

Pre-Bid Meeting

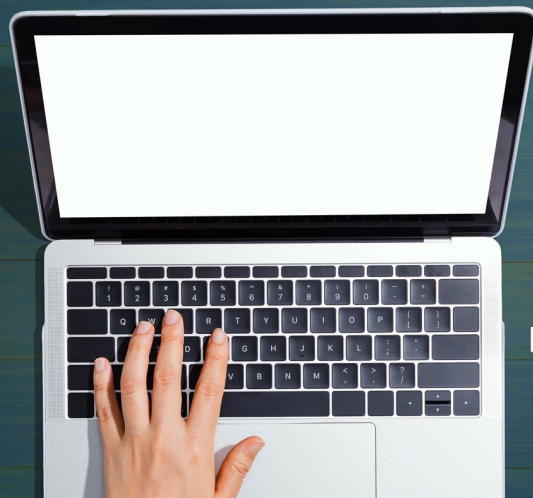
PEPPM Marketplace Bid 2024

Bid Due Date, Thursday, May 9, 2024, 3 p.m. Eastern Time



Meeting Goals

- Talk plainly about bid Terms & Conditions
- Highlight the benefits of participating with PEPPM
- Show how to submit a perfect, responsive, responsible bid
- Point out common bidding errors
- Answer most common questions about policy & procedures



Marketplace Solution

A Simple Definition

A “Marketplace” or a “Marketplace Solution” is one in which an Awarded Vendor either works alone or gathers together a network of Authorized Resellers to sell diverse Products on a single website. It is overseen and managed by a single Awarded Vendor.

- Is not a niche-supplier for a single category of Products, such as plumbing, landscaping, kitchen equipment, or books
- Drives down prices through reseller competition or its leverage based on volume of demand
- Lowers cost of acquisition by allowing public entities to consolidate purchasing from a single source or a single purchase order

How does the Marketplace Bid differ from typical PEPPM Technology Bids?

Marketplace Focuses on:

- Breakroom Supplies, Foodstuffs, Cafeteria Supplies, and Kitchen Equipment
- First Aid, Safety & Special Ed
- Instructional, Art, and Craft Supplies
- Maintenance, Repair, and Operations
- Office Supplies

**Minimum of 300,000 Products
pertaining to public sector agencies**

- This is not a PEPPM technology solicitation for:
 - Single Product Lines by Brand
 - Technology Catalogs
- Watch for a Product Line bid solicitation in late summer
- Current PEPPM Contract End Dates
 - www.PEPPM.org/contracts/
 - Click on Contract Number (right column)
 - Overview Tab lists Begin and End Dates

Important Dates

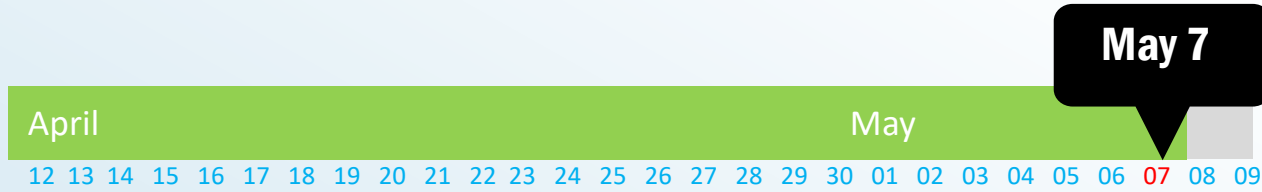
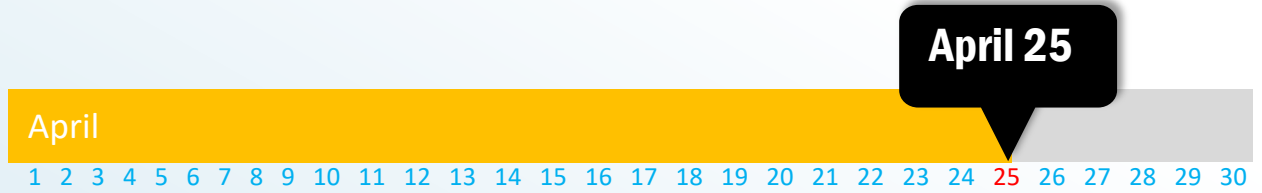
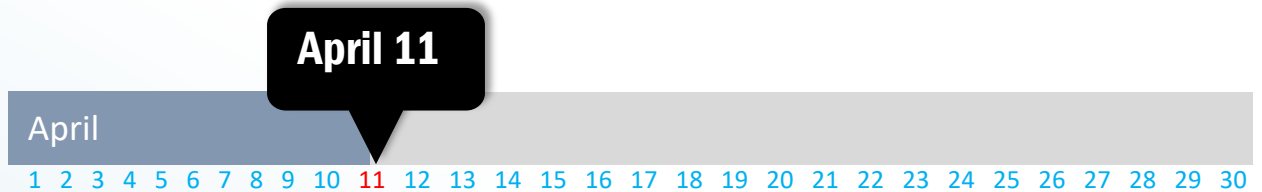
Request for Exceptions >

Submission of Questions >

Snapshot Day>

Avoid Unforeseen Problems; Submit Early >

3 p.m. ET Final Bid Deadline >



Requests for Exceptions to T's and C's

- Bidders have had 15 days to review T's and C's
- Notice of exceptions must be in writing to BidQuestions@PEPPM.org
- Exact, suggested changes must be attached
- Suggested changes must apply to all bidders
- The deadline for suggested changes is **Thursday, April 11**
- Any agreed-to exceptions will be posted in an addendum around April 19
- Before submitting a bid, Bidders must answer a question affirming they have checked for any amendments on the bid form
- No material exceptions will be accepted on the Bid Due Date

What is Snapshot Day?

- Snapshot Day is **Thursday, April 25**
- Bidders must capture the base Commercially Available Price for Core Items and Group 2 Products on that day
- Why? Because Marketplace pricing can change every day
- For fair market comparisons and bid evaluation, Bidders must capture their Base Pricing on Snapshot Day and submit it on appropriate pricing templates
- We advise working with your IT departments now to establish a process whereby you can “snapshot” base pricing on **April 25** for Core Items and Group 2 Products
- After capturing Base pricing, Bidders will apply any discount Offer to those base prices on PEPPM’s official bidding templates

Submission of Questions

- Submit questions about terms, policy & interpretation to PEPPM by **Thursday, April 18**
- Send emails to BidQuestions@PEPPM.org
- Answers to frequently asked questions will be posted at www.PEPPM.org/bids
- For technical help on filling out the bid forms and spreadsheets, contact Epylon
- Phone lines will be busy on the last two days before the bid deadline
- Epylon Customer Service works in the Pacific Time Zone
- Email Service@Epylon.com or call **(888) 211-7438**

The Deadline is 3 p.m. ET, Thursday, May 9

- The bid deadline is **3 p.m.** Eastern Time, on **Thursday, May 9**
- Anything past 3 p.m. ET is considered late and will not be accepted
- The bidding software clock is tied to the atomic clock and is exact
- Your own computer clock or watch can be off
- It is better to submit at least two days early – **May 7**
- Don't throw away all your good effort by being late



The Danger of Waiting

PEPPM often sees Bidders who have waited too long to complete their bids and end up being late submitting their bids because:

- They made an error on their spreadsheets and could not get them uploaded before the deadline
- Their spreadsheets were large and took a long time to upload
- They missed answering some questions and got an error message
- They could not get their references back in time
- Customer service lines for help were taxed to the limit during the final hours
- Their outgoing Internet lines were bottlenecked with traffic

Use every day to your advantage. Don't miss the deadline! Submit one to two days early.

