

**Lenovo**

**Lenovo (United States) Inc. Response**

***REQUEST FOR PROPOSALS:***

Computing Equipment and Related Technology  
Products, Services, and Solutions

***RFP #:***

COG-2160

***ISSUED BY:***

The Cooperative Council of Governments  
On Behalf of Equalis Group

*6001 Cochran Road, Suite 333  
Cleveland, Ohio 44139*

***DATED:***

November 8, 2024

***SECTION TWO:***

Proposal Submission Documents, Technical Proposal,  
Cost Proposal and Other Required Forms

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# PROPOSAL FORM CHECKLIST

The following documents must be submitted with the Proposal

The below documents can be found in Section 2; Proposal Submission and Required Forms and must be submitted with the proposal. Please note Proposal Form 2 is a separate attachment (attachment B).

## TECHNICAL PROPOSAL

- ☒ Proposal Form 1: Technical Proposal

**PROPOSAL PRICING:** Attachment B is provided separately in a Microsoft Excel file and is required to complete your cost proposal.

- ☒ Proposal Form 2: Cost Proposal

## OTHER REQUIRED PROPOSAL FORMS:

- ☒ Proposal Form 3: Diversity Vendor Certification Participation
- ☒ Proposal Form 4: Certifications and Licenses
- ☒ Proposal Form 5: Unresolved Findings for Recovery
- ☒ Proposal Form 6: Mandatory Disclosures
- ☒ Proposal Form 7: Dealer, Reseller, and Distributor Authorization
- ☒ Proposal Form 8: Mandatory Supplier & Proposal Certifications
- ☒ Proposal Form 9: Clean Air Act & Clean Water Act
- ☒ Proposal Form 10: Debarment Notice
- ☒ Proposal Form 11: Lobbying Certification
- ☒ Proposal Form 12: Contractor Certification Requirements
- ☒ Proposal Form 13: Boycott Certification
- ☒ Proposal Form 14 Federal Funds Certification Form
- ☒ Proposal Form 15 FEMA Funding Requirements Certification Form
- ☒ Proposal Form 16: Arizona Contractor Requirements
- ☒ Proposal Form 17: New Jersey Requirements
- ☒ Proposal Form 18: General Terms and Conditions Acceptance Form
- ☒ Proposal Form 19: Equalis Group Administration Agreement Declaration
- ☒ Proposal Form 20: Master Agreement Signature Form

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# PROPOSAL FORM 1: TECHNICAL PROPOSAL

## 1. OVERVIEW & QUALIFICATIONS

### 1.1. Company Information

1.1.1. Company Name:	Lenovo (United States) Inc.		
1.1.2. Corporate Address:	Street	8001 Development Drive, Morrisville, NC 27560	
1.1.3. Website:	<a href="http://www.lenovo.com">www.lenovo.com</a>		
1.1.4. Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.	Lenovo (United States) Inc. was incorporated in 2005 and has been operating under the same name since our incorporation. Lenovo (United States) Inc. is the U.S.-based entity within the global Lenovo corporate structure (founded in 1984) that offers intelligent devices for education, government, business, and consumer customers.		
1.1.5. Primary Point of Contact. Provide information about the Respondent representative/contact person authorized to answer questions regarding the proposal submitted by your company:	Name:	Rick Kendall	
	Title:	Client Manager	
	Phone:	859-576-3469	
	E-Mail Address:	<a href="mailto:rkendall@lenovo.com">rkendall@lenovo.com</a>	
1.1.6. Authorized Representative. Print or type the name of the Respondent representative authorized to address contractual issues, including the authority to execute a contract on behalf of Respondent, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in 1.1.9., provide the following information on	Name:	Coco Peterson	
	Title:	Senior Contract Manager	
	Phone:	512-796-6956	
	E-Mail Address:	<a href="mailto:cpeterson1@lenovo.com">cpeterson1@lenovo.com</a>	

each such representative and specify their function).		
1.2. Financial Strength & Legal Considerations		
<p>1.2.1. <i>Financial Strength.</i> Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit &amp; bond ratings, letters of credit, and detailed reference letters.</p> <p><b>Note:</b> If the information disclosed in your response is considered “Trade Secret” as defined in Ohio Revised Code, Respondents may mark the information as a “Trade Secret” and the response will be redacted from any future use of the RFP response.</p>	<p>Lenovo (HKSE: 992) (ADR: LNVGY) is a US\$57 billion revenue global technology powerhouse, ranked #248 in the Fortune Global 500, employing 70,000 people around the world (and approximately 5,000 in the US), and serving millions of customers every day in 180 markets.</p> <p>Lenovo has been a financially stable corporation for many years with a strong financial and product/services outlook. Lenovo’s Annual and Interim Reports, including audited financial statements, are located on our website: <a href="http://investor.lenovo.com/en/publications/reports.php">investor.lenovo.com/en/publications/reports.php</a>.</p> <p>Lenovo has been a listed public company on the strictly regulated Hong Kong Stock Exchange since 1994 (Stock Symbol: LNVGY), with American depositary receipt (ADR) that trade on the New York Stock Exchange. Accordingly, Lenovo’s results, finances, and operations are subject to a high degree of disclosure and transparency. Managed by a multi-national board of directors, majority-owned (57.02%) by public shareholders, no foreign government, or entity thus controlled, has the power to appoint any of the principal officers or the members of Lenovo’s Board of Directors.</p>	
<p>1.2.2. <i>Bankruptcy &amp; Insolvency.</i> Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm in the last three (3) years.</p>	Not applicable	
<p>1.2.3. <i>Litigation.</i> Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.</p>	As a large, multi-national, highly innovative company, unfortunately, accusations and litigations are commonplace. Lenovo is involved in various legal proceedings around the world arising in the normal course of business. Although the outcomes of legal proceedings are inherently difficult to predict, we have no information that suggests resolution of any of these legal proceedings would have a material adverse effect on our operations and we are operating business as usual. Furthermore, as a publicly traded company, we comply with all risk reporting and auditing procedures required.	
1.3. Industry Qualifications		
<p>1.3.1. <i>Company Identification.</i> How is your organization</p>	Lenovo is first and foremost a manufacturer (OEM) of Lenovo-branded hardware. Lenovo is also a reseller of	

<p>best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?</p>	<p>third-party, complimentary technology products, software, and services as needed to meet customer needs.</p>
<p><b>1.3.2. <i>Manufacturer Authorization.</i></b> If your company is best described as a distributor, dealer, reseller, or similar entity please certify that your organization is authorized to sell the products and services at the price points disclosed in this proposal.</p>	<p>Lenovo certifies that we are authorized to sell Lenovo-branded products and services per Attachment 1: Pricing.</p>
<p><b>1.3.3. <i>Authorized Distributors, Agents, Dealers, or Resellers.</i></b> Describe the different channels in which this contract will be made available to Equalis Group Members. Your response should include, but is not limited to, whether your organization will serve as the single point of sale or if the contract will be made available through a network of distributors, agents, dealers, or resellers.</p> <p><b>NOTE:</b> Respondents intending to authorize distributors, agents, dealers, or resellers must complete <u><b>Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.</b></u></p>	<p>Lenovo is a channel-centric business and fully supports our channel business partners through the Lenovo 360 Partner Program, a comprehensive framework designed to empower partners with enhanced access to Lenovo's full range of products and solutions, enabling them to better serve their customers and strengthen their market position.</p> <p>Since the debut of Lenovo 360 in 2022, our channel framework has simplified partner incentive programs by 63%, launched a new comprehensive partner solutions enablement platform, and has issued more than 39,500 individual certifications and more than 10,000 partner-level accreditations through our partner education program tied to incentive tiering.</p> <p>Lenovo works successfully with large, national channel partners as well as small, regional or local partners (including diverse suppliers) who can offer all of Lenovo products and services, as well as their own value-added services.</p> <p>Should Lenovo be awarded a contract with CCOG and the Equalis Group, we will contact our public sector partners to discuss how and if they can meet the requirements of the final Lenovo/CCOG contract.</p> <p>For all customer sales, the sales process is consultative and collaborative. Lenovo client managers, solutions architects, technology advisors, and/or channel partners engage in a dialogue that leads to a keen understanding of the customer issues and a recommendation to meet their requirements. Whether sold directly by Lenovo or indirectly by a Lenovo channel partner, Lenovo is responsible for order fulfillment. Sales quotations indicate list price, discounts as appropriate, and net price to customer as well as delivery method. Orders can be submitted electronically and must reference the assigned CCOG contract number.</p>

<p><b>1.3.4. <i>Network Relationship.</i></b> If your company is best described as a manufacturer or service provider, please describe how your dealer network operates to sell and deliver the Products &amp; Services proposed in this RFP. If applicable, is your network independent or company owned?</p>	<p>Please refer to our response to the previous question. Lenovo is a channel-centric business and fully supports our channel business partners through the Lenovo 360 Partner Program. Lenovo 360 partners are independent of Lenovo, but are thoroughly vetted by several diverse teams within Lenovo prior to onboarding and prior to certification. We have policies and procedures in place to ensure partners adhere to the standards and expectations of Lenovo as well our customers.</p>
<p><b>1.3.5. <i>Industry Experience.</i></b> How long has your company provided the products and services outlined in your response to this RFP? What percentage of your company's revenue in each of the last three (3) full calendar years was generated from these products and services?</p>	<p>While the Lenovo brand came into existence in 2004, Lenovo's global parent company has a much longer history. From our founding in 1984 through our acquisition of IBM's award-winning Think® lines of PCs and laptops in 2005 and the IBM System X in 2014 to our partnerships with more than 900 US state and local agencies today, our focus has yielded one of the industry's most diverse cultures – serving more than 1 billion customers around the world.</p> <p>As the leading PC maker, Lenovo enjoys a record market share of 26.3 percent worldwide, per Gartner's Market Share Analysis (Q3 2024). Our leadership position is built on a solid, award-winning product portfolio that stretches from mobile endpoints to high-performance, hyperconverged data center productivity, and includes a broad selection of accessories to maximize IT dollars.</p> <p>Lenovo has once again been named in the <a href="#">Gartner Global Supply Chain Top 25 listing for 2024</a>, ranking #10. This recognition highlights Lenovo's leadership as a purpose-driven organization as well as the operational excellence of our global supply chain.</p> <p>Per <a href="#">Lenovo's annual reports</a> for the last three years, our laptops and personal PC hardware and services (the IDG Business Group) account for the following percentage of Lenovo's global revenue:</p> <ul style="list-style-type: none"> <li>• FY 2023/24 - 75%</li> <li>• FY 2022/23 - 83%</li> <li>• FY 2021/22 - 83%</li> </ul>
<p><b>1.3.6. <i>Geographic Reach.</i></b> Describe your company's <u>current</u> service area in the United States and which areas you intend to offer services under a resulting contract if awarded.</p>	<p>Lenovo (United States) Inc.'s geographic reach extends to all 50 U.S. states and all U.S. territories. We intend to offer our products and services under the CCOG contract throughout the U.S. Through our parent company structure, Lenovo sells products and services across the globe.</p>

