

# PEPPM Buyer Quick-Reference Guide



## Using PEPPM Contracts to Make Bid-Protected Purchases

### Welcome to the PEPPM Cooperative Purchasing Program

We are excited that your agency is interested in the PEPPM program and look forward to working with you! PEPPM staff work with awarded vendors and authorized resellers to provide educational and public agencies with the best pricing and services on the top technology brands.

PEPPM bids are conducted by the Central Susquehanna Intermediate Unit (CSIU). The CSIU solicits bids for technology equipment, software, and supplies. This program, called PEPPM (pronounced *PEP-um*), has been soliciting bids on behalf of local education agencies (LEAs) since 1982.

K-12 educational agencies, colleges, universities, state and county governments, local municipalities, and other local governments are eligible PEPPM buyers. PEPPM bid awards are also available to buyers in participating states outside of Pennsylvania.

PEPPM contracts give LEA and public agency buyers the ability to purchase bid-protected products immediately, without having to go through the bid process yourselves. The contracts have already been competitively bid.

### Become Familiar with the PEPPM Contract

Helpful information is posted on the PEPPM website ([www.PEPPM.org](http://www.PEPPM.org)), such as contract documentation, including terms and conditions and proof of advertising, and the contracted items with dynamic pricing.

From the [Contracts](#) page, click on the Contract Number of a contract to be taken to a detailed, multi-tab information page about the contract. Go to:

[Overview](#) tab for contract term and to view line item pricing.

[Ordering Instructions](#) tab for vendor and authorized reseller contact information.

[Documentation](#) tab for bid documentation and signed contract.

Log into the PEPPM website for full access to the documents and other resources. On the website you can search for products, explore the PEPPM library, create and share lists or products among your agency's registered users, and view your agency's dashboard.

### PEPPM Orders Reviewed by [Orders@PEPPM.org](mailto:Orders@PEPPM.org)

The PEPPM contract requires\* buyers to submit orders to PEPPM for review before processing. Email PEPPM-pricing quotes and purchase orders (POs), made out to the vendor/reseller, to [orders@peppm.org](mailto:orders@peppm.org). Why?

- To ensure the order is free of errors and is in compliance with the contract
- To archive the order for auditing purposes (this is important for use of federal funds)
- To prove the order is covered by a competitive sealed-bid process that conveys bid-protection

After the order is reviewed, the quote and PO will be sent electronically to the designated vendor/reseller through the Epylon eCommerce system.

\*Some PEPPM Contracts do allow the buyer to submit orders directly to the vendor. Please see each contract's Ordering Instructions for special directions.

### Create a Perfect PEPPM Quote

To ensure your PEPPM quote and PO are accepted the first time, follow these easy requirements:

1. Quote and PO state: "As per PEPPM Contract #XXXXXX-XXX"
2. Pricing is consistent with awarded vendor's pricing structure or if lower a quote from the vendor is included with the PO
3. Standard shipping is FREE on orders more than \$500
4. Non-standard shipping or special circumstances are clearly identified  
Examples: "next-day air," "2nd-day delivery is requested by the buyer," "liftgate required" "excessive weight," and "inside-building or departmental delivery required."
5. Products on the quote and PO are itemized with an identifiable SKU number and price
6. Services are detailed following the rates included on the awarded vendor's ancillary services form

### For Assistance with PEPPM Contracts or Orders

Reach out with any questions to [info@peppm.org](mailto:info@peppm.org) or [orders@peppm.org](mailto:orders@peppm.org).