Award Date Scheduled near June 19

- Approval is expected at the June 19th CSIU board meeting
- Announcements would be made the same week
- \$400 Award fee will be charged upon CSIU signing of Contracts
- Awarded Vendor will immediately start fulfilling post-award responsibilities
- Contract start date for sales will be Monday, July 1, 2024
- Contract sales can start when post-award paperwork is complete
- Term of Award is through June 30, 2027
- Possible two, one-year extensions

Research Leading to a Bid

MARKETPLACE CAPABILITIES

What is common to marketplace functionality & capabilities?

DISTRICT NEEDS

What do districts buy?
We studied 100,000 Products.

LEGAL REQUIREMENTS

How can bid terms be written to be legal and accepted?

POST AWARD MANAGEMENT

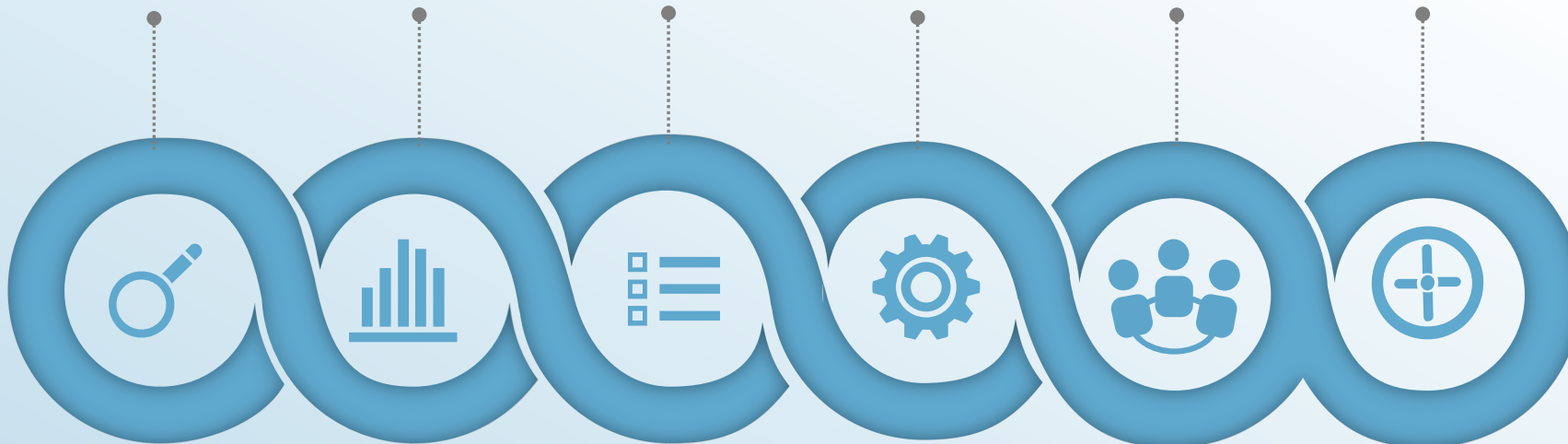
How can we get reports and ensure correct bid pricing?

NURTURING A VENDOR POOL

How can we structure the RFB to be fair to multiple bidders?

ACCURATE EVALUATIONS

How do we accurately evaluate bids for upwards of a million Products?



Eligible U.S. Education Organizations

- Public school districts
- Area vocational-technical schools (AVTS units)
- Intermediate units, including County Offices of Education and BOCES
- State-approved private schools
- Public libraries
- Nonpublic schools
- State-approved charter schools
- Community colleges and public universities
- Tax-exempt, nonprofit colleges, and universities

Additional Eligible U.S. Organizations

- Cities
- County governments, local municipalities, county/municipal/public authorities, and special districts
- State agencies and other political subdivisions
- Other tax-exempt, nonprofit public health institutions or organizations
- Other tax-exempt, nonprofit fire companies, rescue companies, or ambulance companies
- Other entities, including a council of governments or an area government
- Other organizations, institutions or entities permitted under applicable law to avail themselves of Agency Contracts
- Other tax-exempt, nonprofit educational institutions or organizations which do not fall within the definition of LEAs

Bidder Qualifications

- Must be a U.S. company or otherwise authorized to do business in the United States
- Must operate a marketplace with Products in diverse categories
- The marketplace must have a minimum of 300,000 Products pertaining to public sector agencies
- May operate alone or with a network of resellers
- Must be able to oversee resellers and regulate terms by which they sell on the Marketplace
- Must be able to accept purchase orders or procurement cards from public agencies
- Must be the central point for ordering, customer service, and payment of invoices
- Qualifications are fully spelled out in Terms and Conditions, predominately in **Section V**.

Product Specifications

The Three Groups

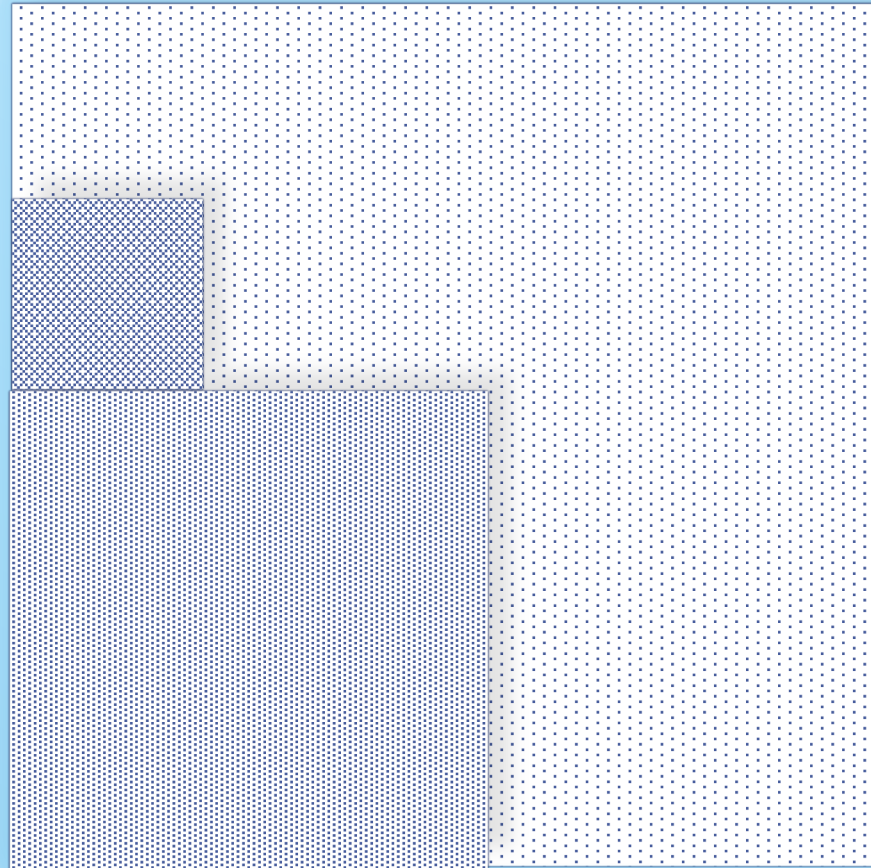
- Core List Products
 - Groups 2 Products
 - Rest of Products
- PEPPM has pre-identified nearly 3,000 items on the Core List to be Priced by Bidders
 - Bidders will Offer at least 300,000 Group 2 Products -- but not more than million -- from their Marketplace that are “Suitable” for public sector buyers
 - Rest of Marketplace items will not be under Contract, but stand eligible to become Contracted and bid-protected items under certain circumstances