<p><b>1.3.7. <i>Socio-economically Disadvantaged Business Engagement.</i></b> Does bidder commit to take all affirmative steps set forth in <a href="#">2 CFR 200.321</a> to assure that minority businesses, women's business enterprises, labor surplus area firms are used when possible.</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>1.3.8. <i>Certifications and Licenses.</i></b> Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced certifications?</p> <p><b>NOTE:</b> Provide copies of any of the certificates or licenses included in your response in <b><u>Proposal Form 5 - Certifications and Licenses.</u></b></p>	<p>Lenovo holds the appropriate business license for each state/region in which we operate. We are not certified as a diverse supplier.</p> <p>On a related note, Lenovo follows industry standards closely and is proud of the ISO certifications we have attained in the following key areas. More information is available on our website:  <a href="http://www.lenovo.com/us/en/compliance/iso-ohsas-overview/">www.lenovo.com/us/en/compliance/iso-ohsas-overview/</a>.</p>
<p><b>1.4. Public Sector Experience</b></p>	
<p><b>1.4.1. <i>Public Sector Cooperative Contracts.</i></b> Provide a list of the public sector cooperative contracts (e.g., state term contracts, public sector cooperatives, etc.) you currently hold and the annual revenue through those contracts in each of the last three (3) calendar year. Please exclude information and data</p>	<p>Lenovo has extensive experience with national and regional consortiums over the last decade and beyond. Lenovo currently holds contracts and manages contract programs with the following, to name a few:</p> <ul style="list-style-type: none"> <li>• NASPO</li> <li>• OMNIA</li> <li>• MHEC</li> </ul> <p>We have a program team dedicated to each of the national and regional consortiums for which we hold contracts. These program teams consist of a program manager, contract manager, marketing staff, and sales.</p>



associated with Federal or GSA contracts	
<b>1.4.2. Education Success.</b> What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education)?	<p>Lenovo considers the information requested to be confidential and does not share this information externally. However, Lenovo's Annual and Interim Reports, including audited financial statements, are located on our website: <a href="https://investor.lenovo.com/en/publications/reports.php">https://investor.lenovo.com/en/publications/reports.php</a>. The reports include publicly available revenue breakdown information based on geography and Lenovo business groups.</p>
<b>1.4.3. Government Success.</b> What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to local governments (i.e., municipalities, counties, special districts, and state agencies)?	<p>Lenovo considers the information requested to be confidential and does not share this information externally. However, Lenovo's Annual and Interim Reports, including audited financial statements, are located on our website: <a href="https://investor.lenovo.com/en/publications/reports.php">https://investor.lenovo.com/en/publications/reports.php</a>. The reports include publicly available revenue breakdown information based on geography and Lenovo business groups.</p>
<b>1.4.4. Customer References.</b> Provide references of at least five (5) local government or educational institution customers for which your company has provided products and services similar in nature and scope to those defined in this RFP in the last three (3) years. Each reference should include: <ul style="list-style-type: none"> <li>a. Customer contact person and their title, telephone number, and email address;</li> <li>b. A brief description of the products and services provided by your company;</li> <li>c. Customer relationship starting and ending dates; and,</li> <li>d. Notes or other pertinent information relating to the customer and/or the</li> </ul>	<p>State of North Carolina</p> <ul style="list-style-type: none"> <li>a. Debbie Patterson, Deputy Chief IT Procurement Officer, 919-754-6619, <a href="mailto:debbie.patterson@nc.gov">debbie.patterson@nc.gov</a></li> <li>b. Statewide contract for state agencies to purchase Lenovo PC products and accessories</li> <li>c. 8/1/17 to current</li> </ul> <p>The University of North Carolina at Chapel Hill</p> <ul style="list-style-type: none"> <li>a. David Eckert, Director of Managed IT Services, 919-843-8772, <a href="mailto:david_eckert@unc.edu">david_eckert@unc.edu</a></li> <li>b. University contract for PC products and accessories</li> <li>c. 1/1/17 to current</li> </ul> <p>State of Hawaii</p> <ul style="list-style-type: none"> <li>a. Marla Takahama-Stark, Procurement Officer, 808-586-7563, <a href="mailto:marla.a.takahama-stark@hawaii.gov">marla.a.takahama-stark@hawaii.gov</a></li> <li>b. State Government</li> <li>c. 10/5/23 to current</li> </ul> <p>Xavier University</p> <ul style="list-style-type: none"> <li>a. Erik Ball, Director of Client Services, 513-745-1970, <a href="mailto:ball@xavier.edu">ball@xavier.edu</a></li> <li>b. College/University</li> <li>c. 2011 to current</li> </ul> <p>Northern Michigan University</p> <ul style="list-style-type: none"> <li>a. Chris Lewis, Director of Technology Support Services, 906-227-1813, <a href="mailto:clewis@nmu.edu">clewis@nmu.edu</a></li> <li>b. College University</li> </ul>

products and services your company provided.	c. 2000 to current
<b>2. Products &amp; Services</b>	
<b>2.1. PRODUCTS &amp; SERVICES</b>	
<p><b>2.1.1. Product &amp; Service Description(s).</b> Provide a detailed description of the products and services you are offering as a part of your proposal.</p> <p>Your response may include, but is not limited to, information related to your proposal's offering, 3<sup>rd</sup> party products or services, differentiators, manufacturing capabilities &amp; advantages, warranty, channel partner capabilities, installation or set-up, training services, maintenance services, or any other piece of information that would help understand the breadth and depth of your products and service offering.</p> <p><b><u>IMPORTANT.</u></b> This description along with the products and services included in the <b><u>Attachment B - Cost Proposal</u></b> will be utilized to define the overall products and services available under a resulting contract.</p>	<p>Lenovo manufactures a broad range of laptops, mobile thin clients, desktops, workstation, monitors, and accessories. Lenovo currently offers the ThinkPad and Yoga (2-in-1) lines of notebook computers, ThinkCentre lines of desktops, ThinkStation line of workstations, and ThinkVision line of monitors. <b><u>Lenovo is the world's number one PC provider per Gartner</u></b>, and our experience of providing technology solutions means you can rely on end-to-end services and expert support.</p> <p>Lenovo builds best-in-breed devices and Lenovo dreams, designs, and builds technology differently. Our culture of craftsmanship elevates a portfolio of solutions as comprehensive and complete as the challenges you face.</p> <ul style="list-style-type: none"> <li>• Our legendary Think brands have delivered award-winning, world-changing product choices for over 30 years</li> <li>• Lenovo devices have developed a new standard in mobile productivity and collaboration, with innovative touch and multimode delivered with unmatched product quality and security</li> <li>• Lenovo has a relentless passion for unifying style, substance, and security in meaningful ways</li> </ul> <p>Lenovo devices are built with end-to-end security to ensure valuable data (remote or on-site) is kept under lock and key. Lenovo safeguards students and protects remote devices with our range of software solutions and services. IT admins can use powerful software to track and remotely lock lost or stolen devices. They can also view device health and usage, update software, and protect against cyberattacks.</p> <p>Lenovo works closely with partners Microsoft, Intel, AMD, and Google (to name a few) to continually develop and manufacture solutions.</p> <p>Since 2007, all Think products are rigorously tested against 200 industry tests and against the US Department of Defense's MIL-STD 810G standards to test against 12 total methods and 20 procedures to help our products strike a perfect balance of value and durability out of the box. In 2021, Lenovo extended our testing to the MIL-STD 810H methods against 12 total methods and 26 procedures for</p>

select ThinkPad and ThinkCentre models. Tests include the following:

- Humidity: 91-98% relative humidity, at 30°C - 60°C
- High Temperature Storage: 63°C for 24 hours. Operation: 43°C for 2 hours
- Low Temperature Storage: -25°C for 24 hours. Operation: -21°C for 2 hours
- Fungus: 28 days with common fungus sources
- Altitude: Tested for operations at 15,000 feet
- Solar Radiation: Simulated UV radiation over 7 x 24-hour cycles

We back everything we sell with the world's best service and support. From fast, dependable break/fix to specialized warranty periods and options, our scale and reach can save an IT staff valuable time and attention that can be used to move an organization forward efficiently and effectively.

Lenovo offers a wide range of hardware in various form factors, from towers to small form factors to tinys. We also offer both AMD and Intel options. Through our proposed discount-off-list pricing strategy, Lenovo intends to offer our full product catalog to Equalis Group member organizations. Examples of our current product series include, but is not limited to, the following.

#### **Laptops (ThinkPads)**

- X Series – X1 Carbon, X1 Fold, X1 Nano, X1 Yoga, X1 Gold, X13, and X13 Yoga
- T Series – T14, T14s, T16
- L Series – L13, L13 Yoga, L14, L15
- E Series – E14, E15, E16
- C Series – C14
- Z Series – Z13, Z16
- Tablets
- Legion
- Mobile Thin Clients
- Chromebooks – 10e, 11e, 14e, 14w, 100e, 300e, 500e

#### **Laptop Workstations (ThinkPad Workstations)**

- P Series – P1, P14, P14s, P16, P16s, P16v

#### **Desktops (ThinkCentre)**

- M Series Tower – neo 50t, M70t, M75t, M90t, M80t
- M Series Small Form Factor – neo 50s, M70s, M75s, M80s, M90s
- M Series Tiny – neo 50q, neo Ultra, M60q, M70q, M75q, M80q, M90q
- M Series Nano – M90n-1, M90n-1 IoT
- M Series All in One – neo 30a, neo 50a, M90a
- Tiny-in-One – TIO 22, TIO 24, TIO 27
- IoT Smart Edge, Nano IoT and EPC300

	<ul style="list-style-type: none"> <li>• Legion, LOQ</li> </ul> <p><b><u>Desktop Workstations (ThinkStation)</u></b></p> <ul style="list-style-type: none"> <li>• P Series – P2 Tower, P3 Tiny, P3 Tower, P3 Ultra SFF, P358 Tower, P350 Tower, P5, P620, P7, P8, PX</li> </ul> <p><b><u>Tablets</u></b></p> <ul style="list-style-type: none"> <li>• ThinkPad – X12 Detachable</li> <li>• Lenovo (Android) – Tab Plus, K11, K11 Plus, M10, M10 Plus, M8, M9, M11, P11, P12</li> <li>• Legion Tab</li> </ul> <p><b><u>Monitors (ThinkVision)</u></b></p> <p>Lenovo offers a wide range of innovative, reliable display solutions tailored to different working needs such as size, format, performance, etc. At a high-level, we offer the following display series:</p> <ul style="list-style-type: none"> <li>• P Series</li> <li>• T Series</li> <li>• M Series</li> <li>• E Series</li> <li>• S Series</li> <li>• TIO Series (all-in-one)</li> </ul> <p><b><u>Accessories</u></b></p> <p>Lenovo offers an abundance of PC accessories to enhance our customers’ computing experience. Since no two people are exactly alike, we developed several lines of accessories that provide an unlimited number of personalization options. Accessories include but are not limited to docks, travel hubs, power cables and adapters, keyboards, mice, audio and video accessories, locks, privacy filters, and travel cases.</p>
<p><b>2.1.2. Value-Add or Additional Offering.</b> Please include any additional products and services your organization offers but is not included in the scope of this solicitation and will enhance and add value to this contract’s participating agencies.</p>	<p>Not applicable. Through our proposed discount-off-list pricing strategy, Lenovo intends to offer our full product catalog to Equalis Group member organizations, including hardware, services, software, etc.</p>
<p><b>2.1.3. Open Market Products.</b> Provide a detailed description of your ability to accommodate requests for Open Market Products. Open Market Products is a category of products that cannot be found in your</p>	<p>Through our proposed discount-off-list pricing strategy, Lenovo intends to offer our full product catalog to Equalis Group member organizations, which includes configured-to-order (CTO) or “open market” hardware that is customized to meet specific customer requirements.</p>

