

MEMORANDUM

TO: Administrators and Staff of Pennsylvania school districts, AVTSs, intermediate units, public libraries and other eligible purchasers
FROM: Jim Randecker, PEPPM Director
Chuck Peterson, Director of Cooperative Business Services & Operations
SUBJECT: **PEPPM 2010 - Official Notice**
DATE: January 1, 2010

PEPPM offers a broad range of products to meet your technology needs. PEPPM for 2010 reflects 44 new product line awards in addition to the 178 PEPPM 2007, 2008 and 2009 product line awards that have been extended. You can select from hundreds of technology product lines using PEPPM, the premier, bid-protected cooperative buying program for Pennsylvania.

It is important that you check the PEPPM web site (www.peppm.org) for the list of all currently-awarded product lines, the corresponding awarded vendors and any designated resellers that may be identified on the Vendor Contact and Ordering Information pages so that you are quoted and order from the PEPPM Awarded Vendor or its authorized reseller(s).

Since 1982, PEPPM has awarded bids under an agreement with the Pennsylvania Department of Education (PDE). The CSIU has solicited and awarded PEPPM technology bids for 2010 for all eligible Pennsylvania buyers (local education agencies (LEAs), which includes school districts, Career and Technology Centers, intermediate units, state-approved private schools providing PDE-approved special education programs, nonpublic schools, community colleges, public libraries and state-approved charter schools.)

Four-year colleges, universities, local and state government agencies, local municipalities and related county/municipal authorities and non-profit entities (with vendor approval and where permissible by statute or regulation) are also eligible PEPPM buyers. PEPPM bid awards are also available to eligible buyers in participating states outside Pennsylvania.

All product line awards were made using a competitive sealed bid process according to Pennsylvania bid statutes. PEPPM awards are recognized by the School and Library Division (SLD) as "Master State Contracts" for E-rate supported purchases. A Form 470 for the PEPPM contracts has already been filed for Pennsylvania schools and libraries by PDE making it easier to apply for E-rate funding.

PEPPM 2010 catalog bid awards have been made in the categories of Audio Visual Products, General Hardware and Software, End-of-Life Computer Systems and Parts, Refurbished Computer Systems & Parts and Remanufactured Laser Toner and Ink Cartridges and are available in 2010. The CDI Computer Dealers, Inc. contract for refurbished Computer Systems and Parts has been extended for 2010. These "catalog bid awards" were developed to provide buyer access to a broad spectrum of products that may be purchased over the course of a year from a single vendor. These bids include technology products within specific categories usually sold through online and paper-based catalogs that typically are not awarded as a separate PEPPM award.

Access to the awarded product lines with PEPPM catalog bid pricing is made through links to online PEPPM stores maintained by the Awarded Vendor. These stores offer the opportunity for buyers to use shopping cart technology to see extended product information, configure and select products, print real-time PEPPM quotes to submit with purchase orders using PEPPM's toll-free number (800-636-3779) and in some cases place online orders directly to the Awarded Vendor.

Please note that PEPPM catalog bid awards allow for the same product lines to be listed in more than one vendor's catalog. You may find that a product listed in multiple catalogs may be slightly different, so please be diligent in your review. We urge you to shop for the "best deal" among the PEPPM Online Catalog Stores. Many of these awards show significant discounts.

PEPPM Catalog Awarded Vendors by category are:

● Audio Visual Products	B & H Photo-Video-Pro Audio Camcor, Inc. Troxell Communications, Inc.
● General Hardware and Software	B & H Photo-Video-Pro Audio CDWG Government, Inc. (PA & CT Only) CXtec Hewlett Packard Company (PA Only) SHI International Corporation Sparco.com
● End of Life Computer Systems and Parts	I. T. Xchange
● Refurbished Computer Systems and Parts	CDI Computer Dealers, Inc. CXtec Insight Systems Exchange I. T. Xchange PartStock Computer
● Remanufactured Laser Toner and Ink Cartridges	CDW Government, Inc. IPS Laser Express

The inclusion of brands/lines on PEPPM does not imply endorsement of any product or company. Our selections are based upon buyer requests and our observed usage of certain product lines. Before ordering, you are advised to thoroughly evaluate software and equipment alternatives, validate conformance to standards (i.e., Novell, Windows, Underwriters Laboratories, and FCC certifications) and check out the vendor thoroughly to match capabilities to your expectations.

In our ongoing effort to better serve our client agencies, PEPPM offers the following benefits:

- PEPPM's vendor agreements **require** Awarded Vendors to provide their best LEA pricing through PEPPM, given similar terms and conditions. This means that using a PEPPM contract will get your agency the lowest, bid-protected Pennsylvania LEA pricing from that vendor when you place your order through PEPPM.
- PEPPM continues to offer eligible buyers the ability to shop for and buy educational technology products using eCommerce technology provided by Epylon Corporation.
- Access to vendor sites for selecting products using a vendor's configurator is available for Kingston, Rocky Mountain Ram, Hewlett Packard, and Dell using the PEPPM.org product line pages, and for Dell using the Epylon eCommerce system.
- Quarterly reporting by Epylon and PEPPM to buyers helps you effectively manage technology purchases.
- PEPPM includes a fax order capability to provide edit and archive services to speed orders along for those agencies that do not wish to use the eCommerce technology.

