexmark 56F1X00 Black Return	EA	4	\$ 336.91	\$ 1,347.64	9/22/2020	Q1	FY21
34301	Health	344758498	44103103	PRINTER OR FACSIM	12A7462	513031	Lexmark 12A7462 Black Toner	EA	2	\$ 250.14	\$ 500.28	9/24/2020	Q1	FY21
34301	Health	344690911	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	4	\$ 143.96	\$ 575.84	9/24/2020	Q1	FY21
34301	Health	344699144	44103103	PRINTER OR FACSIM	TR50F1H00/SEE	2721561	TRU RED Lexmark 501H (50F1H	EA	3	\$ 79.33	\$ 237.99	9/24/2020	Q1	FY21
34301	Health	345141214	44101706	PHOTOCONDUCTOR	50F0Z00	122088	Lexmark Return Program 50F0Z0	EA	3	\$ 42.57	\$ 127.71	9/25/2020	Q1	FY21
34301	Health	345141214	44103103	PRINTER OR FACSIM	50F1000	117468	Lexmark 501H Black Return Prog	EA	5	\$ 143.96	\$ 719.80	9/25/2020	Q1	FY21
34301	Health	345141214	44103103	PRINTER OR FACSIM	56F0Z00	2432534	Lexmark 56F0Z00 Black Return	EA	3	\$ 59.46	\$ 178.38	9/25/2020	Q1	FY21
34301	Health	345141214	44103103	PRINTER OR FACSIM	56F1000	243260	Lexmark Black Return Program T	EA	5	\$ 158.15	\$ 790.75	9/25/2020	Q1	FY21
34301	Health	344758498	44103103	PRINTER OR FACSIM	56F1X00	243260	Lexmark 56F1X00 Black Return	EA	2	\$ 336.91	\$ 673.82	10/27/2020	Q2	FY21
34301	Health	345982500	44103103	PRINTER OR FACSIM	ILEMARK 58D1H00	HIGH YIELD	EA	2	\$ 245.99	\$ 491.98	11/23/2020	Q2	FY21	
34301	Health	34678545	44103103	PRINTER OR FACSIM	ILEMARK 501H	Black Return Prog	EA	15	\$ 143.96	\$ 2,159.40	2/25/2021	Q3	FY21	
34301	Health	34678545	44103103	PRINTER OR FACSIM	ILEMARK 701HK	Black Return Prd	EA	15	\$ 98.13	\$ 1,471.95	2/25/2021	Q3	FY21	
34301	Health	34678545	44103103	PRINTER OR FACSIM	ILEMARK 701HM	Magenta Return	EA	12	\$ 132.44	\$ 1,589.28	2/25/2021	Q3	FY21	
34301	Health	344211355	44103103	PRINTER OR FACSIM	ILEMARK Black Return	Program I	EA	1	\$ 77.99	\$ 77.99	3/9/2021	Q3	FY21	
34501	Human Services	343342051	44121704	BALL POINT PENS	20119/GSM11BH	123372	BIC Round Stic Xtra Life Ballpoin	DZ	15,0000	0,61000	9,150	7/1/2020	Q1	FY21
34701	Revenue	344723058	44103103	PRINTER OR FACSIM	56F1000	243260	Lexmark Black Return Program T	EA	4	\$ 158.15	\$ 632.60	7/1/2020	Q1	FY21
35910	Children Services	344909488	44103105	INK CARTRIDGES	TRC8775WNDS	199037	TRU RED HP 02 (C8775WN) Llg	EA	2	\$ 6.19	\$ 12.38	7/16/2020	Q1	FY21
40100	Transportation	344585511	44103103	PRINTER OR FACSIM	TR50F1H00/SEE	2721561	TRU RED Lexmark 501H (50F1H	EA	3	\$ 79.33	\$ 237.99	7/1/2020	Q1	FY21
40100	Transportation	344823374	44103105	INK CARTRIDGES	TRC2P05AN/SIH	283903	TRU RED HP 62XL (C2P05AN) E	EA	2	\$ 13.89	\$ 27.78	7/2/2020	Q1	FY21
40100	Transportation	343641311	44103109	PRINTER OR FACSIM	ILEMARK DR-350	Blac	EA	2	\$ 64.40	\$ 128.80	3/18/2021	Q3	FY21	