Product Specifications

Vendor's Entire Marketplace of Products
→

PEPPM's List of Core Products
→

Group 2 Products; No More Than 1 Million Items Offered
→



(Not to scale)

Core List Products

The Categories

- Breakroom Supplies, Foodstuffs, Cafeteria Supplies, and Kitchen Equipment
- First Aid, Safety & Special Ed
- Instructional, Art, and Craft Supplies
- Maintenance, Repair, and Operations
- Office Supplies

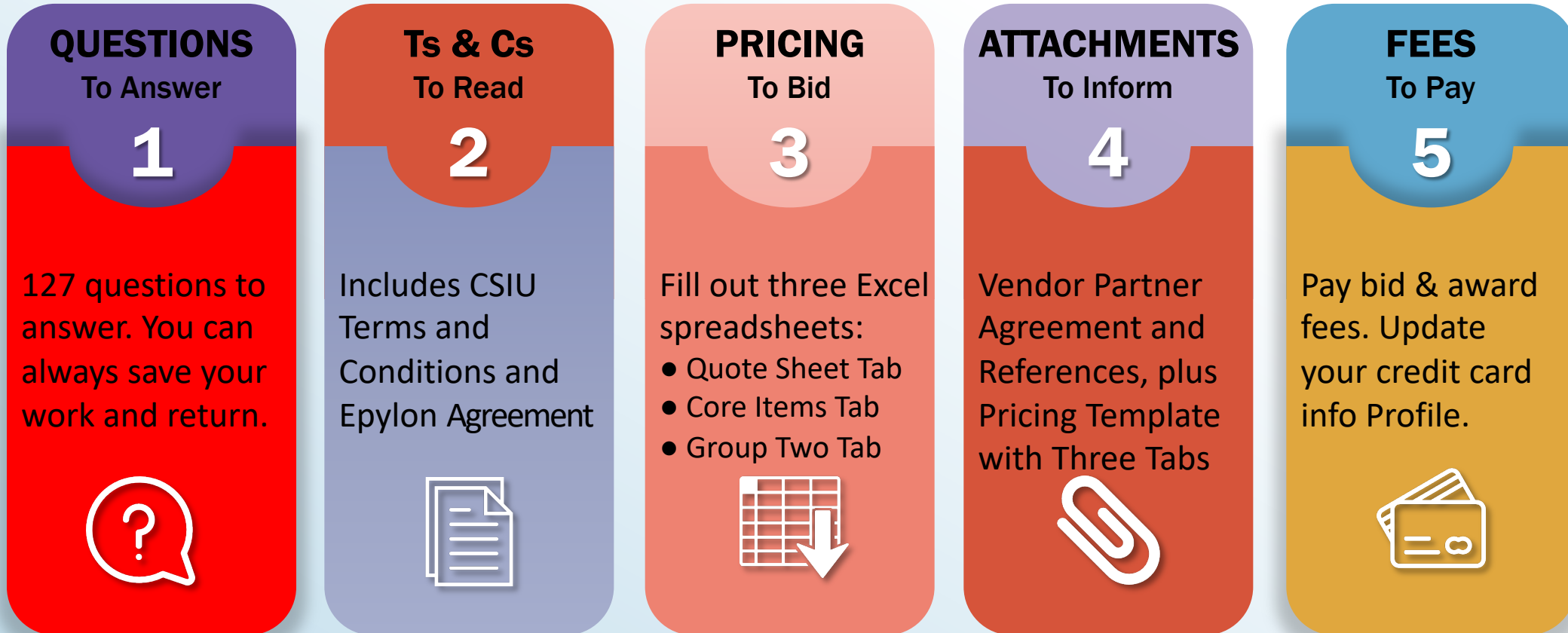
- Were curated from among the most frequently bid Products, whittling down from 98,000 items
- Represent Products from all five of the Core categories that have been purchased in the past
- May include many forms of a single Product because buyers want their unique configurations
- Bidders must price at least 50% of the Products on the Core List
- Effective Bid Prices must derive from Commercially Available Prices on Snapshot Day

Group 2 Products

The Types of Products

- Not limited to the 5 Core Item categories
 - Expected to be more diverse
 - Some categories prohibited
 - Includes prohibition on public works and construction
- Are self-defined and Offered by the Bidder
 - Can include no more than one million Products from their marketplace as long as they are **Suitable for public sector agencies**
 - The minimum number of items is 300,000, minus the number of Core Items a Bidder may have priced
 - Effective Bid Prices must derive from Commercially Available Prices on Snapshot Day

Five Major Components of the RFB



Epylon's eBid format has changed

- Work is divided into tabs for each major component of the bid
- Continuous long scrolling has been eliminated
- Do not neglect work and responses on any one of the tabs
- Your Pricing Template will be uploaded under the Product Lines tab
- You will get an error message if you have neglected a required response

The screenshot displays the PEPPM user interface for creating an eBid response. At the top, there is a navigation bar with 'WORK', 'ACCOUNTS', and 'MY PROFILE'. Below this is a secondary navigation bar with 'eQuotes', 'eBids', 'Purchase Orders', 'Archive', 'Reports', and 'Invoices'. The main heading is 'Create eBid Response'. A horizontal row of tabs is visible: 'Overview of Request', 'eBid Events', 'Product Lines', 'Terms & Conditions', 'Required Documents', 'Questions', 'Payments', 'Additional Response Information', 'Notes', and 'Review & Submit'. A red arrow points to the 'Review & Submit' tab. The 'Overview of Request' tab is active, showing details for a bid initiated by 'Bid Manager, PEPPM Program - CSIU'. The details include contact information (email: info@peppm.org, phone: (570) 246-5937), the date sent (03/27/2024 04:08PM PDT), the bid title (PEPPM 2024 Marketplace Bid), and the scope of work (Request for Bids for Products within a dynamic Marketplace). At the bottom, there are four buttons: 'Back to inbox', 'Decline', 'Save As Draft', and 'Forward'.

