# Exhibit 1 - Company Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name |  |  | Address |  |
| Toll Free # |  |  |  |  |
| Federal EIN |  |  | City |  |
| DnB # |  |  | State / Zip |  |

## Brief history of your company, including the year it was established

|  |
| --- |
|  |

## Accounts Payable / Remit To Contact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Address |  |
| Title |  |  |  |  |
| Email |  |  | City |  |
| Phone |  |  | State / Zip |  |

## Ordering Contact (if applicable, where does OETC send orders to)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone |  |

# Exhibit 2 - References

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | | Products / Services Offered |
|  | Name |  |  |
| Title |  |
| Email |  |
| Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | | Products / Services Offered |
|  | Name |  |  |
| Title |  |
| Email |  |
| Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | | Products / Services Offered |
|  | Name |  |  |
| Title |  |
| Email |  |
| Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | | Products / Services Offered |
|  | Name |  |  |
| Title |  |
| Email |  |
| Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Contact Person | | Products / Services Offered |
|  | Name |  |  |
| Title |  |
| Email |  |
| Phone |  |

# Exhibit 3 - Marketing

## Marketing Contact

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone |  |

## Describe how your company will market this contract in the first 90 days of the award date.

|  |
| --- |
|  |

## Explain how your company will market this contract to existing customers.

|  |
| --- |
|  |

# Exhibit 4 - Sales and Support Contacts.

Please identify sales and support contacts for the OETC Member territories (OR, WA, AK, ID, NV, WY, ND, SD, HI). Create additional contact forms if necessary. Territory can be geographical (e.g. OR, WA, West), vertical (e.g. HiEd, K12), or other (e.g. strategic accounts, inside).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Title |  |
| Email |  |  | Phone |  |
| Territory |  | | | |

# Exhibit 5 - Pricing Support & Contracts

## Prices are

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual Members (check one box) | |  | Other consortiums (check one box) | |
|  | No different from what we ordinarily offer to individual members. |  |  | No different from what we ordinarily offer to other consortiums. |
|  | No different from what we ordinarily offer to individual members. |  |  | No different from what we ordinarily offer to other consortiums. |
|  | Three percent (3%) lower than our best price individual members. |  |  | Three percent (3%) lower than our best price other consortiums. |
|  | Three percent (3%) lower than our best price individual members. |  |  | Three percent (3%) lower than our best price other consortiums. |
|  | Five percent (5%) lower than our best price to individual members. |  |  | Five percent (5%) lower than our best price other consortiums. |
|  | Ten percent (10%) lower than our best price to individual members. |  |  | Ten percent (10%) lower than our best price other consortiums. |
| Other, please explain: |  |  | Other, please explain: |  |

## Other State or Consortium Contract

List other state or consortium contracts your organization currently participates in.

|  |  |
| --- | --- |
| Contract Name | Products or services offered |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Exhibit 6 - Terms, Conditions and Specification Exceptions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section | | Original Term | | Original Term | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |

# Exhibit 6 – Product and Proposal Specifications

## Lease Proposal

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Lessor agrees to no security deposits, upfront payments or documentation fees |  |  |
| Lessor agrees to provide separate lease rates for hardware by type & software / soft costs |  |  |
| Lessor agrees to execute lease schedules in monthly or quarterly intervals as directed |  |  |
| Lessor agrees installation intervals will begin on the 1st & end on the 30th /31st |  |  |
| Lessor agrees initial lease terms will begin the 1st day following installation intervals |  |  |
| Lessor agrees to accept a fiscal funding language in the Master Lease |  |  |
| Lessor agrees lease rates adjust .000045 for each 10 basis point increase in like swaps |  |  |
| Lessor agrees to partial schedule buyouts, renewals, return, & refresh options |  |  |
| Lessor agrees to no restocking fees, residual guarantees or deposits to reduce cost |  |  |