<p>standard catalog offering or non-inventory products.</p> <p><b>NOTE:</b> For a definition of Open Market Items, please refer to <b><u>Part One, Section 5.4 – Other Pricing Scenarios.</u></b></p>	
<p><b>2.1.4. <i>Product Life Cycle Management.</i></b> Provide a description of any takeback, recycling, and trade-in programs.</p>	<p>Lenovo’s Asset Recovery Services (ARS) is an asset recovery/buy-back program for end-of-life devices that safely recycles and reuses old equipment (e.g., any OEM, laptops, desktops, servers, network equipment, printers, etc.), all while directing money back into your IT budget for future equipment purchases. You can receive funds back in the form of a check or a credit, directly to your agency. On top of simplifying the transition from old to new equipment, ARS mitigates environmental and data security risks associated with PC disposal. Lenovo also provides secure data destruction and NIST Complaint Certificates after the service.</p> <p>Focus of Lenovo ARS:</p> <ul style="list-style-type: none"> <li>• Lenovo will provide receipts, audit, and test all systems as well as confirm data destruction, repair, warehouse, remarket, and manage logistics. We process desktops, notebooks, printers, monitors, networking equipment, servers, and storage devices manufactured by major OEMs.</li> <li>• Lenovo’s business model is designed around the primary focus of “reuse” rather than recycling of your assets. Through our broad understanding of the market and access to multiple secondary channels, we can realize the highest potential value for our customers.</li> <li>• Our customers benefit from the shortest cash conversion cycle possible, achieved by determining the value of the assets upfront and passing along that value to you (typically within 30 days or less) without having to wait for the secondary sale to occur.</li> <li>• Lenovo’s “zero landfill” for ARS goal for e-waste, auditable down three levels, is a leading environmentally policy for the industry. In addition to the highest realized value through reuse, this approach minimizes the demand on fossil fuels and ultimately your organization’s carbon footprint.</li> </ul>
<p><b>2.1.5. <i>Warranty.</i></b> Provide a copy of the manufacturer’s warranty. If required, please attach the warranty as an attachment, as instructed in this</p>	<p>All Lenovo products include a standard warranty that covers repairs for a specified amount of time (which varies by product). The full terms and conditions for these included warranties can be found on our website: <a href="https://support.lenovo.com/us/en/solutions/ht100140">https://support.lenovo.com/us/en/solutions/ht100140</a>.</p>

<p>document. Describe notable features and/or characteristics of the warranty that a public sector customer would find interesting or appealing. Pricing related to the any extended warranty options must be included in <u><b>Attachment B – Cost Proposal.</b></u></p>	
<p><b>2.1.6. Industries Standards.</b> Describe how your products and services conform to applicable industry standards and required specifications.</p>	<p>Lenovo follows industry standards closely and is proud of the ISO certifications we have attained in the following key areas. More information is available on our website: <a href="http://www.lenovo.com/us/en/compliance/iso-ohsas-overview/">www.lenovo.com/us/en/compliance/iso-ohsas-overview/</a>.</p> <ul style="list-style-type: none"> <li>• <b>Quality Management System – ISO 9001:</b> Helps us to consistently provide products and services that meet our customers’ needs, as well as regulatory requirements, and continually improve our processes along the way. Certificate included on the following pages.</li> <li>• <b>Environmental Management System – ISO 14001:</b> The standard that specifies effective management practices for environmental aspects that organizations can control and influence. Certificate included on the following pages.</li> <li>• <b>Information Security Management System – ISO 27001:</b> Helps us establish a management system that takes a systematic approach to implementing, operating, monitoring, reviewing, maintaining and improving our information security. Certificate included on the following pages.</li> <li>• <b>Occupational Health &amp; Safety Management System – ISO 45001:</b> Demonstrates our commitment to implementing, maintaining, and improving effective health and safety policies, procedures, and protocols—that keep our employees safe and meet our legal requirements, too.</li> <li>• <b>Energy Management System – ISO 50001:</b> A systematic approach and framework for us to continually improve our energy performance, including efficiency, security, and consumption.</li> </ul> <p>Lenovo is ISO 50001 certified and manufactures Energy Star certified, EPEAT Registered, and TCO certified products. ECO Declaration forms, also known as an Environmental Data Sheets, for Lenovo products are provided on our website, including information on Ecolabels and Certifications: <a href="http://www.lenovo.com/us/en/compliance/">www.lenovo.com/us/en/compliance/</a>.</p>

### 3. Business Operations

#### 3.1.1. Logistics

##### 3.1.2. *Locations; Distribution & Shipping Capabilities.*

Describe how supplier proposes to distribute the products/services in Respondent's defined geographic reach.

Your response may include, but is not limited to, information related to the number of store or showroom locations, distribution facilities, supply chain partners, fill rates, on-time delivery rates, and your ability to accommodate expedited orders.

Deliveries will be made from Lenovo global manufacturing factories or authorized distributors after receipt of order. Depending on shipping method, orders will be shipped via local delivery (e.g., UPS, FedEx, etc.) or regional carrier. For larger deliveries with palletized orders, Lenovo shipping carriers will contact the delivery contact prior to delivery to schedule the drop off location. Inside delivery is not a standard offering, but is available as an additional service. Specific delivery instructions should be included on each specific Purchase Order. These delivery instructions may include (but shall not be limited to) delivery location acceptance hours, required delivery contacts, etc.

Lenovo does not have consumer storefronts or showrooms in the U.S. However, customers are invited to visit the Executive Briefing Center at our headquarters in Morrisville, NC, for product demonstrations and discussions with our technical experts.

#### 3.2. Customer Service

##### 3.2.1. *Customer Service Department.*

Describe your company's customer service department & operations. Your description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.

##### Lenovo Help Desk Support (Included with all Lenovo Purchases)

Lenovo's experienced multi-vendor, multi-platform technical support team can meet your technical supports needs through a single point of contact. We provide superior, 24/7/365 Help Desk support through our award-winning call centers. The Help Desk provides technical diagnosis, quickly assesses the situation, and determines the appropriate action to quickly resolve the issue.

Spread across geographies and time zones, Lenovo's 19 call centers give customers seamless coverage to support our customers wherever they are. The call center supporting the North American market is in Atlanta, Georgia. The latest telephony technology integrated with call routing and call management applications help to ensure shorter wait times for customers and provides customer call history information to support specialists with each call. Advanced technological links allow the routing of call center calls, transparently to the customer, to provide coverage during emergency situations or natural disasters. For example, when a US call center closed during a hurricane, calls were routed to Canada with no interruption in support to our customers.



	<p>Once an end user places a call to the call center, the caller is routed to the appropriate call center agent for initial problem determination and remote diagnostics to begin. If the problem is not resolved remotely or via the shipment of a self-service customer replaceable unit (CRU) at this stage, the agent will determine if the unit is eligible for repair or service (e.g., depot/repair center, carry-in, on-site). When the warranty involves on-site service, the agent will electronically dispatch a field service technician to the site. Our objective is to have the technician on-site based on the response objectives by location. The specialist will arrive with the right skills and training, the right parts, and an action plan to resolve the problem.</p> <p>Lenovo call centers can be reached via our website (<a href="https://support.lenovo.com/us/en">https://support.lenovo.com/us/en</a>) or via telephone (1-855-253-6686 #1).</p> <p>For system details, drivers and software packages, diagnostic/troubleshooting, warranty and services details, and general “how to” information, please visit the PC Technical Support section of our website (<a href="https://pcsupport.lenovo.com/us/en/">https://pcsupport.lenovo.com/us/en/</a>).</p>
<b>3.3. Customer Set Up; Order &amp; Invoice Processing; Payment</b>	
<b>3.3.1. <i>Proposal Development, Order, and Invoice Process.</i></b> Describe your company’s proposal development, order, and invoice process.	<p>Purchase orders may be sent to Lenovo through Authorized Resellers (if working with the customer indirect) or direct to Lenovo through a Lenovo-hosted customer web catalog, the Lenovo order desk email, or an email to the sales team. Once an order is confirmed, either direct through Lenovo or indirect through a partner, Lenovo will generate a Lenovo Order Number tying the order to the customer or partner PO.</p> <p>Once a Lenovo Order Number has been issued, Lenovo’s fulfillment team will provide estimated shipping dates through either the Lenovo-hosted Order Visibility Portal (OVP) or through daily order reports sent to the customer. If ordered indirectly through a Lenovo partner, the partner may have additional confirmation options including their order number and shipping status.</p> <p>When a Lenovo order ships, the customer is notified of shipping and tracking numbers are available through the Lenovo OVP and reports generated from OVP. If any delays are impacting the estimate shipping times, the sales team will contact the customer to relay any information or options.</p>



<p><b>3.3.2. <i>Financing.</i></b> Does your company offer any financing services? If yes, describe the financing options available to Members.</p>	<p>Lenovo Global Financial Services (LGFS) offers customer-first financial solutions that are tailored to specific their organizational goals. LGFS bridges the gap between IT strategy and financial decision-making with a choice of flexible funding structures that empower customers to pay <i>their</i> way for the hardware, software, and services they depend on—from the pocket to the cloud. Customers can choose to pay to own, pay to use, or pay as a service for the technology that supports their business. This allows them to maximize the financing of their entire technology lifecycle, from acquisition to use to disposal. It enables customers to put fiscal flexibility to work for their business, and it gives them a trusted partner to invest with clarity and confidence. By working with Lenovo and LGFS, customers can be better prepared to make smarter technology financing decisions that support the ebbs and flows of their business.</p>
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## 4. PRICING