Read the Terms and Conditions

- They provide directions on how to complete your bid
- They will be the heart of your Contract, if you win an award
- They define your responsibility when using resellers
- They spell out your post-award responsibilities
- Any proposed exceptions to Ts and Cs must be submitted by **April 11**
- You will have to certify your acceptance of the final Ts & Cs



Read the Terms and Conditions

- Download the Terms & Conditions; circulate to required decision makers
- A question on the bid form asks specifically if you have read and accepted the Ts & Cs
- Ts and Cs include Epylon's Merchant Agreement for using its website

The screenshot shows a web interface for creating an eBid response. At the top, there is a navigation bar with 'WORK', 'ACCOUNTS', and 'MY PROFILE'. Below this is a secondary navigation bar with links for 'eQuotes', 'eBids', 'Purchase Orders', 'Archive', 'Reports', and 'Invoices'. The main heading is 'Create eBid Response'. Below the heading is a horizontal menu with buttons for 'Overview of Request', 'eBid Events', 'Product Lines', 'Terms & Conditions', 'Required Documents', 'Questions', 'Payments', 'Additional Response Information', 'Notes', and 'Review & Submit'. The 'Terms & Conditions' button is selected. The content area is titled 'Terms & Conditions' and contains a paragraph explaining that this section governs the bid and contract. It lists two items:

- 1 **Terms and Conditions PEPPM 2024 Marketplace Bid** Attached - PEPPM_PA_2024_Marketplace_Bid_Terms_and_Conditions.pdf [download]
The full set of Terms and Conditions associated with the PEPPM Marketplace Bid are contained in the attached PDF document. Other referenced attachments follow in their own section.
- 2 **Epylon Merchant Agreement Marketplace Bid** Attached - Epylon_Merchant_Agreement_2024.pdf [download]
The Epylon Merchant Agreement referenced in the Terms in Conditions is attached as a PDF file.

At the bottom of the page, there are four buttons: 'Back to inbox', 'Decline', 'Save As Draft', and 'Forward'.

Template for Quote & Core Items

- The downloadable Marketplace pricing template is located under the Product Line tab; the location looks like this:

Create eBid Response

Overview Request eBid Events **Product Lines** Terms & Conditions Required Documents Questions

Payments Additional Response Information Notes Review & Submit

Product Lines

A. For each product line you check as being bid, you must attach the official bid template with pricing that corresponds to the product line bid. Failure to attach the template will prevent you from submitting your bid.

B. It is your responsibility to ensure that the contents of the spreadsheet match the product line you are bidding. Any template provided by the bidding agency is shown below with a hyperlink. Save the template to your hard drive.

C. To attach your official bid prices, click in the white box to the left of the corresponding product line, then click "Choose File" to find the file on your desktop that corresponds to the product line being bid. Once found, click "Attach Pricing Template".

D. You can attach as many additional files as necessary to complete your bid for each product line. To attach additional files, click in the white box to the left of the corresponding product line, then click "Choose File" to find the file on your desktop that corresponds to the product line being bid. Click "Attach Another File" button to add to the product line.

E. To remove any attachment for a product line(s), select the checkbox next to the file name, then click "Delete File."

[Template - SKU Template](#) [download]

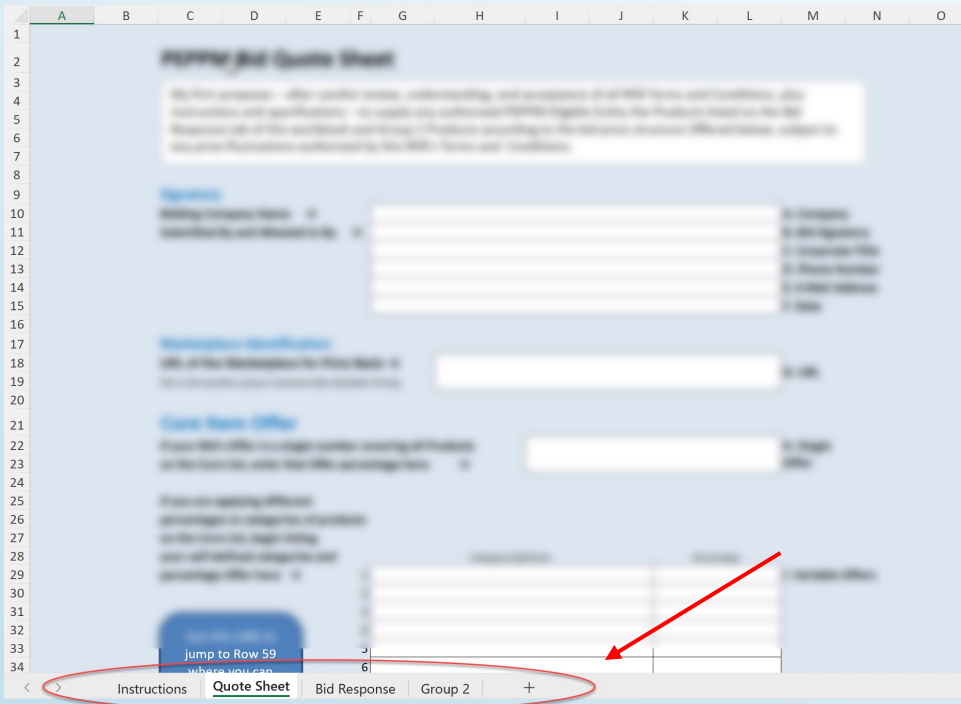
[Template - SKU Template for Marketplace Solution product line](#) [download]

	Product Line Specifications	Description	Bid	Attachment
1 <input type="checkbox"/>	Marketplace Solution	Products within a dynamic Marketplace that contains a minimum of 300,000 Suitable Products, including Core List Products, for five different categories of Products that Eligible Entities frequently purchase.	<input type="checkbox"/>	No attachments

Choose File Attach Pricing Template Attach Another File Delete File

4 Tabs on the Marketplace Template

- The Marketplace pricing template workbook has four tabs (Excel format)
- They are the Instructions, Quote Sheet, Bid Response, and Group 2 tabs (shown below)
- To qualify with a valid bid, fill out the **Quote Sheet, Bid Response, and Group 2** tabs correctly



The Quote Sheet

- Make your Offer of any discounts for Core and Group 2 Products
- Define any categories, if any, for variable discounts
- Don't miss the lower section for Group 2 Products starting at line 59

Core Item Offer

If your Bid's Offer is a single number covering all Products on the Core List, enter that Offer percentage here → H. Single Offer

If you are applying different percentages to categories of products on the Core List, begin listing your self-defined categories and percentage Offer here →

	Category Definition	Percentage
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I. Variable Offers

Use this LINK to jump to Row 59 where you can enter your Offer for Group 2 Products

Group 2 Offer

If your Bid's Offer is a single number covering all Products in Group 2, enter that Offer percentage here → J. Single Offer

If you are applying different percentages to categories of Group 2 Products, begin listing your self-defined categories and percentage Offer here →

