

MEMORANDUM

DATE: January 20, 2023
TO: PEPPM Registered Vendors & Potential Bidders
FROM: Thomas Caruso, Director, CSIU Cooperative Purchasing
SUBJECT: 2023 Request for Bids through PEPPM

We are pleased to announce the publications of a new Request for Bids (RFB):

- PEPPM 2023 Supplemental Product Line Bid – Pennsylvania (Electronic Bid Number 536202)

This RFB is issued through the PEPPM program under the authority of the Central Susquehanna Intermediate Unit, IU 16, covering a range of technology products.

The Bid Deadline

All bids must be received electronically through www.Epylon.com by 3 p.m. ET, Tuesday, March 14, 2023. We advise bidders to submit one to two days before the bid deadline to leave time to detect and correct any of their errors and to avoid any last-minute disruptions. Late bids will not be responsive.

Prebid Meeting

Potential bidders will have the opportunity to receive an overview of procedures for filling out the bid forms and bid processes by attending the following prebid meeting on Wednesday, February 1, 2023 at 11:00 a.m. ET, via Zoom.

Interested vendors must register for the prebid meeting at www.PEPPM.org/bids.

Other Important Dates

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| • Requests for Equivalents Due Date | February 3, 2023 |
| • Response for Equivalents Amendment | February 13, 2023 |
| • Consideration of Exceptions Due Date | February 3, 2023 |
| • Response to Exceptions Amendment | February 13, 2023 |
| • Submission of Questions Due Date | March 7, 2023 |
| • Tentative Board Award Date | April 19, 2023 |
| • Tentative Agency Contract Signing | April 20, 2023 |
| • Contract Start Date | May 1, 2023 |

Bidding within California

Following PEPPM's posting of the Pennsylvania product line RFB, California will also solicit PEPPM bids with similar Terms and Conditions through the Kern County Superintendent of Schools (KCSOS).

The bidding opportunity in California satisfies local bids laws and helps expand PEPPM's reach throughout the United States. Bidders must respond separately to compete for a California award.

Product Specifications

A list of all branded product lines sought in the RFB is posted as a PDF on www.PEPPM.org/bids. These lists may be supplemented or amended during the bidding process.

Bidding Process

Bids must be submitted through ebid software on www.Epylon.com. The RFBs have already landed in the inboxes of vendors who have existing Epylon accounts. Other vendors must register at www.Epylon.com to receive account credentials, all bid documents, and access to the bid forms. There is no cost to register with Epylon or to view the bid documents.

If you are an existing Epylon vendor and do not see the RFBs in your inbox, there are three possible reasons:

- Another employee under your company's account has accepted the bid form on behalf of the company. Only one bid form may be active for any given company, but any employee can forward the bid form to another company representative. Contact Epylon Customer Service to see if another company employee has opened the bid form
- Your company has not categorized itself as a technology-related supplier. Contact Epylon Customer Service to be added as a "technology supplier." Then the bid form will be promptly forwarded to the company's inbox
- Your company has divided its employees into geographic territories, and the bid has been directed to employees designated for Pennsylvania

Technical Bidding Help

Epylon will not answer policy questions related to the bid but can assist with technical help in filling out the bid forms or gaining access to the RFBs. A PEPPM Bidder's Guide is posted as a PDF at www.PEPPM.org/bids. Contact Epylon at Service@Epylon.com or call customer service at (888) 211-7438.

Bid Policy Questions

Submit questions about terms and conditions or specifications to BidQuestions@PEPPM.org no later than 4 p.m. ET, March 7, 2023. In addition, view answers to frequently asked questions at www.PEPPM.org/bids.

Information for Non-Registered Vendors

Prior to registering with PEPPM or Epylon, a potential bidder may gauge their interest in bidding by reading bid specifications and terms and conditions on www.PEPPM.org/bids or at www.Epylon.com/corporate/solutions/peppm.shtml.

Amendments and Changes

Notices of any bid changes or amendments will be published electronically with ebid software. In addition, the amendments will be posted on www.PEPPM.org/bids. Registered vendors will be notified by email.

About PEPPM

PEPPM has a proven record of serving school districts and other public agencies across all the United States with cooperative purchasing contracts competitively bid under the high standards expected for public-sector procurement. The PEPPM cooperative purchasing program helps schools and other public agencies drive down the cost of acquisition and derive the best value for their technology investments.