Spot/Volume Pricing - Posted PEPPM prices are based on a purchase quantity of one item for a particular point in time. **You may ask your PEPPM Awarded Vendor or their designated resellers for a quote for a greater discount than the posted PEPPM price.** If the vendor provides a spot/volume discount for your PEPPM order, make sure the firm provides you with a written quote including the following language: "As per PEPPM 2010." This will provide you with documentation that the prices offered are under the PEPPM 2010 bid contracts. Attach the PEPPM quote to your purchase order and fax both to PEPPM at (800) 636-3779 to ensure bid protection.

Note: It is at the vendor's discretion to honor any requests for further volume discounts. eCommerce users can use Epylon's Spot Price Checker tool to make a request for quantity pricing.

Ordering for 2010

There are two ways to purchase through PEPPM in 2010. You can conduct your PEPPM purchases as you always have using a traditional paper-based fax process. However, PEPPM buyers can also harness the power of Epylon's web-based procurement tool to complete all your PEPPM transactions.

Paper-Based Ordering – Buyers desiring to order through the traditional process can access ordering instructions and pricing on the PEPPM website at www.peppm.org. Once you have prepared your orders, simply fax them directly to PEPPM toll free at (800) 636-3779. You don't mail orders ... you just fax them (at no cost) to PEPPM.

Web-based Ordering – Buyers interested in taking advantage of eCommerce to conduct their PEPPM purchasing can go to www.epylon.com. If you have an account with Epylon, click "LOGIN" and enter your username and password. If you do not have an account with Epylon, register at www.epylon.com and one of its customer care representatives will contact you.

Additional Important Information

PEPPM awarded vendors for products previously listed on PEPPM may have changed. Please check the PEPPM web site, www.peppm.org, to verify which contracts are still in effect. Additional products have been awarded for 2010. Be sure to purchase from the appropriate Awarded Vendor using one of the PEPPM ordering procedures listed above to be sure of PEPPM bid protection. Never send PEPPM orders directly to a vendor.

You may purchase through the listed PEPPM vendors from January 1, 2010 through December 31, 2010. As vendors offer new products and/or revise prices on existing offerings, we will update the system. Vendors are required to confirm current information or update the list, as appropriate. This effort keeps the data current for your planning and ordering needs.

We urge you to print a copy of the exact product/price information reflecting your faxed or electronic purchase order and file it with your internal purchase records for audit support.

Buyer participation is voluntary. Section 521 of the Pennsylvania School Code provides for joint purchasing by schools. The product lines included in PEPPM have been bid and awarded according to Pennsylvania School Code guidelines.

We often receive calls from buyers desiring to buy items that may be identical to PEPPM offerings, but from non-PEPPM vendors, without soliciting and awarding local formal bids. They ask if they need to bid items if they find an alternative vendor which may charge less than, or the same as PEPPM. You are advised to consult with your solicitor on such requests, as you are not buying through a legally-conducted bid process if you proceed. Be aware that such purchases are being scrutinized by regulatory and auditing agencies for bid law compliance.

PEPPM provides administrative process effort savings as well as price advantages, since a central bid reduces paperwork, eliminates specification writing and advertising costs, collapses ordering time and expedites receipt of the items. As a result, you may order and receive products quickly.... and with electronic ordering... now faster than ever!

PEPPM's eCommerce Partner

Epylon Corporation (www.epylon.com) is PEPPM's electronic commerce partner. This selection was based upon the strength and capabilities of Epylon's product, staff and leading edge technologies. In particular, key founders and executives of the company are former administrators and leaders of school agencies and state education departments. They clearly understand the nature and power of cooperative purchasing as well as the specific needs of education agencies.

PEPPM represents one more way that cooperative efforts are of tremendous benefit to schools, government agencies and the communities they serve, by saving time and money on the process...and money on the price.

You may contact us at (570) 523-1155 using the listed extension or by e-mail using the listed address:

<u>Name</u>	<u>PEPPM Function</u>	<u>Phone Extension</u>	<u>E-mail Address</u>
Mark C. Carollo	PEPPM Web Administrator	x2159	mcarrow@peppm.org
Michelle Kipple	PEPPM Order Processing	x2126	mkipple@peppm.org
Jared Lehman	PEPPM Contract & Data Specialist	X2169	jlehman@peppm.org
David L. Manney	PEPPM Coordinator	x2174	dmanney@peppm.org
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