	Category Definition	Percentage
1		
2		

K. Variable Offers

The Bid Response Tab

- The Bid Response tab lists PEPPM's Core Items
- The Bid Response tab calculates your Effective Bid Price
- Commercially Available Price on Snapshot Day minus any discount = Effective Price
- The pricing on the Bid Response tab is used to compare for lowest price
- The applicable discount from the Quote Sheet must correspond to the discount for Core Items listed on the Bid Response tab
- Price any equivalent substitutes with information in columns N through T
- Yes, you may Offer a price for both the exact item AND also Offer a price for a substitute
- If you Offer a substitute, PEPPM may require the delivery of a sample within two days of request

The Bid Response Tab

These columns can be selected and copied for your bid prep offline

Enter or paste base price and discount here

These columns are optional fields for your substitutions

Fields in these columns are required for any substitute Product you Offer

Marketplace Solution Bid: Core Items																			
Item#	Manufacturer SKU or Part Number	Existing Contractor SKU	Manufacturer	Product Description	Category	Commercially Available Price On Snapshot Day (Before Discount)	Discount (must make quote sheet)	Your Effective Bid Price	CATEGORY	PART NUMBER	UPC	EAN	Substitute SKU	Substitute UPC (if available)	Substitute Manufacturer	Substitute Product Description	Commercially Available Base Price	Discount Percentage (must match Quote Sheet)	Effective Bid Price
Sample	800005LWS	X720000000	Bond Music, Inc.	CD ROM, Single User License, 5th Edition, For Ages 9+, Windows XP, Mac OS	Office Supplies	24.89	-10.5000%	\$22.37	BOOKS	300669	846321	654880665					100	-10.5000%	\$18
1	68-8024	000006BDDU	Crayola	Crayola Colored Pencils, Bulk Classpack, Classroom Supplies, 12 Colors, 240 Count, Standard	Arts & Crafts			\$0.00											\$0.00
2	52-4601	000YQBJAJQ	Crayola	Crayola Crayons Bulk, 24 Crayon Packs with 24 Assorted Colors, School Supplies	Arts & Crafts			\$0.00											\$0.00
3	58-8201	00002T3WL5	Crayola	Crayola Broad Line Markers, Bulk School Supplies 256 Count	Arts & Crafts			\$0.00											\$0.00
4	10BGMKT-5019	007637ZJ7Y	Lichamp	Lichamp Masking Tape, 10 Pack General Purpose Beige White Color, 0.75 inch x 55 Yards x 10 Rolls (550 Total Yards), For Painting, Home, Office, School, Stationery, Arts, Crafts, etc. (5004)	Arts & Crafts			\$0.00											\$0.00
5	586826	0070FBSTFR	IFRS USA, Inc.	IFRS USA 5.9 Qt. Plastic Storage Container Bin with Latching Lid, 20 Pack, Stackable Nestable Shoe Box Tote Shoebox Closet Organization School Art Supplies - Clear	Arts & Crafts			\$0.00											\$0.00
6	E4830AF1	0078C44JFC	Play-Doh	Play-Doh Bulk Winter Colors 12-Pack of Non-Toxic Modeling Compound, 4-Dance Cans	Arts & Crafts			\$0.00											\$0.00
7	COMINHKG104565	0016C5GQEG	Goldfish	Goldfish Crackers Big Smiles Variety Pack with Cheddar, Colors, and Pretzels, Snack Packs, 30 Ct	Arts & Crafts			\$0.00											\$0.00
8	10638	000NHQF6M6	LEGO	LEGO Classic Large Creative Brick Box 10638 Building Toy Set for Kids, Boys, and Girls Ages 4-99 (730 Pieces)	Arts & Crafts			\$0.00											\$0.00
9	10636	000NHQFA1	LEGO	LEGO Classic Medium Creative Brick Box 10636 Building Toy Set - Featuring Storage, Includes Train, Car, and a Tiger Figure, and Playset for Kids, Boys, and Girls Ages 4-99	Arts & Crafts			\$0.00											\$0.00
10	58-7790	008CHHT833	Crayola	Crayola Broad Line Markers Bulk, 12 Marker Packs with 10 Colors	Arts & Crafts			\$0.00											\$0.00
11	54-9718	00044SEK0A	Crayola	Crayola Washable Paint, 12 Count, Kids Non Toxic Paint Set, School Supplies, Assorted Colors, 16 Oz	Arts & Crafts			\$0.00											\$0.00
12	58-6545	0070MWF9FL3	Crayola	Crayola Low Odor Dry Erase Markers for Kids & Adults, Chisel Tip, Back To School Supplies, 12 Count	Arts & Crafts			\$0.00											\$0.00
13	BRTESTK	000826NUI2	Colorations	Colorations Construction Paper for Kids 17 Colors - 600 Bulk Sheets of 9X12 - Assorted Pack of Heavy Duty Craft Paper	Arts & Crafts			\$0.00											\$0.00
14	WXBODM711202941878	0075V2BYM2	WXBODM	WXBODM Self Adhesive Dots 1400pcs (700 Pairs) 0.73" Diameter White Hook & Loop Dots Sticky Back Coins 20mm for School Classroom Office Home	Arts & Crafts			\$0.00											\$0.00
15	587861A000	0013FQFP5C	Crayola	Crayola Ultra Clean Washable Markers For School, Back To School Gifts For Kids, 40 Classic Colors	Arts & Crafts			\$0.00											\$0.00
16	9204	00017CH4510	Phang	Phang (Formerly SunWorks) Construction Paper, White, 9" x 12", 100 Sheets	Arts & Crafts			\$0.00											\$0.00
17	663002	0081W989D2	Niutop	Scissors Bulk Set of 25-Pack, Niutop 8" Multipurpose Sharp Sewing Craft Fabric Scissors for Office Home High/Middle School Student Office Teacher Art Supplies, Soft Comfort Grip Right/Left Handes	Arts & Crafts			\$0.00											\$0.00
18	1000-velcro-15	0070777G5G8	Rena Chris	Self Adhesive Dots, Strong Adhesive 1000pcs(500 Pairs) 0.53" Diameter Sticky Back Coins Nylon Coins, Hook & Loop Dots with Waterproof Sticky Glue Coins Tapes, Very Suitable for Classroom, Office, Home	Arts & Crafts			\$0.00											\$0.00
19	58-8210	000062IGB0	Crayola	Crayola Fine Line Markers For Kids, Back to School Supplies For Teachers, Bulk Markers For School, 200 Count	Arts & Crafts			\$0.00											\$0.00
20	YYSTRCHBL	001LYCXQIN	YoYa Toys	Pull, Stretch and Squeeze Stress Balls by YoYa Toys - 3 Pack - Elastic Construction Sensory Balls	Arts & Crafts			\$0.00											\$0.00
21	58-1006	00024F9M4D	TOMYDU	TOMYDU 200 Pieces Building Blocks Kids STEM Toys Educational Building Toys Dices Sets Interlocking Solid Plastic for Preschool Kids Boys and Girls Aged 3+ - Safe Material Creativity Kids Toys	Arts & Crafts			\$0.00											\$0.00
22	PT60	000APVXS46	Picasso Tiles	Picasso Tiles 90 Piece Set Silos Magnet Building Tiles Clear Magnetic 30 Building Blocks Construction Playboards - Creativity beyond Imagination, Inspirational, Recreational, Educational, Conventional	Arts & Crafts			\$0.00											\$0.00
23	23-6001	000027C7KC	Crayola	Crayola Model Magic - White (1oz), 75 Count, Bulk Clay, Air Dry Modeling Clay For Kids, Bulk School Supplies For Teachers	Arts & Crafts			\$0.00											\$0.00
24	T129-8XG	000325D6FL	Boxgear	Boxgear 6pc Multicolored Fidget Toys for Kids, Boys, Girls, Adults	Arts & Crafts			\$0.00											\$0.00
25	77898032995	0085823LHC	Spin Master	Hedbanz Picture Guessing Board Game New Edition, for Families and Kids Ages 8 and up	Arts & Crafts			\$0.00											\$0.00