## **Attachment 2**

### **Office Depot Spend**

*See chart on following page*



## **Attachment 3**

### **Category Spend outside of SWC 316 Office Supplies Contracts**

*See chart on following page*

Date	PO Number	Category Code	Category Description	Item Description	Supplier ID	Supplier Name	BU	BU Name	PO Quantity	PO Amount
4/2/2019	34501-0000035322	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform P700 Meter for DM1001	9559	Pitney Bowes Global Finan	34501	DHS	1	\$ 48.00
4/11/2019	33101-0000107410	SHARE-44103103	Printer or	TK278661301 Market Indicator Cartridge No. TN660 InkToner Color Black Printer Brand Brother Printer Series Nona Printer Model L2300D L2320D L2360D L2365 L2380 MFC-L2700 L2703 L2720 L2740 Max. Page Yield 2600 Remanufactured Cartridge Number SKL-TN660 Colo	499	W W Grainger Inc	33101	Education	3	\$ 142.80
4/17/2019	34501-0000035520	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform P700 Meter for DM1001	9559	Pitney Bowes Global Finan	34501	DHS	1	\$ 48.00
5/9/2019	32801-0000030270	SHARE-44103103	Printer or	TK28789976T Market Indicator Cartridge No. 130A InkToner Color Black Printer Brand HP Printer Series LaserJet Pro Printer Model LaserJet Pro M176 LaserJet Pro M177FW Max. Page Yield 1300 Remanufactured Cartridge Number MSE022117014 Color Black Cartridge	499	W W Grainger Inc	32801	TWRA	1	\$ 66.69
5/9/2019	32801-0000030270	SHARE-44103103	Printer or	TK28789977T Market Indicator Cartridge No. 130A InkToner Color Cyan Printer Brand HP Printer Series LaserJet Pro Printer Model LaserJet Pro M176 LaserJet Pro M177FW Max. Page Yield 1000 Remanufactured Cartridge Number MSE022117114 Color Cyan Cartridge Co	499	W W Grainger Inc	32801	TWRA	1	\$ 66.69
5/9/2019	32801-0000030270	SHARE-44103103	Printer or	TK2879014T Market Indicator Cartridge No. 130A InkToner Color Yellow Printer Brand HP Printer Series LaserJet Pro Printer Model LaserJet Pro M176 LaserJet Pro M177FW Max. Page Yield 1000 Remanufactured Cartridge Number MSE022117214 Color Yellow Cartridge	499	W W Grainger Inc	32801	TWRA	1	\$ 66.69
5/9/2019	32801-0000030270	SHARE-44103103	Printer or	TK2879035T Market Indicator Cartridge No. 130A InkToner Color Magenta Printer Brand HP Printer Series LaserJet Pro Printer Model LaserJet Pro M176 LaserJet Pro M177FW Max. Page Yield 1000 Remanufactured Cartridge Number MSE022117314 Color Magenta Cartri	499	W W Grainger Inc	32801	TWRA	1	\$ 66.69
5/9/2019	32801-0000030270	SHARE-44103103	Printer or	TK28790736T Market Indicator Cartridge No. 03A InkToner Color Black Printer Brand Brother Printer Series HL MFC Printer Model HL-3140CW HL-3170CDW HL-3180CDW MFC-9130CDW MFC-9330CDW MFC-9340CDW Max. Page Yield 2500 Remanufactured Cartridge Number 200728P	499	W W Grainger Inc	32801	TWRA	1	\$ 68.83
7/11/2019	34800-0000010240	SHARE-44122016	File pocket	5152925 HP5 REMAN 1.7TB SAS 10K 6GB DR 2.5IN MFG# 693719.001	534	Cdw Government Inc	34800	TB	1	\$ 499.00
8/20/2019	34101-0000030897	SHARE-46171610	Security c	HP REMAN 1TB 6G SATA 7.2K 2.5 MDL SC, ITEM #4815054	534	Cdw Government Inc	34101	Military	4	\$ 900.00
8/20/2019	34101-0000030897	SHARE-46171610	Security c	HP REMAN 300GB HOT-PLUG DUAL SAS DRI, ITEM #3148487	534	Cdw Government Inc	34101	Military	3	\$ 1,230.00
9/18/2019	34501-0000037224	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform	9559	Pitney Bowes Global Finan	34501	DHS	4	\$ 76.00
9/18/2019	34501-0000037224	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform	9559	Pitney Bowes Global Finan	34501	DHS	1	\$ 48.00
9/30/2019	34501-0000037420	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform	9559	Pitney Bowes Global Finan	34501	DHS	4	\$ 76.00
9/30/2019	34501-0000037420	SHARE-80161801	Photocopie	Reman Integrated Weighing Platform	9559	Pitney Bowes Global Finan	34501	DHS	1	\$ 48.00
7/27/2020	32101-0000104932	SHARE-44103103	Printer or	Item# DMB00368 : INFINITY PRINT HEAD - REMAN	223567	DMT Solutions Global Corporation	32101	Gen Svc	6	\$ 4,404.00
12/2/2020	32942-0000019534	SHARE-44102606	Typewriter	Ribbon Cartridge, Black, Remanufactured	499	W W Grainger Inc	32901	TDOC	10	\$ 45.30
12/23/2020	34301-0000124291	SHARE-44103103	Printer or	COLOR REMAN TONER FOR LEXMARK M510D/M510S/M510E/610	534	Cdw Government Inc	34301	Health	4	\$ 780.00
2/8/2021	32941-0000031386	SHARE-44103103	Printer or	Remanufactured Colored Ink Cartridge, #00100CMYXL for Lexmark 5300 Printer	22637	D & K Packaging LLC	32901	TDOC	3	\$ 176.10