### 4.1. Cost Proposal


<p><b>4.1.1. <i>Pricing Model.</i></b> Provide a description of your pricing model or methodology identifying how the model works for the products and services included in your proposal. Your response should describe how the proposed pricing model is able to be audited by an Equalis Group member to assure compliance with the pricing in the Master Agreement.</p>	<p>Through our proposed discount-off-list pricing strategy, Lenovo intends to offer our full product catalog to Equalis Group member organizations, including hardware, services, software, etc.</p>
<p><b>4.1.2. <i>Auditable.</i></b> Describe how the proposed pricing model is able to be audited by public sector agencies or CCOG to assure compliance with pricing in the Master Agreement.</p>	<p>Lenovo maintains a publicly available, baseline price list at: <a href="http://www.lenovo.com/le/eplp/us/listpriceus/en/pc/retailpricelist.html">www.lenovo.com/le/eplp/us/listpriceus/en/pc/retailpricelist.html</a>.</p> <p>On this website, potential end users, contract administrators, and anyone else can access/verify our list price and compare it to the contract to confirm discounts and pricing.</p>

<p><b>4.1.3. Cost Proposal Value.</b> Which of the following statements best describes the pricing offered included in Respondent's cost proposal.</p>	<p>The prices offered in your Cost Proposal are:</p> <p><input type="checkbox"/> lower than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> equal to what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> higher than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input checked="" type="checkbox"/> not applicable. Please explain below.</p> <p>The Cost Proposal provided is comparable to what Lenovo provides to other consortium contracts we hold. The Cost Proposal to organizations is based on their commitment to purchase, administrative requirements and cost, scope, end-user adoption, and overall revenue generated. Using a comparison of cost models is not a complete comparison of the contracts.</p>
<p><b>4.1.4. Additional Savings.</b> Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.</p>	<p>Lenovo will pass on additional savings to end customers for larger quantities at time of order.</p>
<p><b>4.1.5. Cost of Shipping.</b> Is the cost of shipping included in the pricing submitted with your response? If no, describe how freight, shipping, and delivery costs are calculated.</p>	<p>Standard ground shipping is FOB, prepaid and allowed.</p>
<p><b>4.1.6. Pricing Open Market or Sourced Goods.</b> If relevant, propose a method for the pricing of Open Market Items or Sourced Goods.</p> <p><b>NOTE:</b> For a definition of Open Market Items, please refer to <b>Part One, Section 5.4 - Other Pricing Scenarios.</b></p>	<p>Through our proposed discount-off-list pricing strategy, Lenovo intends to offer our full product catalog to CCOG/Equalis Group member organizations, which includes configured-to-order (CTO) hardware that is customized to meet specific customer requirements.</p>
<p><b>4.1.7. Total Cost of Acquisition.</b> Identify any components from the total cost of acquisition that are <b><i>NOT</i></b> included in the Cost Proposal. This would</p>	<p>All costs are included in Lenovo's Cost Proposal: Lenovo US Response to RFP - CCOG Attachment B - Cost Proposal.xlsx.</p>

<p>include all additional charges that are not directly identified as freight or shipping. For example, permitting, installation, set up, mandatory training, site work, or initial inspection may be required but not initially considered in the Cost Proposal. Identify any parties that impose such costs and their relationship to the Respondent.</p>	
<h2>5. <u>Go-To-Market Strategy</u></h2>	
<h3>5.1. Respondent Organizational Structure &amp; Staffing of Relationship</h3>	
<p><b>5.1.1. <i>Key Contacts.</i></b> Provide contact information and resumes for the person(s) who will be responsible for the following areas;</p> <ol style="list-style-type: none"> <li>1. Executive Contact</li> <li>2. Contract Manager</li> <li>3. Sales Leader</li> <li>4. Reporting Contact</li> <li>5. Marketing Contact.</li> </ol> <p>***Indicate who the primary contact will be if it is not the Sales Leader.</p>	<p>As a global employer of choice, Lenovo has an experienced, customer-focused team that includes highly qualified executive, sales, services, support, and legal personnel. We will devote the necessary resources to ensure a successful project for CCOG/Equalis Group and your members, including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Rick Kendall, Client Manager (*primary contact for sales and marketing)</li> <li>• Tanika Melvin, PC Specialist</li> <li>• Ernest Grimes, Regional Sales Director</li> <li>• Tierra Smith, Inside Sales Manager</li> <li>• Coco Peterson, Senior Contract Manager (*primary contact for reporting)</li> <li>• Kevin Reese, Technical Client Advisor</li> </ul> <p>Lenovo approaches Public Sector with focused account teams, with separate teams for State and Local Government, Federal, Higher Education, and K-12 Education. To ensure the exemplary service for CCOG and Equalis Group members, Lenovo has assigned an experienced account team with extensive expertise in the PC industry. Rick Kendall is dedicated to State and Local Government accounts and has over 23 years of experience supporting large-enterprise government/education customers.</p> <p>Rick Kendall – Client Manager</p>

	<ul style="list-style-type: none"> <li>• Leads Lenovo initiative and is the primary Lenovo account focal point</li> <li>• Facilitates issue and escalation management for order management, fulfillment, and reporting</li> <li>• Confirms readiness of contracts, forecasts, products, and pricing</li> <li>• Coordinates with Lenovo solution/technical advisors to propose right-sized solutions to Equalis Group members</li> <li>• Coordinates with other Lenovo Public Sector verticals, K-12, and Higher Education teams</li> </ul> <p>The CCOG/Equalis Group account team will support the day-to-day operations. Rick works closely with Tanika Melvin, your dedicated Lenovo PC Specialist. Tanika has extensive experience in this role and will be key to the ongoing account operations and customer satisfaction. This focused and highly experienced account team will work to ensure single point of accountability for all Lenovo products and services.</p> <p>Tanika Melvin – PC Specialist</p> <ul style="list-style-type: none"> <li>• Serves as primary Lenovo sales contact and backup to Rick</li> <li>• Interfaces with Lenovo supply management, manufacturing and fulfillment teams</li> <li>• Facilitates quoting and order tracking</li> <li>• Reviews and coordinates product allocations</li> <li>• Escalates critical supply requirements</li> <li>• Ensures evaluation units are distributed to customer</li> <li>• Performs forecast consolidation</li> <li>• Assists with order placement</li> </ul> <p>Also, Lenovo will organize quarterly business review (QBR) meetings with CCOG/Equalis Group to evaluate the performance of our products and services as well as to update you on topics such as:</p> <ul style="list-style-type: none"> <li>• Lenovo Business Update</li> <li>• Services Review</li> <li>• ESG Initiatives (e.g., our journey to Net-Zero)</li> <li>• Global Supply Chain</li> <li>• Products and Solutions Update (e.g., roadmaps, product diversity initiatives)</li> <li>• Organizational Update</li> </ul> <p>QBR meetings are designed to be collaborative so we can better understand your organization and you can better understand Lenovo. We know that smarter technology can help CCOG/Equalis Group members transform how they operate, the services they deliver, and how they collaborate and interact with their employees. Ultimately, it's about connecting people, priorities, and technology in meaningful ways.</p>
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<p><b>5.1.2. Sales Organization.</b> Provide a description of your sales organization, including key staff members, the size of the organization, in-house vs. third-party sales resources, geographic territories, vertical market segmentation, etc.</p>	<p>Please refer to our detailed response above. Your dedicated Lenovo team consists of full-time, in-house employees located in the United States, including CCOG's/Equalis Group's primary sales contacts, Rick Kendall and Tanika Melvin. This team also has at their fingertips a vast support team, including 5,000 Lenovo employees in the United States and other specialists across the globe as needed. Any needs that may arise, the Lenovo team will engage the appropriate sales teams, software engineers, services professional consultants, and Lenovo's executive team to support CCOG/Equalis Group.</p> <p>Key Lenovo Sales Team Members</p> <ul style="list-style-type: none"> <li>• Leslie Harlien, Vice President of US Public Sector - <a href="http://www.linkedin.com/in/leslieharlien/">www.linkedin.com/in/leslieharlien/</a></li> <li>• Anthony Pichardo, Senior Director, State and Local Government and Higher Education - <a href="http://www.linkedin.com/in/anpichardo/">www.linkedin.com/in/anpichardo/</a></li> <li>• Jamie Royster, Senior Director, K-12 - <a href="http://www.linkedin.com/in/jamie-royster-b1088150/">www.linkedin.com/in/jamie-royster-b1088150/</a></li> <li>• Ernest Grimes, Regional Sales Director, Government Team East - <a href="http://www.linkedin.com/in/ernestgrimes/">www.linkedin.com/in/ernestgrimes/</a></li> <li>• Rick Kendall, Client Manager - <a href="http://www.linkedin.com/in/rickkendall/">www.linkedin.com/in/rickkendall/</a></li> <li>• Tanika Melvin, PC Specialist - <a href="http://www.linkedin.com/in/tanika-melvin-510765162/">www.linkedin.com/in/tanika-melvin-510765162/</a></li> </ul>
<p><b>5.2. Contract Implementation Strategy &amp; Expectations</b></p>	
<p><b>5.2.1. Contract Expectation.</b> What are your company's expectations in the event of a contract award?</p>	<p>Upon contract award, Lenovo will be ready to move forward in a partnership with the Equalis Group/CCOG to generate adoption and utilization of the contract from new and existing end users,</p>
<p><b>5.2.2. Five (5) Year Sales Vision &amp; Strategy.</b> Describe your company's vision and strategy to leverage a resulting contract with Equalis over the next five (5) years. Your response may include but is not limited to; the geographic or public sector vertical markets being targeted; your strategy for acquiring new business and retaining existing business; how the contract will be deployed with your sales team; how you will market the contract, including</p>	<p>Lenovo's vision is to lead and enable "smarter technology for all" through industry-leading, customer-centric innovation in intelligent devices, software, and solutions. Our strategic intent is to:</p> <ul style="list-style-type: none"> <li>• Invest in AI deployment and tech innovation to tackle integration trends and build long-term competitiveness</li> <li>• Drive horizontal building blocks/solutions for scale and differentiation: <ul style="list-style-type: none"> <li>– Edge/AI</li> <li>– Hybrid cloud</li> <li>– TruScale ("as-a-Service") solutions</li> <li>– Digital Workplace Solutions</li> <li>– Sustainability</li> <li>– Gaming</li> <li>– Device software</li> <li>– Scenario-based solutions like smart collaboration/smart office</li> </ul> </li> </ul>

deployment of the contract on your company website; and the time frames in which this will be completed.	<ul style="list-style-type: none"><li>• Prioritize resilient businesses, grow premium and adjacencies, and balance scale and profitability</li></ul>
<b>5.2.3. Sales Objectives.</b> What are your top line sales objectives in each of the five (5) years if awarded this contract?	As the leading PC maker, Lenovo enjoys a record market share of 26.3 percent worldwide (#1), per Gartner’s Market Share Analysis (Q3 2024). Lenovo has challenged our sales teams to grow our revenue and market share in PCs (and related services) within the United States so we can advance to #1 in this region over the next five years.
<b>6. ADMIN FEE &amp; REPORTING</b>	
<b>6.1. Administration Fee &amp; Reporting</b>	
<b>6.1.1. Administrative Fee.</b> Equalis Group only generates revenue when the Winning Supplier generates revenue based on contract utilization by current and future Members.  The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing products and services through the Master Agreement. In some categories, a flat fee or another fee structure may be acceptable.  Please provide your proposed Administrative Fee percentage or structure.  <b>NOTE:</b> The proposed Administrative Fee language for this contract is based on the terms disclosed in the <u>Attachment A – Model Administration Agreement</u> .	