Substitutions

At least one of these two fields must be populated – PREFERABLY BOTH

It's OK if a long description is hidden beyond the cell width*

This is your Commercially Available Price on Snapshot Day alongside any discount Offer

Column calculates automatically

Substitute SKU	Substitute UPC (if available)	Substitute Manufacturer	Substitute Product Description	Commercially Available Base Price	Discount Percentage (must match Quote Sheet)	Effective Bid Price
				100	10.0000%	\$ 90.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

*PEPPM may request samples for any substitutions Offered

Where can I provide notes?

- Use the Excel comment function to add notes in an unprotected pricing cell



				Protected Column		
Unit of Measure	Price Before Discount or Mark-Up	Discount or Mark-Up	Your Effective Bid Price	CATEGORY	PART NUMBER	
each	\$ 23.75	10.5000%	\$21.26	BOOKS	380859	
FT, each				G5	QUA50162	
each					80-150-05	
each					8058005	
each					A10200.PNK2	
each					DYM30323	
4- each			\$0.00	OFFICE SUPPLIES	K5	
EAT each			\$0.00	OFFICE SUPPLIES	1752264	

The Group 2 Products Template

- The location for placement of Group 2 Products is a tab within the Marketplace Pricing Template
- Base pricing must be captured on Snapshot Day
- Your bid may be rejected if the template is not filled out with at least 300,000 Products
- Group 2 Products represent not more than a million of your Suitable Marketplace Products
- You are **not** limited to PEPPM's five Core List categories of Products; other categories are welcomed
- You can have unlimited other categories as long as the categories of Products are Suitable for public sector buyers, e.g. books, tools, uniforms, appliances, cameras, furniture, etc.

The Group 2 Products Tab

- It is a very large spreadsheet because it is built to accept one million itemized Products
- Be patient waiting for it to download and upload
- Don't wait until the last minute to upload this file

 Marketplace Solution Bid: Your Offer of Not More than 1 Million Products Suitable for Eligible Entities <small>.....Fill out appropriate columns below (white columns B through H) for each line item to be submitted as part of your Offer.....>>>>></small>								
Item#	Manufacturer SKU	Your Vendor SKU	Reseller	Product Description	Unit of Measure	Commercially Available Price On Snapshot Day (Before Discount)	Discount (must match quote sheet)	Protected Column  Your Effective Bid Price
Sample	B00005LBVS	XYZ0000000	Bond Music Inc.	CD ROM, Single User License, 5th Edition, For Ages 9+, Windows XP, Mac	each	24.99	-10.5000%	\$22.37
1								\$0.00
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
11								\$0.00
12								\$0.00
13								\$0.00
14								\$0.00
15								\$0.00
16								\$0.00

The Group 2 Products Tab

- If any of your items does not have a Manufacturer SKU*, then you must provide as many of these alternate ID numbers as possible: a Part Number, a Universal Product Code, a European Article Number

Item #	Manufacturer SKU	Marketplace SKU	Reseller
1	MI2169-KUS	XYZ0000000	Bond Music Inc.
2			
3			
4			
5			
6			
7			
8			
9			
0			
1			
2			
3			
4			
5			

J	K	L	M	N
Category	Manufacturer Name	Part Number	UPC	EAN
Instruments	Kmise	MI2169-KUS		6941478379066
				This is a tuner

Use of these three columns is appreciated, but at least one additional identifier is required if you did not provide a manufacturer SKU in Column B

*An ISBN for books should go in the Manufacturer SKU field

Attach Pricing Template Here

- Upload Marketplace Pricing Template

Create eBid Response

Overview of Request | eBid Events | **Product Lines** | Terms & Conditions | Required Documents | Questions | Payments

Additional Response Information | Notes | Review & Submit

Product Lines

A. For each product line you check as being bid, you must attach the official bid template with pricing that corresponds to the product line bid. Failure to attach the template will prevent you from submitting your bid.
 B. It is your responsibility to ensure that the contents of the spreadsheet match the product line you are bidding. Any template provided by the bidding agency is shown below with a hyperlink. Save the template to your hard drive.
 C. To attach your official bid prices, click in the white box to the left of the corresponding product line, then click "Choose File" to find the file on your desktop that corresponds to the product line being bid. Once found, click "Attach Pricing Template".
 D. You can attach as many additional files as necessary to complete your bid for each product line. To attach additional files, click in the white box to the left of the corresponding product line, then click "Choose File" to find the file on your desktop that corresponds to the product line being bid. Click "Attach Another File" button to add to the product line.
 E. To remove any attachment for a product line(s), select the checkbox next to the file name, then click "Delete File."

[Template - SKU Template](#) [download]
[Template- SKU Template for Marketplace Solution product line](#) [download]

	Product Line Specifications	Description	Bid	Attachment
Step 1 → 1	<input checked="" type="checkbox"/> Marketplace Solution	Products within a dynamic Marketplace that contains a minimum of 300,000 Suitable Products, including Core List Products, for five different categories of Products that Eligible Entities frequently purchase.	<input type="checkbox"/>	No attachments

Step 2 → [PEPPM_MARKETPLACE_TEMPLATE.xlsx](#) **Attach Pricing Template** [Attach Another File](#) [Delete File](#)

Step 3 →

To Attach Marketplace Pricing Template within the “Product Lines” tab:

Step 1: Check the box for the Marketplace Solution

Step 2: Click “Choose File” and find your completed PEPPM Marketplace Pricing Template spreadsheet to upload

Step 3: After the file has been selected, click on the “Attach Pricing Template” button

Attach Pricing Template Here

- Ensure the attached Marketplace Pricing Template is identified with a Red Asterisk

	Product Line Specifications	Description	Bid	Attachment
1 <input type="checkbox"/>	Marketplace Solution	Products within a dynamic Marketplace that contains a minimum of 300,000 Suitable Products, including Core List Products, for five different categories of Products that Eligible Entities frequently purchase.	<input type="checkbox"/>	<input type="checkbox"/> PEPPM_MARKETPLACE_TEMPLATE.xlsx *

Answer all Questions

- If a Question provides for only a Yes answer, you must answer “yes” or forego submitting your bid
- Some questions allow for attachments, such as the question about references

Create eBid Response

Questions 0 out of 118 required question answered.