## Master Lease Terms Prorated Rent During Installation Periods

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Does your solution charge prorated rent during the installation intervals |  |  |
| Lessor agrees prorated rent is based on 1/30th of the lease rate or a fixed amount |  |  |
| Lessor agrees prorated rent applies from each COA to the end of installation intervals |  |  |
| Lessor agrees to bill prorated rent either during or at end of installation intervals |  |  |
| Lessor agrees to substitute prorated rent with interest carry cost of .000181 / day |  |  |
| If prorated rent is substituted with interest carry cost, do your lease rates change |  |  |

## Interim Rent During or After Installation Periods

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Lessor agrees not to charge any interim rent outside of the installation intervals |  |  |
| Lessor agrees interim rent is based on 1/30th of the applicable lease rate (if applicable) |  |  |
| Lessor agrees the initial lease term will start the first day following installation intervals |  |  |
| Lessor agrees to bill interim rent with the first invoice of the initial term (if any) |  |  |
| Lessor agrees to substitute interim rent with interest carry cost of .000181 / day |  |  |
| If interim rent is substituted with interest carry cost, do your lease rates change? |  |  |

## Lease Termination Notice and Automatic Lease Extensions

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Lessor agrees to alert lessee 3, 6 & 12 months in advance of expiring leases |  |  |
| Lessor agrees to 30‐day notice to terminate the initial term of the lease |  |  |
| Lessor agrees to 30‐day notice to purchase or renew any or all systems on a lease |  |  |
| Lessor agrees the lease extends in 30‐day increments for late or no termination notice |  |  |
| Lessor agrees purchase & renewal options are not void for late termination notice |  |  |
| Lessor agrees to no restocking fees and no software “stop usage” lease provisions |  |  |

## End of Lease Purchase, Renewal, Return and Refresh Period

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Lessor agrees fair market value (FMV) is based on arm’s length valuation |  |  |
| Lessor agrees lessee can purchase any or all systems for FMV (no mutual agreed terms) |  |  |
| Lessor agrees lessee can execute a fixed term renewal for any or all systems for FMV |  |  |
| Lessor agrees lessee can execute a 90‐day return and refresh period for any or all systems |  |  |
| Lessor agrees monthly rent will decline based on partial purchases & fixed term renewals |  |  |
| Lessor agrees partial purchases & renewals are based on FMV (not stip. loss table %) |  |  |

## End of Lease Equipment Return and Chargebacks

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Lessor agrees to cap return transportation costs at the first 1,000 miles |  |  |
| Lessor agrees to accept like‐kind return of PCs, laptops, monitors, tablets, & printers |  |  |
| Lessor agrees to a 7‐day return grace period each month after the return & refresh period |  |  |
| Lessor agrees that keyboards, mice, diskettes, & media are not required to be returned |  |  |
| Lessor agrees chargebacks for missing & damaged systems is based on FMV (not SLV%) |  |  |
| Lessor agrees PCs, laptops & tablets are not subject to maintenance recertification. |  |  |

## Asset Management

|  |  |  |
| --- | --- | --- |
| Term | Y/N | Where is this documented? |
| Does lessee have use of lessor’s asset management system free of charge or fees? |  |  |
| Does the system manage multiple asset types from an unlimited number of suppliers? |  |  |
| Does the system have lease and asset level advanced search & custom reporting? |  |  |
| Does the system provide alerts to expiring leases 3, 6 & 12 months in advance? |  |  |
| Does the system manage all third-party leases and lessee owned assets? |  |  |
| Does the system accommodate unlimited users and unlimited user defined fields? |  |  |
| Does the system have a dashboard for “executive views” of lease portfolio statistics? |  |  |
| Does the system provide visibility to asset level activity during installation periods? |  |  |
| Does the system manage maintenance contracts & tie them to individual assets? |  |  |
| Does the system have a packing slip generator to facilitate equipment returns? |  |  |
| Does the system reflect declining rents based on line item & partial schedule returns? |  |  |
| Does the system import / export data & integrate with outside systems via API? |  |  |