<p><b>6.1.2. Sales &amp; Administrative Fee Reporting.</b> Equalis Group requires monthly reports detailing sales invoiced the prior month and associated Administrative Fees earned by the 15<sup>th</sup> of each month. Confirm that your company will meet this reporting requirement. If not, explain why and propose an alternative time schedule for providing these reports to Equalis Group.</p>	<p>Lenovo respectfully requests calendar quarterly reporting instead of monthly reporting. Also, Lenovo requests 45 days after quarter end for fee payment to allow Lenovo and our approved resellers adequate time for sales reporting, calculation, and subsequent payment.</p>
<p><b>6.1.3. Self-Audit.</b> Describe any self-audit process or program that you plan to employ to verify compliance with your proposed contract with Equalis Group. This process includes ensuring that your sales organization provides and Members obtain the correct pricing, reports reflect all sales made under the Contract, and Winning Supplier remit the proper admin fee to Equalis.</p>	<p>Lenovo currently conducts and will continue conducting regular self-audits of the Master Agreement to ensure compliance. We will generate and review quarterly sales reports, which calculates the discount-off-list to ensure the minimum contract discounted price is provided. Lenovo will request purchase orders from Lenovo sales and approved resellers to ensure correct part numbers, pricing, contract numbers, and valid end user customers per the contract. Adjustments will be made on orders with incorrect pricing. Lenovo sales team and resellers will be notified of non-eligible customers.</p>

## PROPOSAL FORM 2: COST PROPOSAL

A template for the Cost Proposal has been included as **Attachment B** and must be uploaded as a separate attachment to a Respondent's proposal submission. Respondents are permitted to revise any part of the spreadsheet to the Cost Proposal to accurately reflect the column titles, details, discounts, pricing categories of products, services, and solutions being offered to Equalis Group Members.

Respondent's Cost Proposal must include the information requested in **Section 5 - Cost Proposal & Pricing**.

**NOTE:** Cost Proposals will remain sealed and will only be opened and reviewed for those Respondents that meet the minimum Technical Proposal score threshold as described in **Section 6.2 - Evaluation and Scoring of Proposals**.

Please refer to Lenovo's attached Cost Proposal: Lenovo US Response to RFP - CCOG Attachment B - Cost Proposal.xlsx.

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## PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

**Diversity Vendor Certification Participation** - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disabled veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

**a. Minority Women Business Enterprise**

Respondent certifies that this firm is an MWBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

**b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (“DBE”)**

Respondent certifies that this firm is a SBE or DBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

**c. Disabled Veterans Business Enterprise (DVBE)**

Respondent certifies that this firm is an DVBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

**d. Historically Underutilized Businesses (HUB)**

Respondent certifies that this firm is an HUB: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

**e. Historically Underutilized Business Zone Enterprise (HUBZone)**

Respondent certifies that this firm is an HUBZone: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

**f. Other**

Respondent certifies that this firm is a recognized diversity certificate holder: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

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## PROPOSAL FORM 4: CERTIFICATIONS AND LICENSES

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to provide the products and services included in their proposal which can include, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

Lenovo holds the appropriate business license for each state/region in which we operate. We are not certified as a diverse supplier.

On a related note, Lenovo follows industry standards closely and is proud of the ISO certifications we have attained in the following key areas. More information is available on our website: [www.lenovo.com/us/en/compliance/iso-ohsas-overview/](http://www.lenovo.com/us/en/compliance/iso-ohsas-overview/).

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## PROPOSAL FORM 5: UNRESOLVED FINDINGS FOR RECOVERY

O.R.C. Chapter 9.24 prohibits CCOG from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if such finding for recovery is “unresolved” at the time of award. By submitting a proposal, a Respondent warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under O.R.C. Chapter 9.24 prior to the award of any contract arising out of this RFP, without notifying CCOG of such finding. The Proposal Review Team will not evaluate a proposal from any Respondent whose name, or the name of any of the subcontractors proposed by the Respondent, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

Is your company the subject of any unresolved findings for recoveries?

- ☐ Yes  
☒ No

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## PROPOSAL FORM 6: MANDATORY DISCLOSURES

### 1. *Mandatory Contract Performance Disclosure.*

Disclose whether your company's performance and/or the performance of any of the proposed subcontractor(s) under contracts for the provision of products and services that are the same or similar to those to be provided for the Program which is the subject of this RFP has resulted in any formal claims for breach of those contracts. For purposes of this disclosure, "**formal claims**" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. For any such claims disclosed, fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration, or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims will not automatically disqualify a Respondent from consideration, at the sole discretion of Equalis Group, such claims and a review of the background details may result in a rejection of a Respondent's proposal. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Respondent's performance of the work, and the best interests of Members.

Provide statement here. **None.**

### 2. *Mandatory Disclosure of Governmental Investigations.*

Indicate whether your company and/or any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Respondents must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Respondent by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Respondent from consideration, such governmental action and a review of the background details may result in a rejection of the Respondent's proposal at Group's sole discretion. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Respondent's performance of the work, and the best interests of Members.

Provide statement here. **None.**

*(The rest of this page is intentionally left blank)*

## PROPOSAL FORM 7: DEALER, RESELLER, AND DISTRIBUTOR AUTHORIZATION

CCOG allows Suppliers to authorize dealers, distributors, and resellers to sell the products and services made available through, and consistent with the Terms and Conditions set forth in, the Master Agreement. If Supplier intends to authorize their dealers, distributors, or resellers access to the Master Agreement in the event of a contract award Supplier must provide a list, either in the form of a document or a weblink, to identify those organizations who are being authorized access to the Master Agreement.

Will the Supplier authorize dealers, distributors, resellers access to Master Agreement?

☒ Yes

☐ No

If yes, how will Supplier disclose which organization(s) will have access to the Master Agreement? This list can be updated from time to time upon CCOG's approval.

Respondent Response: **Lenovo is a channel-centric business and fully supports our channel business partners through the Lenovo 360 Partner Program, a comprehensive framework designed to empower partners with enhanced access to Lenovo's full range of products and solutions, enabling them to better serve their customers and strengthen their market position.**

Since the debut of Lenovo 360 in 2022, our channel framework has simplified partner incentive programs by 63%, launched a new comprehensive partner solutions enablement platform, and has issued more than 39,500 individual certifications and more than 10,000 partner-level accreditations through our partner education program tied to incentive tiering.

Lenovo works successfully with large, national channel partners as well as small, regional or local partners (including diverse suppliers) who can offer all of Lenovo products and services, as well as their own value-added services.

Should Lenovo be awarded a contract with CCOG and the Equalis Group, we will contact our public sector partners to discuss how and if they can meet the requirements of the final Lenovo/CCOG contract.

For all customer sales, the sales process is consultative and collaborative. Lenovo client managers, solutions architects, technology advisors, and/or channel partners engage in a dialogue that leads to a keen understanding of the customer issues and a recommendation to meet their requirements. Whether sold directly by Lenovo or indirectly by a Lenovo channel partner, Lenovo is responsible for order fulfillment. Sales quotations indicate list price, discounts as appropriate, and net price to customer as well as delivery method. Orders can be submitted electronically and must reference the assigned CCOG contract number.

*(The rest of this page is intentionally left blank)*

## PROPOSAL FORM 8: MANDATORY SUPPLIER & PROPOSAL CERTIFICATIONS

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Companies responding to any CCOG RFP MUST certify that they are NOT ineligible by signing each of the statements below. **Failure to provide proper affirming signature on any of these statements will result in a Respondent's proposal being deemed nonresponsive to this RFP.**

I, **Anthony Pichardo**, hereby certify and affirm that **Lenovo (United States) Inc.**, has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

**AND**

I, **Anthony Pichardo**, hereby certify and affirm that **Lenovo (United States) Inc.**, is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

- Not penalized or debarred from any public contracts or falsified certified payroll records or any other violation of the Fair Labor Standards Act in the last three (3) years;
- Not found to have violated any worker's compensation law within the last three (3) years;
- Not violated any employee discrimination law within the last three (3) years;
- Not have been found to have committed more than one (1) willful or repeated OSHA violation of a safety standard (*as opposed to a record keeping or administrative standard*) in the last three (3) years;
- Not have an Experience Modification Rating of greater than 1.5 (a penalty-rated employer) with respect to the Bureau of Workers' Compensation risk assessment rating; and
- Not have failed to file any required tax returns or failed to pay any required taxes to any governmental entity within the past three (3) years.

**AND**

I, **Anthony Pichardo**, hereby certify and affirm that **Lenovo (United States) Inc.**, is not on the list established by the Ohio Secretary of State, pursuant to **ORC Section 121.23**, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

**AND**


I, **Anthony Pichardo**, hereby certify and affirm that **Lenovo (United States) Inc.** either is not subject to a finding for recovery under **ORC Section 9.24**, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

I, **Anthony Pichardo**, hereby affirm that this proposal accurately represents the capabilities and qualifications of **Lenovo (United States) Inc.**, and I hereby affirm that the cost(s) proposed to CCOG for the performance of services and/or provision of goods covered in this proposal in response to

this CCOG RFP is a ~~firm fixed price~~ **discount-off-list\*** structure as described in the Cost Proposal, inclusive of all incidental as well as primary costs.

**\* Note: Lenovo is proposing a discount-off-list pricing strategy and intends to offer our full product catalog to Equalis Group member organizations, including hardware, services, software, etc.**

Authorized  
signature:



Printed Name:

Anthony Pichardo

Company Name:

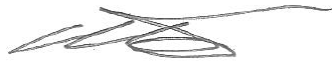
Lenovo (United States) Inc.

*(Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal.)*

## PROPOSAL FORM 9: CLEAN AIR ACT & CLEAN WATER ACT

The Respondent is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Authorized  
signature:



Printed Name: Anthony Pichardo  
Company Name: Lenovo (United States) Inc.  
8001 Development Drive,  
Mailing Address: Morrisville, NC 27560  
Email Address: apichardo@lenovo.com  
Job Title: Senior Director

*(The rest of this page is intentionally left blank)*



## PROPOSAL FORM 10: DEBARMENT NOTICE

I, the Respondent, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Respondents Name:	Anthony Pichardo, Lenovo (United States) Inc.
Mailing Address:	8001 Development Drive, Morrisville, NC 27560
Signature	
Title of Signatory:	Senior Director

*(The rest of this page is intentionally left blank)*

## PROPOSAL FORM 11: LOBBYING CERTIFICATIONS

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by **Section 1352, Title 31, U.S. Code**. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, on behalf of Respondent that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding one hundred thousand dollars (\$100,000) in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Signature:



Date:

December 13, 2024

*(The rest of this page is intentionally left blank)*

# PROPOSAL FORM 12: CONTRACTOR CERTIFICATION REQUIREMENTS

## 1. *Contractor's Employment Eligibility*

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.