To be a responsive bidder, you must answer any questions listed below. Some answers may be scored by the issuing agency as part of the bid evaluation process. Responses are limited to 4,000 characters. For longer responses, you may attach a file in the Attachments section. If tagged "Yes" in the required column, the question must be answered in order for you to submit the bid. You can export all questions into an excel spreadsheet by clicking "Export Questions" button. Type in your answers, then upload the spreadsheet into the bid by clicking "Choose Answer File" then click "Load Answers" button.

Question	Response	Required	Attachments
Basic Information: In this section, we ask informational questions about your company so we can set up proper accounts if you win a bid.			
1 What is your company's legal business name?	<input type="text"/>	Yes	No attachments
2 Are you doing business under a DBA ("Doing Business As")?	<input type="text" value="Choose"/>	Yes	No attachments
3 If "Yes" to Question 2, what is the DBA name?	<input type="text"/>	No	No attachments
4 What is the STREET ADDRESS of the physical location of your office headquarters?	<input type="text"/>	Yes	No attachments

Answer all Questions

- How to add attachments to questions

Question	Response	Required	Attachments
45 Can you comply with California privacy requirements or any higher state standard for data privacy?	Choose ▾	Yes	No attachments
Step 1 → <input checked="" type="checkbox"/> 46 You need to provide three references for your company using the provided reference form. The reference forms must be completed within the current bidding period. Upload all three files and attach them here. Have you attached the documents?	<input checked="" type="button" value="Choose"/> Yes No ← Step 4	Yes	No attachments ↑ Step 5
<input type="checkbox"/> 47 Please list five top education or government CLIENTS over the past two years.		Yes	No attachments
48 What is your approximate 2023 total revenue from all K-12 education accounts? This is considered confidential information, unless detailed in a corporation's public annual report.		Yes	No attachments

company representative who can answer "Yes").

After you have done all your work, do not forget to click the Continue button, review the response for a final time and click Submit. Otherwise, your bid will just sit in your inbox and will not be submitted to PEPPM.

Step 2 →

Step 3 →

To Attach files within the “Questions” tab:

- Step 1:** Check the box for the Question where the attachment is being added
- Step 2:** Click “Choose File” and find your attachment
- Step 3:** After the file has been selected, click on the “Attach Files” button
- Step 4:** Select or enter appropriate Response where applicable
- Step 5:** Ensure the attachments appear in the last column for the question

Save Answers to Questions

- While working on your bid submission questions, periodically click on the “Save as Draft” button to save your work

Questions 0 out of 118 required question answered.

To be a responsive bidder, you must answer any questions listed below. Some answers may be scored by the Issuing agency as part of the bid evaluation process. Responses are limited to 4,000 characters. For longer responses, you may attach a file in the Attachments section. If tagged “Yes” in the required column, the question must be answered in order for you to submit the bid. You can export all questions into an excel spreadsheet by clicking “Export Questions” button. Type in your answers, then upload the spreadsheet into the bid by clicking “Choose Answer File” then click “Load Answers” button.

Question	Response	Required	Attachments
Basic Information: In this section, we ask informational questions about your company so we can set up proper accounts if you win a bid.			
1 What is your company's legal business name?	<input type="text"/>	Yes	No attachments
2 Are you doing business under a DBA ("Doing Business	<input type="text" value="Choose"/>	Yes	No attachments
are true to the best of your knowledge and that you have the authority to submit this bid to the Agency thereby binding your company to the Terms and Conditions, final pricing, statements and all commitments submitted to Agency? (If No, this form must be forwarded to another appropriate company representative who can answer "Yes").			

After you have done all your work, do not forget to click the Continue button, review the response for a final time and click Submit. Otherwise, your bid will just sit in your inbox and will not be submitted to PEPPM.

NOTE: The completion of your bid response does not have to be done at one time. Use the “Save As Draft” button to save your work and return.

Required Documents Section

- Vendor Agreement and Reference forms are supplied by PEPPM and can be found on the Required Documents tab
- Completed forms should be attached to appropriate Questions

WORK | ACCOUNTS | MY PROFILE

eQuotes | eBids | Purchase Orders | Archive | Reports | Invoices

Create eBid Response

Overview of Request | eBid Events | Product Lines | Terms & Conditions | **Required Documents** | Questions | Payments

Additional Response Information | Notes | Review & Submit

Required Documents

Additional Information

Attachments

- Attached - PEPPM_PA_2024_Marketplace_Bid_Awarded_Vendor_Agreement.pdf [download]
- Attached - PEPPM_PA_2024_Marketplace_Bid_Reference_Sheet.pdf [download]

▶ Back to inbox | ▶ Decline | ▶ Save As Draft | ▶ Forward

Payment Section

- A \$100 bidding fee applies at bid opening
- If Contract is awarded, a \$400 fee applies at time of award
- Bid and Award Fees can be paid by credit card or checking account
- Update your credit card information under the “My Profile” button
- For sales under an awarded Contract, a 1% transaction fee applies
- Transaction fees are on net sales, before applicable shipping and any tax
- Transaction fees are billed monthly

Fees, Payments, Bonds & Security

Credit Card on File xxxx-xxxx-xxxx-6545

Checking Account on File You have no checking account set up in your account.

Fee 1 Descriptions **Bid Submission Fee** Amount = 0 * \$100

Submit Via Credit Card ACH Attachment

Charge Info This exchange will take place by the buying agency or co-op immediately upon opening

Fee 2 Descriptions **Bid Award Fee** Amount = 0 * \$400

Submit Via Credit Card ACH Attachment

Charge Info This exchange will take place by the buying agency or co-op upon award

Based on your current bid set-up and selections, total potential charges could be \$0
You have elected to make payments and or provide security in the following manner: [Recalculate](#)
\$0 by credit card; \$0 by credit card;

By signing into this bid form, writing your name, and checking here, you authorize buyer to make charges to your accounts as described above. If using a credit card, you agree to pay above the amount due according to card-issuer agreement. If using a check card, you agree to pay according to the merchant's agreement.

Enter Card Holder Name and Click Sign [Sign](#)

Bid Submission & Errors

- When you are ready to submit your bid, click on the “Review and Submit” tab
- Any Errors will be displayed in Red at the top of the screen

The screenshot shows the PEPPM eBid submission interface. At the top, a red error message reads: "You must respond to at least one product line". A red arrow labeled "Step 2" points to this message. Below the error message is a navigation bar with tabs: "WORK", "ACCOUNTS", and "MY PROFILE". Underneath, there are links for "eQuotes", "eBids", "Purchase Orders", "Archive", "Reports", and "Invoices". The main heading is "Create eBid Response". Below this is a series of tabs: "Overview of Request", "eBid Events", "Product Lines", "Terms & Conditions", "Required Documents", "Questions", "Payments", "Additional Response Information", "Notes", and "Review & Submit". A red box highlights the "Review & Submit" tab, with a red arrow labeled "Step 1" pointing to it. Below the tabs is the "Product Lines" section, which contains instructions (A-E) and a table of product lines. The table has columns for "Product Line Specifications", "Description", "Bid", and "Attachment". The first row shows a product line "Marketplace Solution" with a "Bid" checkbox that is unchecked. A red arrow labeled "Step 3" points to this unchecked checkbox. At the bottom of the table are buttons for "Choose File", "Attach Pricing Template", "Attach Another File", and "Delete File". Below the table are buttons for "Back to Inbox", "Decline", "Save As Draft", and "Forward".

Review and Submit bid:

Step 1: Click on the “Review and Submit” tab

Step 2: Review any Error messages

Step 3: Resolve any errors

In this example, the “*You must respond to at least one product line*” error is occurring because the “Bid” box was not checked on the Product Lines tab.

Bid Submission & Errors

- **Common Error Messages:**

- **Marketplace Solution product line does not have a SKU attachment**
 - On the “Product Lines” tab, upload the PEPPM Marketplace Pricing Template
- **Answer to question # is required**
 - On the “Questions” tab, provide an answer for the identified question
- **Please Sign for Payments**
 - On the “Payments” tab, Enter Card Holder Name and Click Sign
- **You must respond to at least one product line**
 - On the “Product Lines” tab, check the “Bid” box for the Marketplace Solution

Bid Submission & Errors

- When all errors have been corrected, the Review & Submit tab will give an overview of your bid submission
- Verify all attachments have been uploaded and all questions are answered accurately
- When ready, Click on the “Submit” button

WORK | ACCOUNTS | MY PROFILE

eQuotes | eBids | Purchase Orders | Archive | Reports | Invoices

eBid Response - Review and Submit

Overview of Request | eBid Events | Product Lines | Terms & Conditions | Required Documents | Questions | Payments | Additional Response Information | Notes | Review & Submit

Overview of Request

Initiator Bid Manager, PEPPM Program - CSIU
Contact Email info@peppm.org
Contact Phone (570) 246-5937
Date Sent 03/27/2024 04:08PM PDT
eBid Title PEPPM 2024 Marketplace Bid
Scope of Work This is a Request for Bids ("RFB") for Products within a dynamic Marketplace that contains a minimum of 300,000 Suitable Products, including, without limitation, Core List Products, for five different categories of Products that Eligible Entities frequently purchase.
eBid Number 540042

Product Lines

Product Line Specifications	Description	Bid	Attachment
1 Marketplace Solution	Products within a dynamic Marketplace that contains a minimum of 300,000 Suitable Products, including Core List Products, for five different categories of Products that Eligible Entities frequently purchase.	Yes	Attached - PEPPM_MARKETPLACE_TEMPLATE.xlsx [download]

Questions

Question	Response	Required	Attachments
Basic Information: In this section, we ask informational questions about your company so we can set up proper accounts if you win a bid.			

Back to Inbox | Decline | Save As Draft | Forward | **Submit** | Printable Version

Bid Evaluation

- Bids will be evaluated to determine if the Bidder submitted a Responsive Bid and that all required attachments and documents are present
- For those Bidders who submitted Responsive Bids, the responses to their questions will be examined to ensure the Responsive Bidder is also a Responsible Bidder and capable of providing Products to Eligible Entities under the Agency's Terms and Conditions
- For those Bidders determined to have submitted a Responsive Bid and determined to be a Responsible Bidder, their pricing will be compared to competing Responsive Bids from Responsible Bidders to rank pricing from lowest to highest
- The lowest Responsive Bid from a Responsible Bidder will be recommended for an award

Bid Responsiveness

- Criteria to determine a Responsive Bidder are listed in **Section X.6**
- More than 30 items are listed, and they frequently correspond to a question in the Question Section
- These items can be used as a checklist for a Responsive bid
- The first criteria asks if the bid was on time and not late

X.6 Evaluation of Responsiveness

Submissions by Bidders must pass a test for responsiveness before the Bidders will be evaluated for responsibility and before bids will be evaluated for price. The following factors will be evaluated for responsiveness:

Factors related to a Bidder's bid as whole:

- The bid was received on time
- Banking information for the processing of bids and award fees was present, and funds were properly processed
- PEPPM Terms and Conditions were accepted
- Reference forms for the Bidder were attached
- Attached a signed Awarded Vendor Agreement

Factors related to specifications, pricing, and forms. Agency found evidence the Bidder:

- Has a single URL directing users to a Marketplace offering the Contracted Items
- Offered the type of Marketplace specified
- Has Offered Group 2 Product pricing for at least 300,000 Suitable Products in its Marketplace
- Offered not more than one million (1,000,000) Group 2 Products within the Marketplace that are pertinent to education and public-sector buyers
- Agrees that Eligible Entities must first register with PEPPM before being given buying access to the Awarded Contract
- Filled out a Quote Sheet and indicated pricing formulas
- Priced at least 50% of the Core List Products on the Bid Response Tab and showed all relevant discounts as described on the Quote Sheet

Bidder Responsibility

- Criteria to determine a Responsible Bidder are listed in **Section X.7**
- Nine items are listed, and they frequently correspond to a question in the Question Section
- These items can be used as a checklist to ensure you are a Responsible Bidder
- It includes positive references attached on a PEPPM-approved form

X.7 Evaluation of Responsibility

Bidders must pass a test for responsibility before their bids will move on to be evaluated for price. The following factors will be evaluated for Bidder responsibility:

- Provided evidence of a permanent place of business in the United States
- Is not insolvent or currently involved in bankruptcy
- Certifies it has not colluded in submitting its bid or developing pricing
- Is not under suspension or debarment or is otherwise lawfully precluded from participating in any public-sector procurement activity
- Deploys system of customer support and service to all chosen Eligible Entities as described on the bid form
- Has provided positive references from buying agencies or has past PEPPM experience
- Has given evidence of previous sales in the public sector
- Complied with any previous or existing PEPPM contracts
- Possesses the capability and qualifications to perform the Contract in all respects, and has the financial strength, integrity, and reliability to assure good-faith performance of the Contract

Post-Award Responsibilities

- PEPPM will require monthly reports of sales
- PEPPM will monitor bid pricing for all Core Items and Group Two Products
- When the price of any item exceeds the Effective Bid price by three times the annualized CPI, PEPPM will request a modification of Core or Group 2 Contracted Products
- PEPPM may require the Awarded Vendor to:
 - Remove the designation of a Product as a Contracted Item
 - Substitute a lower-priced brand equivalent as a Contracted Item
 - Substitute an Authorized Reseller for a Product to continue to be on the Contracted Items List
 - Request an Authorized Reseller to lower the price of the Contracted Item
 - Find a lower-priced functional equivalent Product to be on the Contracted Items list
 - Request that a Product be blocked or prohibited for sale
 - Advise Eligible Entities to block Products or categories of Products
 - Move a non-Contract item on the Marketplace website to protected Group 2 status

Additional questions?

- Submit questions about terms, policy & interpretation to PEPPM by **Thursday, April 18**
- Send emails to BidQuestions@PEPPM.org
- Answers to frequently asked questions will be posted at www.PEPPM.org/bids