Contractor shall comply with governing board policy of the CCOG Participating entities in which work is being performed.

## 2. *Fingerprint & Criminal Background Checks*

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Signature:   
Date: December 13, 2024

*(The rest of this page is intentionally left blank)*

## PROPOSAL FORM 13: BOYCOTT CERTIFICATION

Respondent must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does Respondent agree? AP  
(Initials of Authorized Representative)

*(The rest of this page is intentionally left blank)*

# PROPOSAL FORM 14: FEDERAL FUNDS CERTIFICATION FORMS

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements).

All Respondents submitting proposals must complete this Federal Funds Certification Form regarding Respondent’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to Members for their use while considering their purchasing options when using federal grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

**For each of the items below, respondent should certify their agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form.** If a Respondent fails to complete any item in this form, CCOG will consider the Respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

## ***1. Supplier Partner Violation or Breach of Contract Terms***

Contracts for more than the simplified acquisition threshold currently set at one hundred fifty thousand dollars (\$150,000), which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where Supplier Partners violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any contract award will be subject to Terms and Conditions of the Master Agreement, as well as any additional terms and conditions in any purchase order, participating agency ancillary contract, or Member construction contract agreed upon by Supplier Partner and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the CCOG Terms and Conditions.

The remedies under the contract are in addition to any other remedies that may be available under law or in equity. By submitting a proposal, you agree to these Supplier Partner violation and breach of contract terms.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## ***2. Termination for Cause or Convenience***

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of ten thousand dollars (\$10,000) resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Respondent will be compensated for work performed and accepted and goods accepted by participating agency as of the

termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does Respondent agree? AP

(Initials of Authorized Representative)

### ***3. Equal Employment Opportunity***

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Supplier Partner agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Supplier Partner agrees that it shall comply with such provision.

Does Respondent agree? AP

(Initials of Authorized Representative)

### ***4. Davis-Bacon Act***

When required by Federal program legislation, Supplier Partner agrees that, for all participating agency prime construction contracts/purchases in excess of two thousand dollars (\$2,000), Supplier Partner shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Supplier Partner is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Supplier Partner shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Supplier Partner agrees that, for any purchase to which this requirement applies, the award of the purchase to the Supplier Partner is conditioned upon Supplier Partner's acceptance of the wage determination.

Supplier Partner further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States". The Act provides that each Supplier Partner or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does Respondent agree? AP

(Initials of Authorized Representative)

## **5. *Contract Work Hours and Safety Standards Act***

Where applicable, for all participating agency contracts or purchases in excess of one hundred thousand dollars (\$100,000) that involve the employment of mechanics or laborers, Supplier Partner agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Supplier Partner is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does Respondent agree? AP

(Initials of Authorized Representative)

## **6. *Right to Inventions Made Under a Contract or Agreement***

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Supplier Partner agrees to comply with the above requirements when applicable.

Does Respondent agree? AP

(Initials of Authorized Representative)

## **7. *Clean Air Act and Federal Water Pollution Control Act***

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of one hundred fifty thousand dollars (\$150,000) must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Supplier Partner agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does Respondent agree? AP

(Initials of Authorized Representative)

## **8. *Debarment and Suspension***

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Supplier Partner certifies that Supplier Partner is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier Partner further agrees to immediately notify the Cooperative and all Members with pending purchases or seeking to purchase from Supplier Partner if Supplier Partner is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **9. *Byrd Anti-Lobbying Amendment***

Byrd Anti-Lobbying Amendment (31 USC 1352) – Supplier Partners that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Supplier Partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **10. *Procurement of Recovered Materials***

For participating agency purchases utilizing Federal funds, Supplier Partner agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency maybe required to confirm estimates and otherwise comply. The requirements of Section 6002 includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$10,000); procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing



an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does Respondent agree? AP

(Initials of Authorized Representative)

#### **11. *Profit as a Separate Element of Price***

For purchases using federal funds in excess of one hundred fifty thousand dollars (\$150,000), a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a participating agency, Supplier Partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier Partner agrees that the total price, including profit, charged by Supplier Partner to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Supplier Partner's Group Purchasing Agreement.

Does Respondent agree? AP

(Initials of Authorized Representative)

#### **12. *Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment***

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does Respondent agree? AP

(Initials of Authorized Representative)

#### **13. *Domestic preferences for procurements***

For participating agency purchases utilizing Federal funds, Respondent agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

"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.

"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.

Does Respondent agree? AP - Where the participating agency indicates, prior to placing an order, that they will be utilizing federal funds for a purchase, Lenovo will indicate whether Lenovo will agree to this provision for the applicable products.

#### 14. *General Compliance and Cooperation with Members*

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a Member, it shall make a good faith effort to work with Members to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does Respondent agree? AP

(Initials of Authorized Representative)

#### 15. *Applicability to Subcontractors*

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Respondent agree? AP

(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized  
signature:



---

Printed Name: Anthony Pichardo  
Company Name: Lenovo (United States) Inc.  
Mailing Address: 8001 Development Drive, Morrisville, NC 27560  
Job Title: Senior Director

*(The rest of this page is intentionally left blank)*

# PROPOSAL FORM 15: FEMA FUNDING REQUIREMENTS CERTIFICATION FORMS

*Please answer the following question. If yes, complete this Proposal Form.*

In the event of a contract award, does the Respondent intend to make their products and services available to public agencies utilizing FEMA funds or seeking reimbursement from FEMA?	<input checked="checked" type="checkbox"/> Yes
	<input type="checkbox"/> No

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements). Additionally, Appendix II to Part 200 authorizes FEMA to require or recommend additional provisions for contracts.

All Respondents submitting proposals who desire to work with Members utilizing FEMA funds must complete this FEMA Recommended Contract Provisions Form regarding Respondent’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using FEMA funds. This completed form will be made available to Members for their use while considering their purchasing options when using FEMA grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

**For each of the items below, Respondent should certify Respondent’s agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form.** If a Respondent fails to complete any item in this form, CCOG will consider the respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

## 1. *Access to Records*

### **For All Procurements –**

The Winning Supplier agrees to provide the participating agency, the pass-through entity (if applicable), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Winning Supplier agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Winning Supplier agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

Does Respondent agree? AP  
(Initials of Authorized Representative)

### **For Contracts Entered into After August 1, 2017, Under a Major Disaster or Emergency Declaration**

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the participating agency, and the Winning Supplier acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.”

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **2. *Changes***

FEMA recommends that all contracts include a changes clause that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may depend on the nature of the contract and the procured item(s) or service(s). The participating agency should also consult their servicing legal counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **3. *Use of DHS Seal, Logo, and Flags -***

The Winning Supplier shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The contractor shall include this provision in any subcontracts.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **4. *Compliance with Federal Law, Regulations, And Executive Orders and Acknowledgement of Federal Funding***

This is an acknowledgement that when FEMA financial assistance is used to fund all or a portion of the participating agency’s contract with the Winning Supplier, the Winning Supplier will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **5. *No Obligation by Federal Government***

The federal government is not a party to this or any contract resulting from this or future procurements with the participating agencies and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **6. *Program Fraud and False or Fraudulent Statements or Related Acts***

The Winning Supplier acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **7. *Affirmative Socioeconomic Steps***

If subcontracts are to be let, the Winning Supplier is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Does Respondent agree? AP  
(Initials of Authorized Representative)

## **8. *License and Delivery of Works Subject to Copyright and Data Rights***

The Winning Supplier grants to the participating agency, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Winning Supplier will identify such data and grant to the participating agency or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Winning Supplier will deliver to the participating agency data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the (insert name of the non-federal entity).

Does Respondent agree? AP  
(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized  
signature:



---

Printed Name:

Anthony Pichardo

Company Name:

Lenovo (United States) Inc.

Mailing Address:

8001 Development Drive, Morrisville, NC 27560

Job Title:

Senior Director

# PROPOSAL FORM 16: ARIZONA CONTRACTOR REQUIREMENTS

*Please answer the following question. If yes, please complete this Proposal Form.*

In the event of a contract award, does the Respondent intend to make their products and services available to public agencies in the State of Arizona?	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of Arizona, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the Respondent with documentation that could be relevant to the providing products & services to public agencies in the State of Arizona. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

## **AZ Compliance with Federal and State Requirements**

Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

## **AZ compliance with workforce requirements**

Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, "... every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program"

CCOG reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. CCOG and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

## **AZ Contractor Employee Work Eligibility**

By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. CCOG and/or CCOG members may request verification of compliance from any contractor or sub-contractor performing work under this contract. CCOG and CCOG members reserve the right to confirm compliance. In the event that CCOG or CCOG members suspect or find that any contractor or subcontractor is not in compliance, CCOG may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

**AZ Non-Compliance**

All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed upon costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

**Registered Sex Offender Restrictions (Arizona)**

For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the CCOG member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Offshore Performance of Work Prohibited**

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

**Terrorism Country Divestments:** In accordance with A.R.S. 35-392, CCOG and CCOG members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

Does Respondent agree? AP

(Initials of Authorized Representative)

Date: December 13, 2024

*(The rest of this page is intentionally left blank)*



# PROPOSAL FORM 17: NEW JERSEY REQUIREMENTS

*Please answer the following question. If yes, complete this Proposal Form.*

Does the awarded supplier intend to make their products and services available to public agencies in the State of New Jersey?	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of New Jersey, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the Respondent with documentation that could be relevant to the providing products & services to public agencies in the State of New Jersey. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

- All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.
- Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.
- Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26
- Bid and Performance Security, as required by the applicable municipal or state statutes.

## **A. Ownership Disclosure Form (N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: **Lenovo (United States) Inc.**

Street: **8001 Development Drive**

City, State, Zip **Morrisville, NC 27560**

Code: \_\_\_\_\_

### **Complete as appropriate:**

I, **Click or tap here to enter text.**, certify that I am the sole owner of **Click or tap here to enter text.**, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I, **Click or tap here to enter text.**, a partner in **Click or tap here to enter text.**, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

**OR:**

I, **Anthony Pichardo**, an authorized representative **Lenovo (United States) Inc.**, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
Lenovo Holding Company	8001 Development Dr. Morrisville, NC 27560	100%

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Signature:  \_\_\_\_\_  
Date: \_\_\_\_\_  
December 13, 2024

*(The rest of this page is intentionally left blank)*

B. Non-Collusion Affidavit

**Respondent Name:** Lenovo (United States) Inc.

**Street Address:** 8001 Development Drive

**City, State Zip:** Morrisville, NC 27560

*State of Texas*

*County of Travis*

*I, Anthony Pichardo of Laguna Niguel City in the County of Orange, State of California, of full age, being duly sworn according to law on my oath depose and say that:*

*I am the Senior Director of Hi-Ed and Government of the firm Lenovo (United States) Inc., t the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.*

*I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Lenovo (United States) Inc.*



Authorized signature: Signed by: Anthony Pichardo  
Date & Time: 06 Dec, 2024 15:01:57 CST

Job Title: Senior Director

Subscribed and sworn before me

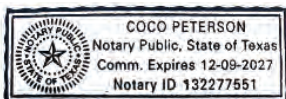
this 6th day of December, 2024



Notary Public of Texas

My commission expires December 9, 2027

SEAL



Signed by: Coco Peterson  
Date & Time: 06 Dec, 2024 15:08:20 CST

C. **Affirmative Action Affidavit (P.L. 1975, C.127)**

Company Name: Lenovo (United States) Inc.  
Street Address: 8001 Development Drive  
City, State, Zip  
Code: Morrisville, NC 27560

**Bid Proposal Certification:**

*Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.*

**Required Affirmative Action Evidence:**

*Procurement, Professional & Service Contracts (Exhibit A)*

**Suppliers must submit with proposal:**

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval  
OR
2. A photo copy of their Certificate of Employee Information Report  
OR
3. A complete Affirmative Action Employee Information Report (AA302)

**Public Work - Over \$50,000 Total Project Cost:**

☐ No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education

☒ Approved Federal or New Jersey Plan - certificate enclosed

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

Authorized  
Signature:   
Title of Signatory: Senior Director  
Date: December 13, 2024

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and

employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



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Signature of Procurement Agent

*(The rest of this page is intentionally left blank)*

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT      RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Sep-2023** to **15-Sep-2026**

**LENOVO UNITED STATES INC.****8001 DEVELOPMENT DRIVE****MORRISVILLE****NC****27560**

A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

**ELIZABETH MAHER MUOIO**

State Treasurer

#### D. C. 271 Political Contribution Disclosure Form

### PUBLIC AGENCY INSTRUCTIONS

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 ([https://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [https://www.state.nj.us/dca/divisions/dlgs/programs/pay\\_2\\_play.html](https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html) They will be updated from time-to-time as necessary.
  - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used “as-is”, subject to edits as described herein.
  - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**



## CONTRACTOR INSTRUCTIONS

Business entities (contractors) receiving contracts from a public agency in the state of New Jersey that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

**NOTE: This section does not apply to Board of Education contracts.**

<sup>1</sup> N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM


Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

### Part I - Vendor Information

Vendor Name:	Lenovo (United States) Inc.		
Address:	8001 Development Drive		
City:	Morrisville	State: NC	Zip: 27560

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.



Signature of Vendor

Anthony Pichardo

Printed Name

Senior Director

Title

### Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None			\$

☐ Check here if the information is continued on subsequent page(s)

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page \_\_\_\_ of \_\_\_\_

Contributor Name	Recipient Name	Date	Dollar Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
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Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount

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**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

**E. Stockholder Disclosure Certification**

**Name of Business: Lenovo (United States) Inc.**

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- ☐ Partnership  
☒ Corporation  
☐ Sole Proprietorship  
☐ Limited Partnership  
☐ Limited Liability Corporation  
☐ Limited Liability Partnership  
☐ Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Name: <b>Lenovo Holding Company</b>	Name: Stockholder Name
Home Address: <b>8001 Development Drive Morrisville, NC 27560</b>	Home Address: Home Address
Name: Stockholder Name	Name: Stockholder Name
Home Address: Home Address	Home Address: Home Address
Name: Stockholder Name	Name: Stockholder Name
Home Address: Home Address	Home Address: Home Address
Subscribed and sworn before me this <u>13th</u> day of <u>December</u> , 2024.	 Signed by: Anthony Pichardo Date & Time: 13 Dec, 2024 08:52:27 CST (Affiant)
(Notary Public)  My Commission expires: Dec. 9, 2027	<b>Anthony Pichardo, Sr. Director</b> (Print name & title of affiant)
 Signed by: Coco Peterson Date & Time: 13 Dec, 2024 09:09:39 CST	 (Corporate Seal)

# PROPOSAL FORM 18: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Check one of the following responses to the General Terms and Conditions in this solicitation, including the Master Agreement:

☐ We take no exceptions/deviations to the general terms and conditions. (*Note: If none are listed below, it is understood that no exceptions/deviations are taken.*)

☒ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(*Note: Unacceptable exceptions shall remove your proposal from consideration for award. CCOG shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.*)

Lenovo respectfully submits the following exceptions to the General Terms and Conditions of the Master Cooperative Purchasing Agreement (RFP - CCOG Computing Equip (Section 3).pdf).

Section	Explanation of Exception	Proposed Language (redline)
2.6 - Confidentiality	Lenovo is requesting that any confidentiality obligations that are already in existence (or that Lenovo may enter into) between its subcontractors, suppliers, and employees be sufficient to meet the requirements of this section, provided that those confidentiality terms are no less stringent than the terms of the Master Agreement.	<p>"2.6. <u>Confidentiality.</u></p> <p>a. <u>Obligation.</u> The nature and details of the business relationship established by this Master Agreement, and the <b>non-public, proprietary</b> business information regarding the other Party(ies) (the "Disclosing Party") to which a Party(ies) (the "Receiving Party") may become privy during the Term of this Master Agreement (collectively, the "Information") constitute confidential and proprietary information <b>of the Disclosing Party</b>, the disclosure, copying, or distribution of which could result in competitive harm to the Disclosing Party. Each Party agrees to maintain the other Parties' Information in the strictest confidence and agrees not to disclose, copy, or distribute the other Parties' Information, whether orally or in writing, directly or indirectly, in whole or in part, except to those of the Receiving Party's employees, agents, subcontractors, and suppliers with a need to know the Information. The foregoing will not limit a Receiving Party, for purposes of marketing, from informing actual or potential Equalis Group Participants of the existence of a contractual relationship between the Parties. The Parties further agree that they will require that all of their employees, agents, subcontractors, and suppliers <b>who will have access to Information</b> abide by <b>confidentiality terms no less stringent than the terms of these</b> confidentiality obligations <b>in this Master Agreement</b>. The confidentiality obligations set forth in this section will continue in effect for the Term of this Master Agreement</p>

		<p>and for a period of two (2) years after the date this Master Agreement is terminated or expires.</p> <p>b. Exceptions. Nothing herein will apply to any <del>Information</del> (a) which is or becomes generally available to the public other than as a result of a disclosure by a Receiving Party or its representatives, (b) which was available on a non-confidential basis prior to its disclosure by the Disclosing Party or its representatives, (c) which becomes available to a Receiving Party on a non-confidential basis from a source other than the Disclosing Party or its representatives, provided that such source is not known to be subject to any prohibition against transmitting the information, (d) which is disclosed pursuant to an order of court; provided that in the event that proprietary information is disclosed or threatened to be disclosed pursuant to this clause (d), the Receiving Party will give the original Disclosing Party prompt, written Notice, as hereinafter defined, of such threatened disclosure and the right to defend against such disclosure, at Disclosing Party's expense, and provided further that the original Receiving Party will cooperate reasonably in such defense, or (e) which is subject to a Freedom of Information Act Request or other public records request to which a Party is, or may be, required to respond by applicable law."</p>
2.7 - Indemnification	<p>Lenovo can agree to a general indemnity that is limited to third-party claims only, and for a few, select matters which - by their nature - would warrant unlimited, uncapped liability (i.e., gross negligence, intentional misconduct, damage to real property or persons). Lenovo can also agree to provide an indemnity for third party intellectual property infringement claims, provided that the infringement is caused by a Lenovo-branded product, and Lenovo is afforded certain reasonable exclusions.</p>	<p>"2.7.</p> <p><b>a. General Indemnification.</b> Winning Supplier shall protect, indemnify, and hold harmless both CCOG and Equalis Group, administrators, employees, and agents ("Indemnified Parties") against all <del>claims</del>, damages, losses and expenses <del>which arise from a third party claim</del> ("Claims") arising out of or resulting from the <del>actions of</del> (i) <del>the gross negligence or intentional misconduct of</del> Winning Supplier, Winning Supplier employees or subcontractors in the preparation of the solicitation and the later performance under the contract, including any Customer Agreements with Program Participants; (ii) <del>bodily injury (including death) or damage to real or tangible personal property caused by a Winning Supplier-branded hardware Product (collectively</del> "Losses").</p> <p><b>b. Intellectual Property Indemnification.</b></p> <p>i. If a third-party files a lawsuit against the Indemnified Parties claiming that a Winning Supplier-branded hardware product infringes that party's patents or copyrights (hereinafter referred to as an "IP Claim"), Winning Supplier will indemnify the Indemnified Parties against that IP Claim at Winning Supplier's expense. At Winning Supplier's option, Winning Supplier may also defend the Indemnified Parties against that IP Claim at Winning Supplier's expense.</p> <p>ii. Winning Supplier's obligations under this section are conditioned on the following: (1) Indemnified Parties promptly notify Winning Supplier in writing of the IP Claim; (2) if Winning Supplier elects to defend, Winning Supplier</p>

		<p>will solely control the conduct of the defense and any settlement of the IP Claim and Indemnified Parties must fully and timely cooperate with Winning Supplier and provide Winning Supplier with all reasonably requested authority, information and assistance in connection with defense of the IP Claim; and (3) the Indemnified Parties are and remain in compliance with the terms of this Master Agreement, including Indemnified Parties' obligations under this section. Winning Supplier will not be responsible for any costs, expenses or compromise incurred or made by the Indemnified Parties in connection with an IP Claim without Winning Supplier's prior written consent.</p> <p>iii. If such an IP Claim is made or appears likely to be made, and Indemnified Parties maintain an inventory of Products, the Indemnified Parties shall permit Winning Supplier, in Winning Supplier's sole discretion, to: (1) enable the Indemnified Parties to continue to use and sell the Products; (2) modify the Products so that they are non-infringing; (3) replace the Products with non-infringing, functionally-equivalent products; or (4) provide a credit to Indemnified Parties equal to the net book value of any Products that the Indemnified Parties promptly return to Winning Supplier at its written request.</p> <p>iv. Winning Supplier shall have no obligation regarding any IP Claim based on: (1) anything Indemnified Parties or a third-party on Indemnified Parties' behalf provides which is incorporated into, or combined with a product; (2) modification of a product by the Indemnified Parties or a third party on Indemnified Parties' behalf; (3) the combination, operation, or use of a product with any products not provided by Winning Supplier as a system, or the combination, operation, or use of a Product with any product, data, apparatus or business method that Winning Supplier did not provide; (4) Winning Supplier's compliance with the Indemnified Parties' specifications or requirements; or (5) infringement by a third-party product alone and used by the Indemnified Parties, as opposed to its combination with Products; or (6) any standard essential patent.</p> <p>v. The foregoing is the Winning Supplier's entire obligation to the Indemnified Parties, and Indemnified Parties' exclusive remedy, regarding any IP Claim."</p>
2.8 - Winning Supplier Insurance	Lenovo can agree to provide written notice, as provided.	<p>During the Term of this Master Agreement, and for two (2) years following expiration or termination of this Master Agreement, Winning Supplier, at its own expense, shall maintain and shall require that its agents, subcontractors, and suppliers engaged in Winning Supplier's performance of its duties under this Master Agreement maintain general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, or expenses arising out of its performance under this Master Agreement, or any Appendix, and with respect to, or arising out of, Winning</p>



		<p>Supplier's provision of Products &amp; Services to Program Participants. CCOG, Equalis Group, and their respective officers, directors, employees, and agents will be named as certificate holders on Winning Supplier's related insurance policies. <del>All such insurance policies shall incorporate a provision requiring the giving of</del> written Notice to CCOG and Equalis Group at least thirty (30) days prior to the cancellation, nonrenewal, and/or <del>material modification reduction in coverage</del> of any such policies. Winning Supplier shall submit to Equalis Group within ten (10) calendar days after the Effective Date of this Master Agreement, and prior to furnishing Products &amp; Services to any Program Participants, valid certificates evidencing the effectiveness of the foregoing insurance policies. Winning Supplier shall provide such valid certificates on an annual basis until the terms of this section are no longer applicable.</p>
2.11 – Audit of Winning Supplier	Lenovo can agree to an audit that is reasonable in both scope and frequency.	<p>'2.11. Audit of Winning Supplier. CCOG and Equalis Group, whether directly or through an independent auditor or accounting firm, shall have the right to perform audits, including inspection of books, records, and computer data <del>relevant directly related</del> to Winning Supplier's provision of Products &amp; Services to Program Participants pursuant to this Master Agreement, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, however, that such inspections and audits will be conducted upon reasonable notice <del>(at least ten (10) business days)</del> to Winning Supplier and <del>at reasonable frequency (no more than one (1) time per calendar year)</del>, so as not to unreasonably interfere with Winning Supplier's business or operations."</p>
2.19 – Warranties	Lenovo is requesting the inclusion of its standard hardware and services warranty. These warranties apply across all Lenovo customers using the products and services, and consistency is required to better enable warranty administration.	<p><del>"2.19 Warranties.</del></p> <p>2.19.1 Warranties for Winning Supplier-branded products: Winning Supplier warrants that each Winning Supplier-branded product supplied under this Master Agreement is free from defects in materials and workmanship under normal use during the applicable warranty period. Unless Winning Supplier specifies otherwise, Winning Supplier's warranties for any Winning Supplier-branded product apply only in the country where it was acquired. Unless otherwise specified in an order, the warranty period shall commence on the invoice's issuance date. During the warranty period, Winning Supplier shall provide repair and exchange service for the Winning Supplier-branded product, without charge, under the type of warranty service designated by Winning Supplier for the Winning Supplier-branded product, or as otherwise agreed to by the Parties. If a defect in materials or workmanship is discovered during the warranty period and Winning Supplier is unable either: (i) to repair the Winning Supplier-branded product; or (ii) to replace it with one that is at least functionally equivalent, CCOG, Equalis Group or the Program Participant(s), as applicable, may return the Winning Supplier-branded product to Winning Supplier for a pro-rated refund. Winning Supplier may change components or parts of a Winning Supplier-branded product without notice, provided that the substituted components or parts provide equal or better</p>

		<p>performance. Any such change shall be at no additional cost to CCOG, Equalis Group or the Program Participant(s), as applicable, and will not change the rights under the warranty applicable to the Winning Supplier-branded product.</p> <p>2.19.2 Warranty for Third Party Hardware Products: Winning Supplier offers no warranty in respect of third products under this Master Agreement. Where the supplier or producer of any third-party product offers its own warranty, and to the extent that Winning Supplier is free to do so, Winning Supplier will, upon request, endeavor to transfer associated warranty service and other rights to CCOG, Equalis Group or the Program Participant(s), as applicable, subject always to the applicable third party's terms and conditions.</p> <p>2.19.3 Warranty for Services: Winning Supplier warrants that it will perform each service using reasonable care and skill and according to its current description, including any completion criteria, contained in this Master Agreement or a relevant order. CCOG, Equalis Group, or the Program Participant(s), as applicable, shall provide timely written notice to Winning Supplier of any failure to comply with this warranty no later than thirty (30) days after completion of the service at issue identifying the failure with reasonable particularity, in order that Winning Supplier may take corrective action as specified in the following sentence. Winning Supplier will either correct the failure or provide a credit of the charges paid to Winning Supplier for the defective portion of the services. Such corrective action shall be CCOG, Equalis Group or the Program Participant(s)', as applicable, sole remedy for a breach of this section.</p> <p>2.19.4 Warranty for Software: Winning Supplier does not offer any warranty in respect of software under this contract. Software or other Data which is provided under its own license terms shall be subject to such terms.</p> <p>2.19.5 Specific Exclusions: The warranties in this section are made to and for the benefit solely of the specific buyer under this Master Agreement and are non-transferable. The warranties stated in this section shall not apply to any product: (i) that: (a) has been subjected to misuse, accident, unauthorized modification, improper installation, damage or mishandling, or rendered inoperable due to willful or negligent acts or omissions; (b) has been operated in an unsuitable physical or operating environment or contrary to the applicable documentation published by Winning Supplier; (c) has been subjected to natural disasters, power surges or discharge, or unauthorized maintenance; or (d) is incapable of being tested by Winning Supplier under its normal test conditions; or (ii) that is sold for beta, evaluation, testing or demonstration purposes. Winning Supplier shall not be liable under this section for claims arising from CCOG, Equalis Group or Program Participant(s)', or any unauthorized third parties', misuse, neglect, improper installation or testing, attempts to repair, or any other cause beyond the range of the intended use of</p>
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		<p>the product. The product warranty will become void if a product component is installed as an add-on to or replacement for the original product, without Winning Supplier's prior written approval. Unless otherwise agreed or mandated by statute, such warranties shall not apply to: (1) any third-party product, including those that Winning Supplier may provide or integrate into a Winning Supplier-branded product at CCOG, Equalis Group or a Program Participant's request; or (2) any software, whether provided with a product or installed subsequently. In no event shall the warranties stated in this section include any Winning Supplier responsibility for: (A) uninterrupted or error-free operation of any product; (B) correction of any or all software or software code defects; or (C) any loss of, or damage to, data caused by a product.</p> <p>2.19.6 General Exclusions: TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, THE WARRANTIES SET FORTH UNDER THIS SECTION ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR SATISFACTORY QUALITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, WHICH WINNING SUPPLIER HEREBY EXPRESSLY DISCLAIMS. UNLESS OTHERWISE EXPRESSLY SPECIFIED, ALL SOFTWARE, MACHINE CODE, PROGRAMS, SERVICES, SUPPORT AND ALL THIRD-PARTY PRODUCTS AND SERVICES ARE PROVIDED "AS IS", WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND, AND WINNING SUPPLIER MAKES NO WARRANTY THAT ANY PRODUCT WILL OPERATE ON AN UNINTERRUPTED OR ERROR-FREE BASIS. THIRD PARTY MANUFACTURERS, SUPPLIERS, DEVELOPERS, SERVICE PROVIDERS, LICENSORS OR PUBLISHERS MAY SEPARATELY PROVIDE THEIR OWN WARRANTIES TO CCOG, EQUALIS GROUP OR PROGRAM PARTICIPANT(S)."</p>
2.20 - Limitation of Liability	<p>Lenovo is requesting that its standard limitation of liability clause be included. Lenovo requires the ability to forecast the level of liability associated with each engagement, and the lack of this provision removes its ability to do so.</p>	<p>"2.20 LIMITATION OF LIABILITY. Except as expressly stated in this Master Agreement, neither Party(ies) shall be liable to the other Party(ies) for any of the following even if informed of their possibility or foreseeable and whether the claim arises in contract, tort, (including gross negligence where legally permissible) or otherwise: (1) third-party claims for damages; (2) loss of, or damage to, data; (3) special, incidental, indirect, punitive, exemplary or consequential damages; (4) loss of profits, business, revenue, goodwill or anticipated savings; (5) loss of use; or (6) wasted management time. The maximum cumulative liability of each Party to the other Party(ies) for all actions arising out of or related to this Master Agreement, and all orders issued hereunder, regardless of the form of the action or the theory of recovery, shall be limited to actual direct damages, not to exceed the total amount paid or payable to Winning Supplier for all orders issued under this Master Agreement in the twelve (12) months immediately preceding the event giving rise to the claim. This section, "Limitation of Liability," shall not apply to Winning</p>

		Supplier's indemnification obligations under this Master Agreement. This section, "Limitation of Liability," shall not apply to the extent prevented or restricted by mandatory applicable law (including without limitation in relation to fraud) that cannot be amended or excluded by contractual waiver."
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## PROPOSAL FORM 19: EQUALIS GROUP ADMINISTRATION AGREEMENT DECLARATION

*Attachment A - Sample Administration Agreement of this solicitation is for reference only. Contracting with Equalis Group and the Winning Supplier will occur after contract award.*

Execution of the Administration Agreement is required for the Master Agreement to be administered by Equalis Group. **Attachment A - Sample Administration Agreement** defines i) the roles and responsibilities of both parties relating to marketing and selling the Program to current and prospective Members, and ii) the financial terms between Equalis Group and Winning Supplier.

Redlined copies of this agreement should not be submitted with the response. Should a Respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the Respondent. Respondents must select one of the following options for submitting their response.

- ☐ Respondent agrees to all terms and conditions in **Attachment A - Sample Administration Agreement.**
- ☒ Respondent wishes to negotiate directly with Equalis Group on terms and conditions in the Sample Administration Agreement. Negotiations will commence with Equalis Group after CCOG has completed the contract award.

## PROPOSAL FORM 20: MASTER AGREEMENT SIGNATURE FORM

**RESPONDENTS MUST SUBMIT THIS FORM COMPLETED AND SIGNED  
WITH THEIR RESPONSE TO BE CONSIDERED FOR AWARD.  
RESPONDENTS WHO FAIL TO DO SO WILL BE DETERMINED  
UNRESPONSIVE AND WILL NO LONGER BE CONSIDERED FOR AWARD.**

The undersigned hereby proposes and agrees to furnish Products & Services in strict compliance with the terms, specifications, and conditions contained within this RFP and the Master Agreement at the prices proposed within the submitted proposal unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Company Name	Lenovo (United States) Inc.
Address	8001 Development Drive
City/State/Zip	Morrisville, NC 27560
Phone Number	855-253-6686
Email Address	apichardo@lenovo.com
Printed Name	Anthony Pichardo
Job Title	Senior Director
Authorized Signature	

### Initial Term of the Master Agreement

Contract Effective

Date: March 1, 2025

Contract Expiration

Date: February 28, 2029

Contract Number:

*(Note: Contract Number will be applied prior to CCOG and Equalis Group countersigning.)*

The Cooperative Council of Governments,  
Inc.  
6001 Cochran Road, Suite 333  
Cleveland, Ohio 44139

Equalis Group, LLC.  
5540 Granite Parkway, Suite 200  
Plano, Texas 75024

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Franklyn A. Corlett

As: CCOG Board President

Date:

Name   
: Eric Merkle

As: EVP, Procurement & Operations

Date: