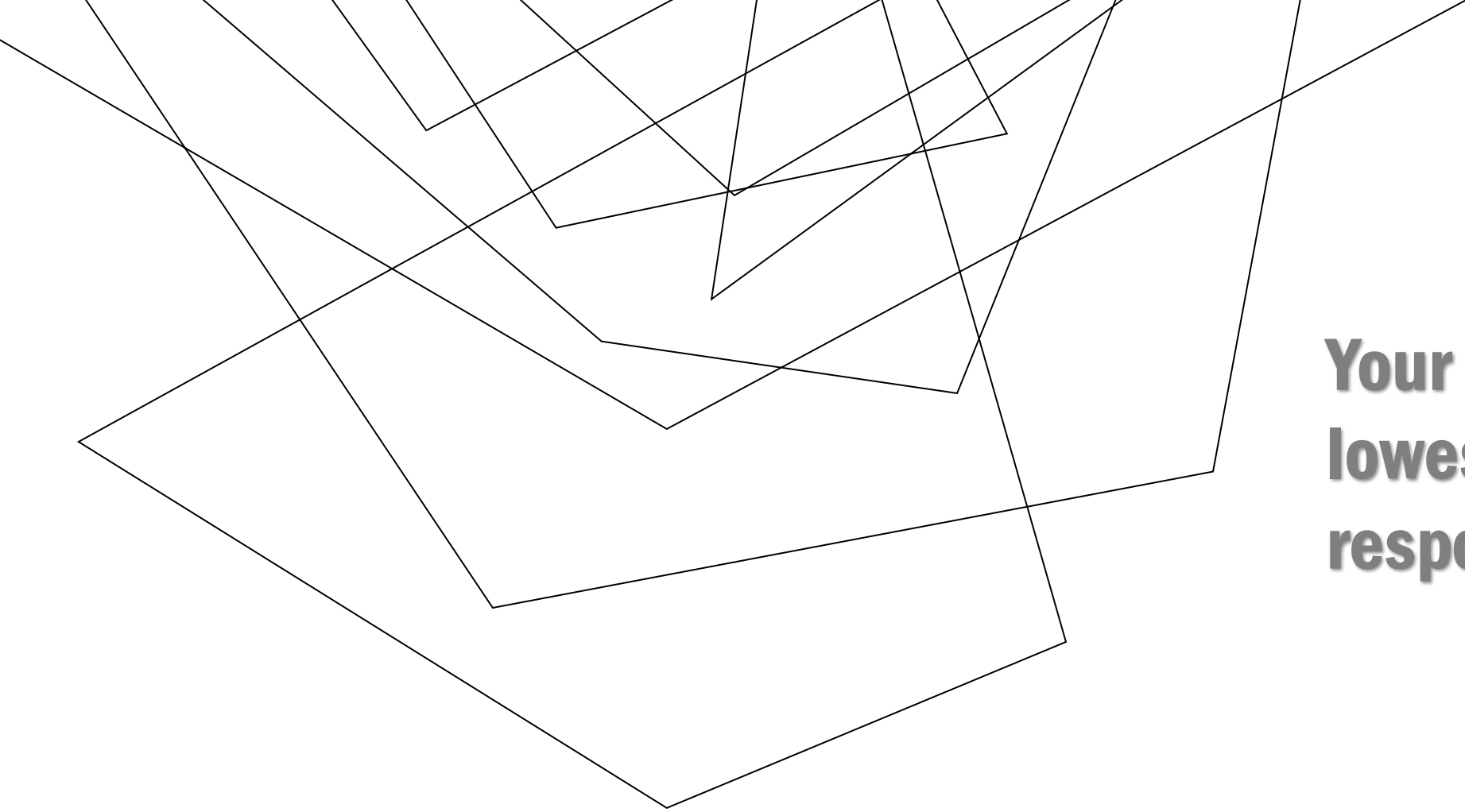




**Your path to the
lowest, responsive,
responsible bid**



PEPPM PREBID MEETING

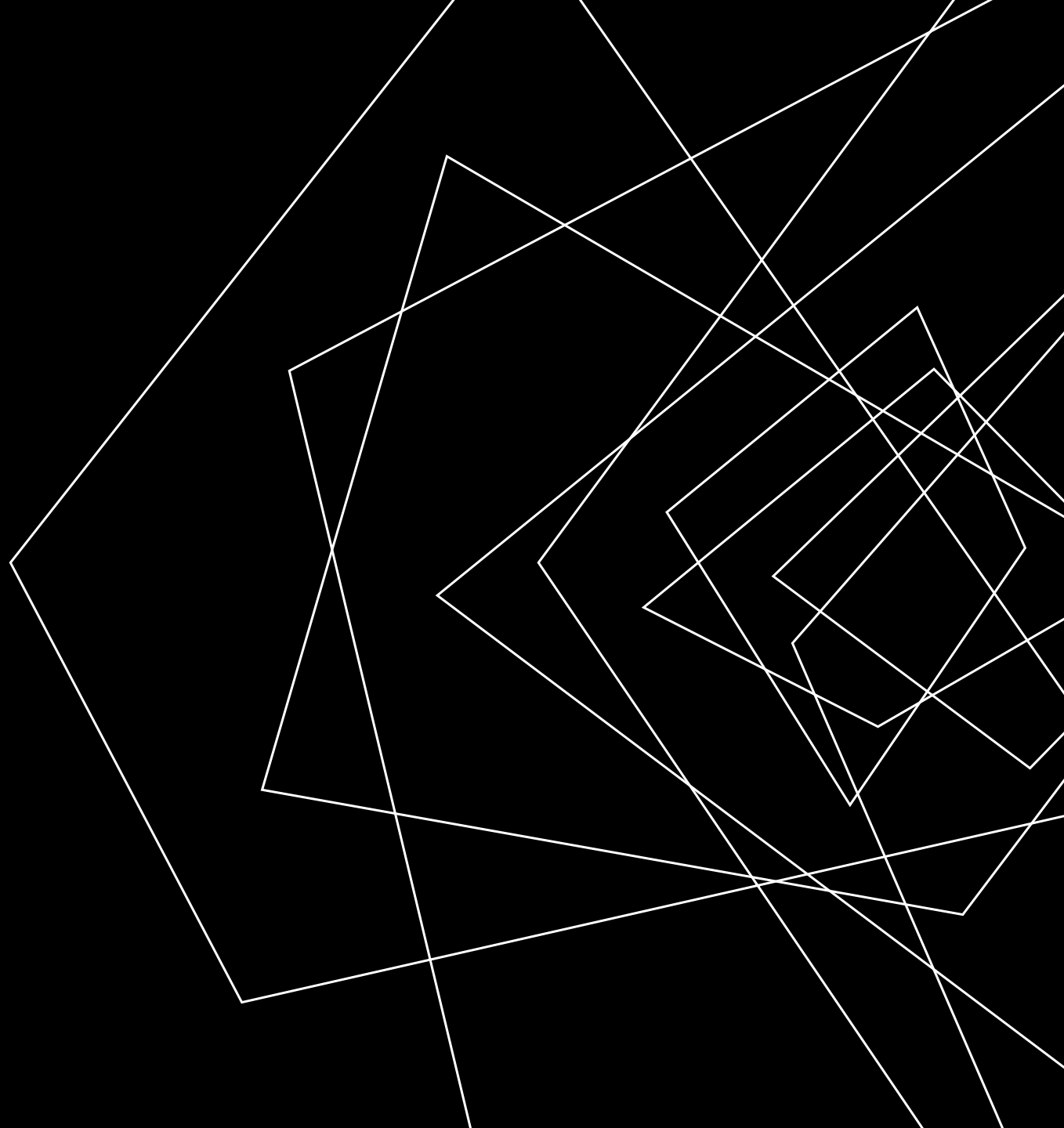
PEPPM 2027 Product Line Bid – Pennsylvania, #551262

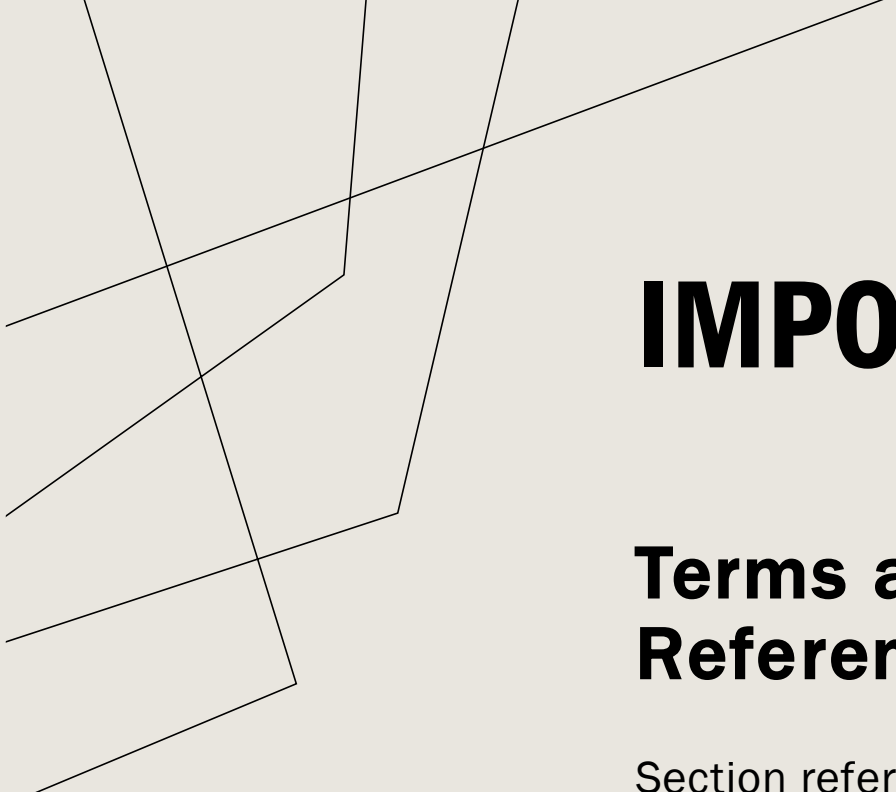
PEPPM 2027 Apple Bid – Pennsylvania, #551302

PEPPM 2027 Product Line Bid – California, #551242

MEETING GOALS

- **Highlight the benefits of working with PEPPM**
- **Show how to submit a responsive bid**
- **Point out common errors made when bidding**





IMPORTANT MEETING NOTES

Terms and Conditions References

Section references shown in this presentation are based on the **PA Product Line** bid.

CA and Apple section numbering may differ.

Review the full Terms & Conditions for each RFB in which you plan to participate.

Questions During Today's Meeting

We're happy to answer general or procedural questions during today's meeting.

Questions requiring an official interpretation or clarification of the solicitation must be submitted through the eBid system by the Questions Due Date so the response is available to all bidders.

The left side of the slide features a large, light gray triangular graphic that contains several instances of the PEPPM logo. The logo consists of the text 'PEPPM' in a bold, sans-serif font, with 'COOPERATIVE PURCHASING' in a smaller font below it. To the right of the text is a blue graphic of five dots arranged in a curved, semi-circular pattern. The text 'ABOUT PEPPM' is written in a large, bold, black sans-serif font, centered horizontally on the right side of the slide.

ABOUT PEPPM

- Our roots
- A short history
- Our team
- Our advantage for vendors
- Our promotion of your winning contracts

This retro view
represents the
origin of
PEPPM's
procurement
service to
educators and
the public sector
that started in
1982

REMEMBER THIS?



4 contracts —————> 400+ contracts

About PEPPM



PEPPM is a program of the

Central Susquehanna Intermediate Unit (CSIU 16)

Educational Service Agency in Pennsylvania: A public agency, not a private business.

Governance: Directed by a board of elected school board members from regional districts.

Role as Lead Public Agency: CSIU solicits bids and awards contracts on behalf of PEPPM.

Note: “Lead” refers to its primary role, not a marketing term.



The CSIU partners with Kern County Superintendent of Schools (KCSOS) for California-awarded contracts.



EPYLON

PEPPM'S ECOMMERCE PARTNER

Epylon provides the software platform and technical support that power PEPPM's electronic bidding and post-award eCommerce processes.



During the Bid

- eBid platform
- Document uploads and bid submission
- Technical support for bidders

After Award

- Purchase Order processing
- Transaction Fee invoicing and collection
- Ongoing vendor/reseller system support

PEPPM handles bid policy, contract requirements, and compliance. Epylon handles the system and technical support.

A SHORT HISTORY OF PEPPM

1982



2026



- In 1982, we were the pioneer in cooperative purchasing
- Originally, we published a paper catalog of prices
- PEPPM began e-commerce in 2000 and expanded to 5 states
- PEPPM now has buyers from throughout the United States
- In 2019, we revamped our website to include product photos, expanded product descriptions, and easy-to-access documentation
- In 2026, more than 4 million products under contract
- We're dedicated to continuous improvement and growth

MEET OUR TEAM

Tom Caruso
Director
Co-Op Purchasing
tcaruso@csiu.org

Amber Lind
Manager
Co-Op Purchasing
alind@csiu.org

Carol Styers
Order Compliance
Coordinator
cstyers@peppm.org

Jill Gemberling
Order Specialist
orders@peppm.org

Michelle Kipple
Data Specialist
peppmdocuments@peppm.org

Vickie Norman
Order Specialist
orders@peppm.org

Cassie Seabridge
Marketing Specialist
marketing@peppm.org

Lynne Howard
Marketing Specialist
marketing@peppm.org

**Suzanne Barchi,
Samantha Russell &
Racquel Landorf**
Epylon Customer Service
service@epylon.com



About PEPPM

ASBO

PASBO

PETE&C

ISTE

NIGP

FETC

CASBO

NYASBO

and many others

...

WE PROMOTE PEPPM CONTRACTS AT EDUCATION AND GOVERNMENT TRADE SHOWS ACROSS THE U.S.



About PEPPM

CSIU HAS MULTIPLE PARTNERSHIPS WITH PROFESSIONAL ORGANIZATIONS TO PROMOTE ITS COOPERATIVE PURCHASING PROGRAMS

Specifically targeting K-12 IT Directors,
Purchasing Agents, CBOs, Requisitioners



Association of School Business
Officials International



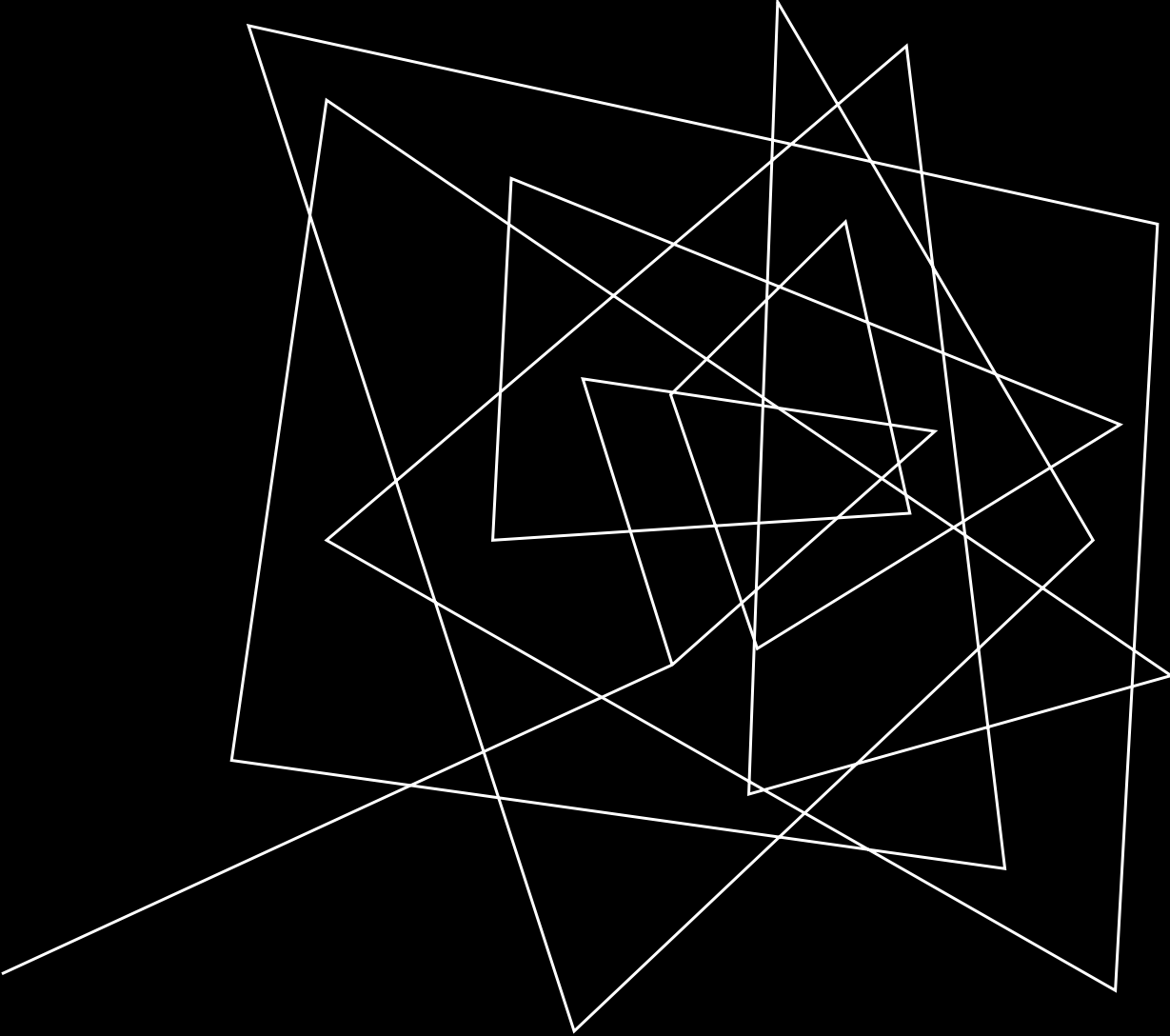
Pennsylvania Association of School Business
Officials



Pennsylvania School Board Association

Additional Memberships include CASBO (California Association of School Business Officials) and NCPP

About PEPPM



**WHAT IS THE PEPPM
PRODUCT LINE BID?**

PEPPM PRODUCT LINE CONTRACTS: THE ESSENTIALS

What is a Product Line Contract?

- Awarded to vendors for an **entire** brand/product line.
- Covers SKU-based products with optional ancillary services.
- Pricing is set by a published price basis + bid discount or mark-up.

Key Things to Know

- Vendors can bid on 1 or multiple product lines.
- Awards are brand-specific, not just product categories.
- Services must be tied to the product line.
- Sales must be submitted to PEPPM.
- Vendors must comply with contract terms.
- Vendors may sell direct or through an authorized reseller network.

PEPPM PRODUCT LINE CONTRACTS: PENNSYLVANIA & CALIFORNIA

— A STRATEGIC APPROACH

Second California-Awarded RFB Issued By:

- Kern County Superintendent of Schools

Why We Have a Separate CA Bid:

- Expedites use of locally awarded contracts in California
- Serves the **largest education market in the U.S.**
- Nearly identical terms to the PA RFB
- Staggered due date → gives bidders more time to respond
- Reduces duplicate work → upload PA question responses to CA bid (or vice versa)
- **No bid or award fees** in California
- Provides a **second opportunity** to win a PEPPM-affiliated contract

PEPPM PRODUCT LINE CONTRACTS: THE BENEFITS

Why Vendors Participate

- Access to a large network of eligible public sector buyers across the U.S.
- Ability to market and sell without separate bids for each individual agency.
- PEPPM promotes awarded contracts to educational & public agencies.

How Buyers Use It

- Buyers “piggyback” on the competitively bid contract, so they can buy without doing their own solicitation.
- Orders are placed with vendors or authorized resellers.
- Complies with most public procurement rules.

HOW PEPPM HELPS VENDORS

- Avoids constant requests for bids
- Lowers cost of acquiring new business
- Opens doors to public agencies, since they don't have to bid
- Reduces the length of buying cycle
- Reduces number of returns and problem POs
- Provides additional visibility to business
- Promotes contracts with marketing, meetings, and trade shows



WHO ARE PEPPM BUYERS?

About Us

- Local Education Agencies (LEAs)
- “Other Organizations”
- Together known as “Eligible Entities”



WHO ARE LEAs?



- Public school districts
- Area vocational technical schools (AVTS units)
- Intermediate units
- BOCES
- State-approved private schools
- Public libraries
- Nonpublic schools
- State-approved charter schools
- Community colleges
- Other organizations defined as “local educational agencies” under applicable law

WHO ARE “OTHER ORGANIZATIONS”?



- Tax-exempt, nonprofit colleges, and universities
- 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 PEPPM contracts
- Other tax-exempt, nonprofit educational institutions or organizations which do not fall within the definition of LEAs
- Federally recognized Indian tribes and sovereign tribal governments.

CAN CONTRACTS BE USED IN OTHER STATES & US TERRITORIES BESIDE PA & CA?



YES

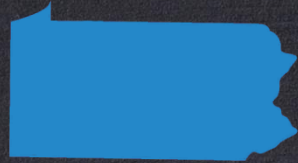
- Yes, if the awarded vendor is willing to extend its PEPPM bid prices and contract terms to the eligible entity
- Yes, if the awarded vendor has filled out the **State Selection form**
- Yes, if the PEPPM contract meets the eligible entity's bidding requirements and is judged to be a good value
- Yes, if, the order is processed according to PEPPM ordering procedures
- At a minimum, awarded vendor must be able to sell to all LEAs in Pennsylvania or California



IMPORTANT DATES & DEADLINES

- Bid Due Date
- Requests for Exceptions
- Requests for Equivalents
- Last Day for Questions

The PA Bid Deadline is 3 pm ET, Oct. 8



- The deadline is 3 p.m. Eastern Time, Thursday, October 8
- The bidding software clock is tied to the atomic clock and is exact
- Anything past 3 p.m. (even one second) is considered late
- Your own computer clock or watch can be off
- It is better to submit a day early on Oct. 7
- Don't throw away all your good effort by being late



New Bid
Submission
Confirmations

The CA Bid Deadline is 3 pm PT, Oct. 15



- The deadline is 3 p.m. Pacific Time, Thursday, October 15
- The bidding software clock is tied to the atomic clock and is exact
- Anything past 3 p.m. (even one second) is considered late
- Your own computer clock or watch can be off
- It is better to submit a day early on Oct. 14
- Don't throw away all your good effort by being late

Deadlines



PENNSYLVANIA



CALIFORNIA

Deadline for Requests for Equivalents

August 27, 2026

--

Deadline for Requests for Exceptions to T&C's

August 27, 2026

September 24, 2026

Deadline for Receipt of Questions

September 17, 2026

September 24, 2026

Bid Due Date

October 8, 2026
3 pm Eastern Time

October 15, 2026
3 pm Pacific Time

REQUEST FOR EQUIVALENTS (PENNSYLVANIA)

- Applies to product lines that are E-rate eligible (PA)
- Read section VI.18 for information needed in your request
- A few examples of kinds of info needed are:
 - Description of the equivalent product line
 - Performance and test data
- Must be submitted using the [PEPPM Product Line Consideration Request Form](#)
- Must be received by **Thursday, August 27**



Equivalent Product Lines in the CA RFB, review section VI.18 for submission requirements



Important Dates

REQUEST FOR EXCEPTIONS

- Notice of exceptions must be in writing to bidquestions@peppm.org
- Exact suggested change must be attached
- Suggested changes must apply to all bidders for all product lines
- Any agreed-to exceptions will be posted in an addendum for all to see
- No material exceptions will be accepted on the bid due date

Deadline for Requests for Exceptions to T&C's		
PA		August 27, 2026
CA		September 24, 2026

DEADLINE FOR QUESTIONS

New Process
for Submitting
Questions!

- Submit questions about terms, policy, and interpretation to PEPPM by Questions Deadline
- Submit Questions through the ebid form under the tab titled **Bidder's Questions**
- Frequently asked questions are posted at www.PEPPM.org/bids

-
- For technical help on filling out the bid forms and spreadsheets contact Epylon
 - 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

Deadline for Receipt of Questions		
PA		September 17, 2026
CA		September 24, 2026

BIDDER'S QUESTIONS

New Process for Submitting Questions!

Any questions relating to the PEPPM T&Cs or Bid should be submitted here in the **Bidder's Questions** Tab.



WORK | ACCOUNTS | MY PROFILE

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

Create eBid Response

Overview

Specifications

Terms & Conditions

Required Documents and Additional Information

Agency's Questions

Bidder's Questions

Payments

Notes

Review & Submit

Bidder's Questions

- A. In the box below, the bidding agency will accept policy questions from bidders about the request for bids. Inquiries will be accepted until the formal deadline date for questions.
- B. Technical questions about using the software should be directed to Epylon Customer Service at service@epylon.com.
- C. If a question is answered, the result will be posted below for all bidders to see.
- D. Agency, in its sole discretion, reserves the right to not answer questions or publish answers where inquiries are inappropriate, give unfair advantage to another bidder, or have already been answered here or in terms and conditions.
- E. Answers become part of the bid record and binding as part of any resulting contract.

Deadline for Questions 09/24/2025 02:00 PM PDT

Question

Submit

Export

Supplier Questions

Agency's Answers

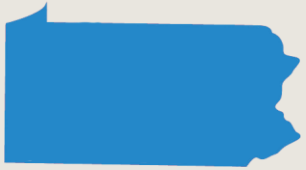
Could you send up information about the PEPPM bid?

The Bidder's Questions link can be found on the PEPPM Bid Info page: <https://www.epylon.com/26product/>

Responses to questions will be posted at the bottom of the **Bidder's Questions** tab. Check back periodically to see responses.

Important Dates

CSIU BOARD APPROVAL EXPECTED NOV. 19



CA awards: approval
by KCSOS following
evaluations

- Approval is expected at an November CSIU board meeting
- Announcements would be made the same week
- Award fees will be charged upon CSIU signing of contracts
- Awarded vendors will start fulfilling post-award responsibilities
- Contract start date is Jan. 1, 2027
- Contracts sales can start in January if post-award paperwork is complete
- Term of awards is through December 31, 2028
- Possible one-year extension

APPROVED

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR BID

Updated
Processes
Submitting eBid

The eBid Form has been revamped to ensure *only* complete bids can be submitted.

Every year, PEPPM sees bidders who have waited too long to complete their bids, and they are late because:

- They made an error on their spreadsheets and could not get them loaded before the deadline
- 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

A hand holding a pen is signing a document. In the background, a laptop screen is visible, showing a form with several lines of text and a signature. The image is partially obscured by a large, light-colored geometric shape that frames the title and list.

PREPARING YOUR BIDS

- Five Parts of a Bid
- Answering Questions
- Terms and Conditions
- Specifications
- Pricing Template
- Quote Sheet
- Bid Response Tab
- Attachments
- Ancillary Services
- Fees
- Evaluation

FIVE MAJORS PARTS OF THE RFB



QUESTIONS

To Answer

1

Questions to answer. You can always save your work and return.



Ts and Cs

To Read

2

Includes CSIU (or KCSOS) and Epylon Terms and Conditions.



PRICING

To Bid

3

One workbook for each Product Line. Two tabs for each workbook.



ATTACHMENTS

To Inform

4

Up to 10 possible required files for uploading in different spots.



FEES

To Pay

5

Pay bid & award fees. Update your credit card info Profile. ([PA](#))



ANSWERING AGENCY'S QUESTIONS

- Questions are located on the **Agency's Questions** tab
 - If identified as “required,” you must answer or bid cannot be submitted
 - Some questions allow you to upload attachments to give more info
 - *Questions that allow attachments include a checkbox next to the question number.*
 - You can answer some questions, save your work, and come back later
-
- Answers to questions factor in deciding if you are a responsible bidder
 - These questions, along with automated system checks, help ensure your bid is complete and responsive.
 - *Note: See the “Checklist for Bidders” in the “Additional Documents” tab for a detailed resources.*

ANSWERING AGENCY'S QUESTIONS

Create eBid Response

Overview of Request	Specifications	Terms & Conditions	Additional Documents	Agency's Questions	Bidder's Questions	Payments
Additional Response Information		Notes	Review & Submit			

Questions 1 out of 49 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 File" then click "Load Answers" button.

Required
Questions

	Question	Response	Required	Attachments
Basic Information: In this section, we ask informational questions about your company so we can set up the proper accounts if you win a bid. Some of this information may also be a requirement of potential buyers.				
1	What is your company's legal business name?		Yes	No attachments

Questions that allow attachments will have a check box next to the Question number.

To add an attachment to the question:

1. Check the question's box
2. Click the Choose File button
3. Select your File for Upload
4. Click the Attach File Button
5. File will appear in Attachments Column

Responses are either text or selected from a Dropdown

☒	48	If you are offering leasing terms, have you attached the leasing document in PDF format here (refer to Section XII.8)?	Yes	Yes	☐ Leasing Information.pdf
	49	Do you confirm that the manufacturers warranty will be passed through to the Eligible Entity for each product line you are bidding, and that the warranty meets the requirements described in Terms and Conditions Section VI.12?	Choose Yes No	Yes	No attachments
	50	Have you checked in the Notes Tab for notices of any bid amendments or changes?	Choose	Yes	No attachments
	51	Have you checked the Bidders' Questions Tab to read any answers to bidders' questions?	Choose	Yes	No attachments
	52	Do you have up-to-date credit card or checking account (ACH) information on file in your User Profile?	Choose	Yes	No attachments
	53	In submitting this bid form with your electronic signature, do you swear that the answers to the questions herein 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 and certifications submitted to Agency? (If "No," this form must be forwarded to another appropriate company representative who can answer "Yes").	Choose	Yes	No attachments

Choose File Attach File Delete File Export Questions Load Answers Save As Draft

Save Work!

Preparing Bids

2-3-4

5

EXPORTING ANSWERED QUESTIONS FOR CA BID



Save Time: Export & Reuse Your Answers for PA and CA

1. Click “Export Questions” to download the Excel spreadsheet.
2. Review answers in Excel spreadsheet and update as needed.
3. Click “Choose File” to upload the completed spreadsheet.
4. Click “Load Answers” to import your responses.

Create eBid Response

Overview of Request	Specifications	Terms & Conditions	Additional Documents	Agency's Questions	Bidder's Questions	Payments
Additional Response Information	Notes	Review & Submit				

Questions 1 out of 49 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 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 the proper accounts if you win a bid. Some of this information may also be a requirement of potential buyers.				
1	What is your company's legal business name?		Yes	No attachments
2	If you are doing business under a DBA ("Doing Business As"), what is the DBA name?		No	No attachments

53	In submitting this bid form with your electronic signature, do you swear that the answers to the questions herein 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 and certifications submitted to Agency? (If "No," this form must be forwarded to another appropriate company representative who can answer "Yes").	Choose	Yes	No attachments



TERMS AND CONDITIONS GOVERN THE RFB, YOUR RESPONSE, AND THE RESULTING CONTRACT

Process to
Confirm &
Accept T&Cs

- Terms and conditions are located on the **Terms & Conditions** tab in the eBid
- Download the T&C's; circulate them to required decision makers immediately
- **T&C** tab now has **2 Yes/No questions** — one to confirm you've read them, and one to confirm you accept them
- Not accepting the T&C's may cause your bid to be non-responsive
- T&C's include Epylon merchant agreement
- T&C's also spell out product specifications: brand names comprise product specifications
- The Evaluation section IX includes a good checklist of what's required in your bid
- Complete bidding directions are included
- Post-award responsibilities are spelled out

TERMS AND CONDITIONS



WORK | ACCOUNTS | MY PROFILE

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

Create eBid Response

Overview	Specifications	Terms & Conditions	Required Documents and Additional Information	Agency's Questions	Bidder's Questions
Payments	Notes	Review & Submit			

Terms & Conditions

This section contains terms and conditions which govern the bid and any resulting contract between the issuing agency and the awarded vendor. If any paragraph or section has an attachment or exhibit, it is noted and is an official part of the terms and conditions. To see the text of any individual T & C's, click on "download" next to the Terms and Conditions name you want to see.

- 1 **PEPPM_2027_Product_Line_Bid_Pennsylvania_Terms_and_Conditions** Attached - PEPPM_2027_Product_Line_Bid_Pennsylvania_Terms_and_Conditions.pdf [\[download\]](#)
- 2 **Epylon Merchant Agreement PL Bid** Attached - Epylon_Merchant_Agreement_2026.pdf [\[download\]](#)

The Epylon Merchant Agreement referenced in the Terms in Conditions is attached as a PDF file.

We have read the Terms & Conditions

☐ Yes ☐ No

We accept the Terms & Conditions and any amendments that may have been posted on the Required Documents tab

☐ Yes ☐ No

Any exceptions must be submitted to the Agency by the exceptions due date. Send exceptions to BidQuestions@PEPPM.org. If you have exceptions your bid may be deemed non-responsive.

[▶ Back to inbox](#) [▶ Decline](#) [▶ Save As Draft](#) [▶ Forward](#)

Download PEPPM T&Cs and Epylon Merchant Agreement

Answer Questions:

1. Confirm you've read them
2. Confirm you accept them

Preparing Bids

KEY CHANGES TO THE TERMS AND CONDITIONS

Changes
to T&Cs since
2023

- Minimum Transaction Fee Policy (IV.8 & XI.2)
- Ancillary Services Related to Products (VI.15)
 - Annual adjustments to the Ancillary Service standard prices
 - Prevailing Wage rate
 - Ancillary Services Form required for each Product Line, select No if services are not offered
- Standard Warranty (VI.12)
- Proof of Supply (VI.8)
 - Fillable Form
 - Required for all bidders, including manufacturers

KEY CHANGES TO UNIFORM GUIDANCE (UG)

Changes
to T&Cs since
2026

- Federal Uniform Guidance Updates (Article X)
 - Updated to incorporate anticipated revisions to 2 CFR Part 200
 - Proposed federal effective date: October 1, 2026
- Sections to Review
 - Article X – Uniform Guidance Requirements
 - V.10 – Covered Foreign Collaboration
 - V.25 – Nondiscrimination
 - X.15 Small Business Contracting
 - Vendor cooperation and federal compliance obligations
- Many of these provisions reflect federal requirements and may not be subject to exception.

FINDING THE PRODUCT LINES TO BID

USE A
SEPARATE
TEMPLATE
FOR EVERY
PRODUCT LINE
BEING BID

THE PEPPM PRICING TEMPLATE & PRODUCT LINE REQUIRED DOCUMENTS ARE IN THE SPECIFICATIONS TAB

WORK | ACCOUNTS | MY PROFILE

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

Create eBid Response

Overview

Specifications

Terms & Conditions

Required Documents and Additional Information

Agency's Questions

Bidder's Questions

Payments

Notes

Review & Submit

Overview

Initiator	Bid Manager, PEPPM Program - CSIU
Contact Email	BidQuestions@PEPPM.org
Contact Phone	(570) 246-5937
Date Sent	08/08/2025 05:41 AM PDT
eBid Title	PEPPM 2026 Product Line Bid – Pennsylvania
Scope of Work	Products include, but are not limited to, computers, tablets, networking and telecommunications equipment, cloud services, printers, peripherals, cameras, software, televisions, storage products, student management systems, audio-visual equipment, furniture, copiers, multifunction copy/print devices, and other electronics, services, items, goods, equipment and supplies.
eBid Number	548362

Calender

eBid Due Date	10/01/2025 12:00 PM PDT
eBid Opening Date	10/01/2025 12:00 PM PDT
eBid Opening Location	Central Susquehanna Intermediate Unit (CSIU), #16, 90 Lawton Lane, Milton, PA 17847
Pre-Bid Meeting	08/19/2025 08:00 AM PDT
Bid Event Notes	A prebid meeting will be held for this RFB on Tuesday, August 19, 2025 by way of a Zoom online conference. Register at www.PEPPM.org/bids to get login credentials.
Questions Due Date	09/24/2025 02:00 PM PDT
Exceptions Due Date	08/25/2025 02:00 PM PDT

▶ | Back to inbox

▶ | Decline

▶ | Save As Draft

▶ | Forward

Preparing Bids

UPLOADING PRODUCT LINE SPECIFIC DOCUMENTS

ADD APPROPRIATE ATTACHMENTS ALONGSIDE EACH PRODUCT LINE

1. Check box for corresponding Attachment
2. Click "Choose File" button and select file
3. Click "Attach File" button
4. Attachment name will update to your selected file

Specifications

A. For each product line or category you check as being bid, you must attach the official bid template with pricing that corresponds to the product line or category. 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(s) correspond to the product line or category you are bidding. Any template provided by the bidding agency is shown below with a hyperlink. Save the template to your hard drive. The file name of your saved template must start with the original name as it shows on the bid form. To make your files orderly and unique, you can add distinguishing words to the end of the original file name, but the beginning words must be exactly the same.

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

D. Any other required documents in this section are also shown in red with a hyperlink. Save these documents to your hard drive and complete them offline. When saving, use the same original document name. To attach the additional required documents, click in the white box to the left of the name, then click "Choose File" to find the file on your desktop that corresponds to the product line or category being bid. Once found, click "Attach File".

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

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

	Product Line Specifications	Description	Bid	Attachment
1	☐ Adlumin	Cloud-native security operations platform, network and cyber security monitoring	☒	☐ PEPPM_PRICING_TEMPLATE * [download] -- Attachment required ☐ Ancillary_Services [download] -- Attachment required ☐ Proof_of_Supply [download] -- Attachment required ☐ Returned Goods [download] -- Attachment required ☐ State_Selection_Form [download] -- Attachment required ☐ Vendor_Agreement [download] -- Attachment required
2	☐ Cloudflare	Delivery network services, DDoS mitigation, internet security, and distributed domain name server services	☒	☐ PEPPM_PRICING_TEMPLATE * [download] -- Attachment required ☐ Ancillary_Services [download] -- Attachment required ☐ Proof_of_Supply [download] -- Attachment required ☐ Returned Goods [download] -- Attachment required

[View Product Lines](#) [Choose File](#) [Attach File](#) [Delete File](#)

Click the image to view the Scribe walkthrough

Preparing Bids

HOW TO FILL OUT THE PEPPM PRICING TEMPLATE:

- 1) QUOTE SHEET
- 2) BID RESPONSE

Note: No percentage is necessary in box J, if bidding by *variable* discounts or mark-ups; instead, insert subcategories with percentages starting at row 29

START WITH THE QUOTE SHEET; THE FIRST OF TWO REQUIRED TABS

PEPPM Bid Quote Sheet

My firm offers – after careful review, understanding and acceptance of all bid Terms and Conditions, plus instructions and specifications – to supply the equipment and/or materials noted on Bid Response tab of this spreadsheet according to the bid price structure and at the final prices noted below (subject to further adjustments by manufacturers during the award period) to any eligible agency in any jurisdictions that are specified in the bid during the contract term specified in the bid Terms and Conditions.

Bidding Company Name >	ABC Company	A. Company
Submitted By and Attested to By>	Jack Smith	B. Bid Signatory
	Bid Manager	C. Corporate Title
	123-123-1233	D. Phone Number
	jack@abc.com	E. E-Mail Address
	18-Aug-25	F. Date

Product Line Being Bid>	Acer Computers	G.
Description of Product Line>	Hardware, software, related services and other branded products	H.

Method Used for Calculation of Final Effective Bid Prices >	Discount from List	I.
Note: Margin Over Cost Pricing Methods Are Not Acceptable; See Terms and Conditions		
Percent Discount or Percent Mark-Up Over Cost >	See Below	J.
Note: No entry is necessary in box J, if bidding by variable discount or mark-up; instead, insert percentages starting at row 29		
Name of the Catalog or Price List Used for Price Basis >	MSRP	K.
Effective Date of the Catalog or Price List >	August 1, 2025	L.

NOTE: If certain subcategories of SKUs are being bid at variable percent mark-ups or discounts, you must clearly identify the subcategory grouping, the applicable percent and the method for determining the final effective bid price. If applicable, you may designate up to 30 subcategories in the spaces below. When completing the Bid Response Tab you must enter the same corresponding discounts in column H so that the final prices are correctly calculated.

	Clearly Defined Subcategories for Variable Mark-Up or Discount	Percent	Discount or Mark-Up
Subcategory No. 1	Desktops	10.0000%	Discount off list
Subcategory No. 2	Laptops (not Chromebooks)	4.0000%	Discount off list
Subcategory No. 3	Chromebooks	1.0000%	Discount off list
Subcategory No. 4	Monitors	6.0000%	Discount off list
Subcategory No. 5	All Other Items	5.0000%	Discount off list
Subcategory No. 6			
Subcategory No. 7			

You'll see Acer listed in our example—these are purely sample items and discounts to help walk through the template.

Instructions Quote Sheet Bid Response +

Preparing Bids

Complete All Fields (A-L) on the Quote Sheet

HOW TO FILL OUT THE QUOTE SHEET

THIS IS WHERE YOU OFFER YOUR BID SUBMISSION PERCENTAGES

- Choose discount off list or mark-up over cost
- *A manufacturer cannot bid by mark-up over cost*
- Enter a single discount or mark-up percentage
 - **Percentage ranges are not allowed**
- Use one percentage for the entire Product Line, or use different percentages for **clearly defined Product categories**
- **Percentage Discount or Mark-up Over Cost Example:**
 - ✓ “15%”
 - ✗ “10–20%”

HOW TO FILL OUT THE QUOTE SHEET

COMMON QUOTE SHEET ERRORS

- Most common quote sheet errors are:
 - ✗ Leaving Quote Sheet fields blank or incomplete
 - ✗ Not identifying the price basis and date
 - ✗ Entering percentage decimal points incorrectly
 - ✗ Not anticipating categories needed for future Products introduced by the brand
 - ✗ Listing a pricing percentage on the Quote Sheet but not providing corresponding example pricing on the Bid Response Tab
 - ✗ Using a **range of discounts** or markups instead of separate, clearly defined categories with a **single percentage** for each

HOW TO FILL OUT THE PEPPM PRICING TEMPLATE

ALSO FILL IN THE BID RESPONSE TAB, THE SECOND OF TWO TABS

Fill out the white columns under the blue headers (columns B-H) for each branded product.

PEPPM COOPERATIVE PURCHASING									
PEPPM Bid Price Submission Template									
.....Fill out appropriate columns below (white cells) for each line item to be submitted as part of your bid.....									
Item#	Manufacturer SKU	Manufacturer's Name (Product Line)	Product Name	Product Description	Unit of Measure	Price Before Discount or Mark-Up	Discount or Mark-Up	Protected Column Your Effective Bid Price	Vendor SKU
Sample	B00005LBVS	Broderbund	Oregon Trail	CD ROM, Single User License, 5th Edition, For Ages 9+, Windows XP, Mac	each	\$24.99	-10.5000%	\$22.37	380859
1	ACER-DT5001	Acer	Acer Aspire TC-5001	Mid-tower desktop with Intel i5, 16GB RAM, 512GB SSD	Each	\$799.00	-10.0000%	\$719.10	
2	ACER-DT7002	Acer	Acer Veriton M7002	Business desktop with Intel i7, 32GB RAM, 1TB SSD	Each	\$1,099.00	-10.0000%	\$989.10	
3	ACER-LT5001	Acer	Acer Swift 3	14" lightweight laptop, AMD Ryzen 5, 8GB RAM, 512GB SSD	Each	\$899.00	-10.0000%	\$809.10	
4	ACER-LT5002	Acer	Acer TravelMate P2	15.6" business laptop, Intel i5, 16GB RAM, 256GB SSD	Each	\$1,049.00	-4.0000%	\$1,007.04	
5	ACER-CB1001	Acer	Acer Chromebook 314	14" Chromebook, Intel N4020, 4GB RAM, 64GB eMMC	Each	\$329.00	-1.0000%	\$325.71	
6	ACER-CB5002	Acer	Acer Chromebook Spin 511	Convertible 11.6" touchscreen Chromebook	Each	\$429.00	-1.0000%	\$424.71	
7	ACER-MN2201	Acer	Acer Nitro VG220Q	21.5" Full HD gaming monitor, 75Hz refresh	Each	\$179.00	-6.0000%	\$168.26	
8	ACER-MN2702	Acer	Acer B277	27" IPS business monitor with adjustable stand	Each	\$249.00	-6.0000%	\$234.06	
9	ACER-PRX112	Acer	Acer X1123H Projector	3600 lumens projector, HDMI/VGA input	Each	\$499.00	-5.0000%	\$474.05	
10	ACER-ACADP65	Acer	Acer CFM Laptop AC Adapter	Universal power adapter for Acer laptops	Each	\$79.00	-5.0000%	\$75.05	

Instructions

Quote Sheet

Bid Response

Each Discount/Mark-up listed on the Quote Sheet must have corresponding items

You'll see Acer listed in our example—these are purely sample items and discounts to help walk through the template.

Preparing Bids

HOW TO FILL OUT THE BID RESPONSE TAB

APPLY YOUR PRICING PERCENTAGES TO PRODUCT BASE PRICES

- The Bid Response tab calculates the effective bid price
 - List price minus discount percentage = effective price
 - Cost plus mark-up percentage = effective price
- The pricing on the Bid Response tab is used to compare for lowest price
- The applicable percentage from the Quote Sheet must correspond to the products listed on the Bid Response tab

More > >

HOW TO FILL OUT THE BID RESPONSE TAB

APPLY YOUR PRICING PERCENTAGES TO PRODUCT BASE PRICES

Continued . . .

- **Match the Quote Sheet:** Every pricing percentage/category must have example Products on the Bid Response Tab
- **No new categories:** Do not add pricing percentages or categories that were not listed on the Quote Sheet
- **No blank rows** between Products
- **Product Line only:** List Products from the specified Product Line brand
 - *After award, certain bundled third-party Products may be sold as permitted under T&C Section VII.11*

HOW TO FILL OUT THE BID RESPONSE TAB

HERE ARE THE MOST COMMON **ERRORS** MADE IN PRICING

- ✗ Not every percentage category had a corresponding set of products priced
- ✗ New categories of percentages were introduced on Bid Response and were not on Quote Sheet
- ✗ Too few products of the brand were offered for pricing
- ✗ Non-standard manufacturer SKU numbers were entered
- ✗ The same product was priced under two different discount categories

More > >

HOW TO FILL OUT THE BID RESPONSE TAB

HERE ARE THE MOST COMMON **ERRORS** MADE IN PRICING

Continued . . .

- ✗ Did not offer and price the majority of products manufactured under the product line brand
- ✗ Was bidding by discount off list, but entered its discount as a positive number
 - For discount off list, enter a negative percentage (-10%)
 - For mark-up over cost, enter a positive percentage (10%)

UPLOADING PRODUCT-SPECIFIC ATTACHMENTS

Required Documents
must be uploaded &
named appropriately to
submit Bid

A LIST OF PRODUCT-SPECIFIC ATTACHMENTS TO BE UPLOADED

The majority of attachments go alongside the name of the product line you are bidding. Attachments that go alongside a specified product line are:

- Returned goods policy form 
- Proof of Supply form 
- Ancillary services form 
- State selection form
- Signed awarded vendor agreement
- PEPPM Pricing template

UPLOADING REQUIRED ATTACHMENTS

Required
Document Names

eBID CHECKS FOR REQUIRED DOCS BY FILE NAME PREFIX

Document or Form	eBid Naming Prefix	File Types
Returned Goods Policy Form	Returned Goods	PDF, DOCX
Proof of Supply Form	Proof of Supply	PDF
Ancillary Services Form	Ancillary Services	XLSX, PDF
State Selection Form	State Selection	XLSX, PDF
Signed Awarded Vendor Agreement	Vendor Agreement	PDF
PEPPM Pricing Template	PEPPM Pricing Template	XLSX*
Reference Form	Reference	PDF

- Uploaded file name must start with the exact prefix shown
 - Same as the downloaded template name
 - Files type not required – except PEPPM Pricing Template (XLSX)*
- If not, you'll get: "File name not matched" error
- Add **descriptive text** after the prefix as needed

epylon

File name not matched

WORK | ACCOUNTS | MY PROFILE

File Name Example:

PEPPM Pricing Template – XYZ products_ABC Company

Preparing Bids

UPLOADING REQUIRED ATTACHMENTS



RETURNED GOODS POLICY

- Required for **each Product Line**
- Upload a Returned Goods Policy — a **Warranty statement alone is not sufficient**
- For software, provide applicable **license termination/deactivation procedures**
- If using a website link, provide a **direct link to the policy** — not a generic homepage
- **NEW:** Paste your policy directly into the PEPPM form **or** upload a separate policy document with corresponding eBid Naming Prefix

UPLOADING REQUIRED ATTACHMENTS

PROOF OF SUPPLY FORM

- **Step 1 – Bidder:** Complete Section 1 with your company and Product Line information
- **Step 2 – Supply Source:** Send the form to your manufacturer, distributor, wholesaler, or other Supply Source to complete **Section 2** and sign
- Submit a completed form for **each Product Line** being bid
- Bidders who are Manufacturers must also **complete the form** and identify themselves as the Supply Source



Proof-of-Supply Form

To:
PEPPM Cooperative Purchasing Program
c/o Central Susquehanna Intermediate Unit (CSIU)
90 Lawton Lane
Milton, PA 17847

Instructions:

- Bidder completes Section 1.
- Supply Source completes Section 2.
- Bidder must submit a completed and signed form for **each** Product Line being bid.
- File name must begin with: "Proof of Supply"

Note for Manufacturers:

The Agency recognizes that a manufacturer bidding its own Product Line has access to its own Products. The manufacturer must still complete this form and identify itself as the Supply Source in Section 2.

Section 1: Bidder Information

Bidder completes before providing to Supply Source for completion and signature:

- Bidder Name:
- PEPPM Product Line (i.e. Brand Name):

By including this form with its bid submission, the Bidder acknowledges that:

- Bidder must communicate any changes to authorized supply relationship to PEPPM for approval.
- PEPPM may withdraw award if a third party provides legal proof that Bidder is not permitted to sell to Eligible Entities.

Section 2: Supply Source Information

Supply Source completes.

- Supply Source Name:
- Address:

WHERE SHOULD THE SERVICE BE LISTED?

Services
performed in
support of
Products

Ancillary Services
Form

Branded
Product Line
offerings

PEPPM Pricing
Template

•such as warranties,
maintenance plans,
subscriptions, or
packaged training

ANCILLARY SERVICES FORM: IMPORTANT CLARIFICATIONS

- Complete an Ancillary Services Form for each Product Line when services are offered
 - If no Ancillary Services are offered, still complete the form and select “No”
- Services and rates may differ by Product Line
- Examples include installation, configuration, consulting, engineering, training, travel, and similar support services
- Ancillary Services must have a defined rate/price — “will be negotiated” is not acceptable

ANCILLARY SERVICES UPDATES



Ancillary
Services – Rate
Increases

ANCILLARY SERVICES FORM: IMPORTANT CLARIFICATIONS

- **Annual rate adjustments are allowed** — see the Terms and Conditions section VI.15 for requirements and timing
- **New service types may not be added after award**; only rates for services included in the original bid may be adjusted
- The pre-listed service types are **examples/suggestions**
- Select the services you offer and **add other applicable services as needed**

ANCILLARY SERVICES FORM EXAMPLE

ANCILLARY SERVICES FORM UPDATED

1

2

3

4

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PEPPM Ancillary Services Form

PEPPM 2027 Product Line Bid - Pennsylvania

Product Line:	ABC Company
Bidder Name:	XYZ Product Line

Are you offering Ancillary Services for this Product Line?

Yes – We are offering Ancillary Services for this Product Line

Note: A separate Ancillary Services Form must be uploaded for each Product Line included in your bid, regardless of whether Ancillary Services are offered.

To provide bid protection for **Ancillary Services** related to the planning, use, deployment, support, and maintenance of the Product Line, bidders must provide sufficient information to establish a firm bid price for each service offered.

For each offered ancillary service:

1. Indicate whether Ancillary Services are being offered for this Product Line. Select "Yes" to complete the table below. Select "No" to leave the table blank. The form must still be uploaded with the bid submission.

2. List each Ancillary Service you are offering for this Product Line. Common examples are shown below for reference only and may be replaced or deleted. See the Ancillary Services Form Instructions and Overview for additional examples.

3. Provide a clear service name and description and rate/unit of measure, such as per hour, per day, per device, per location, or one-time.

4. Establish the PEPPM Price by entering the Service Base Price in Column L and the PEPPM Discount in Column M. The PEPPM Price in Column F will calculate automatically. Do not enter or paste a value into Column F.

Prices stated as "will be negotiated," "varies," "custom," "call for quote," or similar language are not acceptable. Services without an established price or pricing method will not be considered during bid evaluation and will not receive bid protection if a contract is awarded.

The prepopulated services are suggested options only. **Complete only the services you are offering.** Do not enter a zero-dollar price to indicate that a service is not offered. Additional Product Line-related services may be added in the blank rows provided.

The PEPPM Price (column F) is calculated based on the Service Base Price (Column L) and PEPPM Service Discount (Column M). Do not enter a price directly in the PEPPM Price (Column F)

Additional supporting information regarding the offered services may be attached to the bid along with this form. Any attachment must be clearly identified with the Product Line being bid.

Additional requirements are provided in the **Terms and Conditions**, including Section VI.15, Ancillary Services Related to Products, and Section VII.17, Prevailing Wage Rates. Bidders should review those sections for requirements concerning annual price adjustments and the applicability of prevailing wage rates.

Review the **Ancillary Services Form Instructions and Overview** attached to the bid in the **Required Documents** tab for additional information and clarification.

Column Color Key

Required Entry = Blue

Optional Entry = Light Blue

Required Pricing Entry = Orange

Calculated (No Entry) = Green

Locked/System Field = Gray Hidden Fields

Service Name Required	Service Description Optional - Service Name will be used if blank	PEPPM Price — Calculated No Entry Required Calculated from the Service Base Price in Column L and PEPPM Discount in Column M.	Rate or Unit of Measure (UOM) For example: per day, per hour, per device, one-time etc. Required	Service SKU Optional	Service Base Price Bidder's standard or published rate Required	PEPPM Discount Required
Analysis and Design		\$0.00				
Cabling		\$0.00				
Configuration and Integration		\$0.00				
Engineering		\$0.00				
Help Desk Support		\$0.00				
Installation		\$0.00				
Project Management		\$0.00				
		\$0.00				

ANCILLARY SERVICES FORM MUST BE SUBMITTED

The screenshot shows the "Ancillary Services" form. A yellow callout box at the top left points to the "Product Line" dropdown menu, stating: "Confirming No Ancillary Services Are Offered =". Another yellow callout box at the bottom right points to the "Required Pricing Entry" field, stating: "Services Are Offered = You Must Provide Service Details below". The form itself has a header section with fields for "ABC Company", "XYZ Product Line", and a checkbox for "Whether Ancillary Services are offered.". Below this is a table with columns for "Service Description", "Unit", "Price", and "PEPPM Price". The first row is for "Installation of product line-related equipment".

Service Description	Unit	Price	PEPPM Price
Installation of product line-related equipment			

	PEPPM Price — Calculated No Entry Required	Rate or Unit of Measure (UOM)	Service SKU	Service Base Price Bidder's standard or published rate	PEPPM Discount
			Optional	Required	Required
Onsite installation of equipment	\$135.00	Per Hour		\$150.00	10.0000%
Coordination and scheduling for implementation	\$115.00	Per Hour		\$125.00	8.0000%
Instructor-led training on product use, configuration, and/or administration.	\$1,080.00	Per day		\$1,200.00	10.0000%

Confirming No
Ancillary Services
Are Offered =
Form Will Gray
Out

ANCILLARY SERVICES FORM EXAMPLE

RATES MUST BE PRESENT FOR SERVICES TO BE INCLUDED IN BID

Delete any pre-populated service rows that do not apply

Use the pre-populated Service Name when appropriate, or enter your own service name

Complete all required fields for any service you are offering

Add additional services in blank rows for other Ancillary Services you offer

PEPPM Ancillary Services Form
PEPPM 2027 Product Line Bid - Pennsylvania

Product Line:	ABC Company
Bidder Name:	XYZ Product Line

Are you offering Ancillary Services for this Product Line?
Yes – We are offering Ancillary Services for this Product Line
Note: A separate Ancillary Services Form must be uploaded for each Product Line included in your bid, regardless of whether Ancillary Services are offered.

To provide bid protection for **Ancillary Services** related to the planning, use, deployment, support, and maintenance of the Product Line, bidders must provide sufficient information to establish a firm bid price for each service offered.

For each offered ancillary service:

- Indicate whether Ancillary Services are being offered for this Product Line. Select "Yes" to complete the table below. Select "No" to leave the table blank. The form must still be uploaded with the bid submission.
- List each Ancillary Service you are offering for this Product Line. Common examples are shown below for reference only and may be replaced or deleted. See the Ancillary Services Form Instructions and Overview for additional examples.
- Provide a clear service name and description and rate/unit of measure, such as per hour, per day, per device, per location, or one-time.
- Establish the PEPPM Price by entering the Service Base Price in Column L and the PEPPM Discount in Column M. The PEPPM Price in Column F.

Prices stated as "will be negotiated," "varies," "custom," "call for quote," or similar language are not acceptable. Services without an estimate will not receive bid protection if a contract is awarded.

The prepopulated services are suggested options only. Complete only the services you are offering. Do not enter a zero-dollar price to indicate that a service is not being offered. Blank rows may be added in the blank rows provided.

The PEPPM Price (column F) is calculated based on the Service Base Price (Column L) and PEPPM Service Discount (Column M). Do not enter a zero-dollar price to indicate that a service is not being offered.

Additional supporting information regarding the offered services may be attached to the bid along with this form. Any attachment must be clearly identified with the Product Line being bid.

Additional requirements are provided in the Terms and Conditions, including Section VI.15, Ancillary Services Related to Products, and Section VII.17, Prevailing Wage Rates. Bidders should review those sections for requirements concerning annual price adjustments and the applicability of prevailing wage rates.

Review the **Ancillary Services Form Instructions and Overview** attached to the bid in the **Required Documents** tab for additional information and clarification.

Service Name Required	Service Description Optional - Service Name will be used if blank	PEPPM Price — Calculated No Entry Required Calculated from the Service Base Price in Column L and PEPPM Discount in Column M.	Rate or Unit of Measure (UOM) For example: per day, per hour, per device, one-time etc. Required	Service SKU Optional	Service Base Price Bidder's standard or published rate Required	PEPPM Discount Required
Analysis and Design		\$0.00				
Cabling		\$0.00				
Configuration and Integration		\$0.00				
Engineering		\$0.00				
Help Desk Support		\$0.00				
Installation	Onsite installation of equipment	\$135.00	Per Hour		\$150.00	10.0000%
Project Management	Coordination and scheduling for implementation	\$115.00	Per Hour		\$125.00	8.0000%
Training	Instructor-led training on product use, configuration, and/or administration.	\$1,080.00	Per day		\$1,200.00	10.0000%

Column Color Key

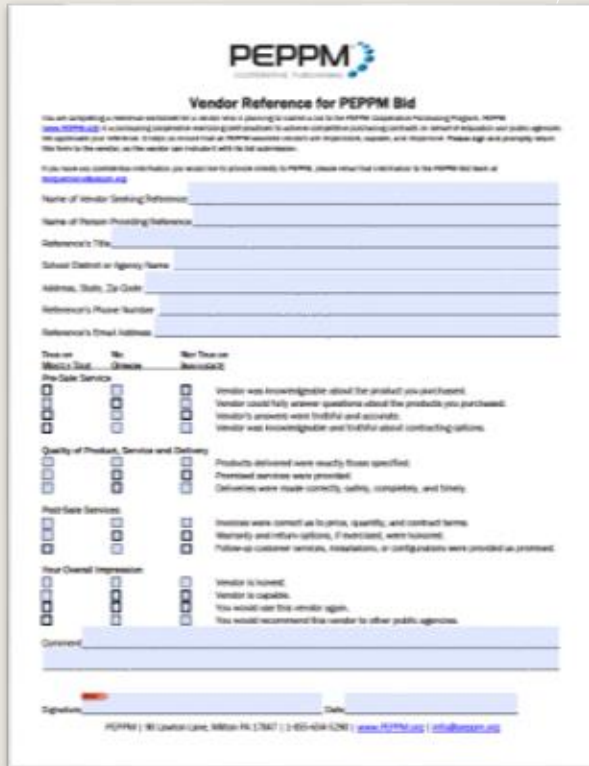
Required Entry = Blue

Optional Entry = Light Blue

Deleted/Deleted Entries = Orange

PEPPM Price is calculated automatically from the Service Base Price and PEPPM Discount

UPLOADING OTHER ATTACHMENTS



The image shows a 'Vendor Reference for PEPPM Bid' form. At the top is the PEPPM logo. Below it, the title 'Vendor Reference for PEPPM Bid' is followed by a paragraph of instructions. The form contains several sections with checkboxes and text input fields. The 'Name of Vendor Seeking Reference' and 'Name of Person Providing Reference' fields are filled with blue bars. The 'Reference's Title' field is also filled with a blue bar. The 'School District or Agency Name' field is filled with a blue bar. The 'Address, State, Zip Code' field is filled with a blue bar. The 'Reference's Phone Number' field is filled with a blue bar. The 'Reference's Email Address' field is filled with a blue bar. There are three main sections of questions, each with a 'Yes' and 'No' column and a 'Comments' field. The first section is 'Pre-Sale Service', the second is 'Quality of Product, Service and Delivery', and the third is 'Post-Sale Service'. Each section has a 'Comments' field. At the bottom, there is a 'Comments' field for the overall reference. The form is dated and signed at the bottom.

REQUIRED REFERENCES

- Upload 3 signed Reference Forms in the **Required Documents and Additional Information** tab
- References must be **dated within the current bidding period**
- References are used to evaluate the bidder's **overall responsibility and capability**
- Public-sector or education references are preferred
- References apply to the **vendor as a whole**, not to individual Product Lines

UPLOADING OTHER ATTACHMENTS

SOME ATTACHMENTS ARE UPLOADED ALONGSIDE A QUESTION

These attachments usually refer to the bidder's qualifications and bid as a whole. They include:

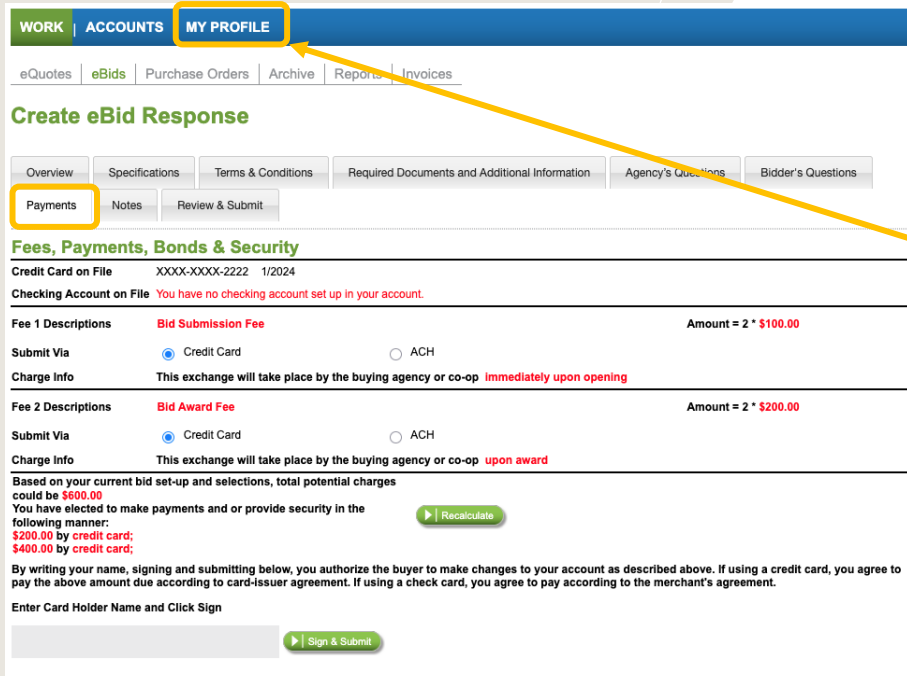
- A marketing plan
- Leasing information
- Logo (*optional*)
- Optional attachments that add information about the bidder or its offer

These attachments are uploaded on the **Agency's Questions** tab

PAYMENT OF FEES (PENNSYLVANIA)

BID & AWARD FEES APPLY TO PA RFB

- For every product line being bid, a \$100 fee applies at bid opening; see **Payments** tab within eBid
- For every contract awarded, a \$200 fee applies at time of award; see **Payments** tab within eBid
- Bid and award fees can be paid by credit card or checking account through the bidding software
- Update your credit card or checking account information under the “My Profile” button



WORK | ACCOUNTS | MY PROFILE

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

Create eBid Response

Overview | Specifications | Terms & Conditions | Required Documents and Additional Information | Agency's Questions | Bidder's Questions

Payments | Notes | Review & Submit

Fees, Payments, Bonds & Security

Credit Card on File XXXX-XXXX-2222 1/2024

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

Fee 1 Descriptions **Bid Submission Fee** Amount = 2 * \$100.00

Submit Via ☒ Credit Card ☐ ACH

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

Fee 2 Descriptions **Bid Award Fee** Amount = 2 * \$200.00

Submit Via ☒ Credit Card ☐ ACH

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 **\$600.00**

You have elected to make payments and or provide security in the following manner:
\$200.00 by credit card;
\$400.00 by credit card;

[Recalculate](#)

By writing your name, signing and submitting below, you authorize the buyer to make changes to your account as described above. If using a credit card, you agree to pay the above 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 & Submit](#)



**There are no Bid or Award Fees
for the CA RFB**

PAYMENT OF FEES

TRANSACTION FEES

- For sales under an awarded contract, a 1.75% transaction fee applies
- Transaction fees are on net sales, before applicable shipping and any tax
- Transaction fees are billed monthly
- Epylon manages invoicing and collection of transaction fees on behalf of PEPPM

⚠ DO NOT ADD THE
TRANSACTION FEE
AS A SEPARATE
CHARGE
TO THE BUYER —

ACCOUNT FOR
IT IN YOUR
BID PRICING.

TRANSACTION FEE REMINDER

- The 1.75% Transaction Fee cannot be passed on to the buyer as a separate, quoted line item.
- Bidders **should account for the fee** when establishing their discount or mark-up percentages.
- That aligns with the T&Cs, which say the fee is the cost of doing business and cannot be added as an itemized amount to bid pricing, contract pricing, or quotes.
 - T&C Section IV.4



THE BID EVALUATION PROCESS

- Definition of “responsiveness”
- Definition of “responsible”
- Threshold for moving on to price evaluation
- Line-by-line price comparisons
- Lowest bidders

THE FIRST TEST IS WHETHER A BID IS RESPONSIVE

WHAT IS A RESPONSIVE BID?

- The bid was received on time
- Banking information for the processing of bids and award fees was present, and funds were properly processed (PA only)
- Bid terms and conditions were accepted
- Reference forms for the bidder were attached from at least three different agencies
 - Plus, for each product line being bid...

THE FIRST TEST IS WHETHER A BID IS RESPONSIVE

WHAT IS A RESPONSIVE BID?

- Products offered were for the product line specified
- A signed **Awarded Vendor Agreement** was attached for each product line
- A **Returned Goods Policy** for each product line being bid was attached
- A dated, **Proof of Supply form** was attached for each product line being bid
- A **State Selection form** was attached alongside any product line being bid

Plus...

THE FIRST TEST IS WHETHER A BID IS RESPONSIVE

WHAT IS A RESPONSIVE BID?

- **Quote sheets** for each product line indicated pricing formulas and a price basis
- All pricing formulas were represented and correctly applied on the **Bid Response worksheet of the PEPPM Pricing template**
- Manufacturer SKU numbers were present, accurate, and representative of the product line being bid so that effective prices could be compared to those of competing bidders
- The bidder attached an **Ancillary Service form** to each product line being bid

THE NEXT TEST IS WHETHER THE BIDDER IS RESPONSIBLE

A BIDDER IS CONSIDERED RESPONSIBLE WHEN IT . . .

- Provided evidence of a permanent place of business
- Is not insolvent or currently involved in bankruptcy
- Has no known overdue tax liabilities
- Owes no overdue PEPPM transaction fees
- Certifies it has not colluded in submitting its bid or developing pricing
- Is not under suspension or debarment
- Is not a covered foreign country or covered foreign entity

More > >

THE NEXT TEST IS WHETHER THE BIDDER IS RESPONSIBLE

A BIDDER IS CONSIDERED RESPONSIBLE WHEN IT . . .

Continued . . .

- Maintains sales representatives or a sales network of resellers, 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
- Deploys system of customer support to all chosen eligible entities as described on the bid form
- Complied with any previous or existing PEPPM contracts

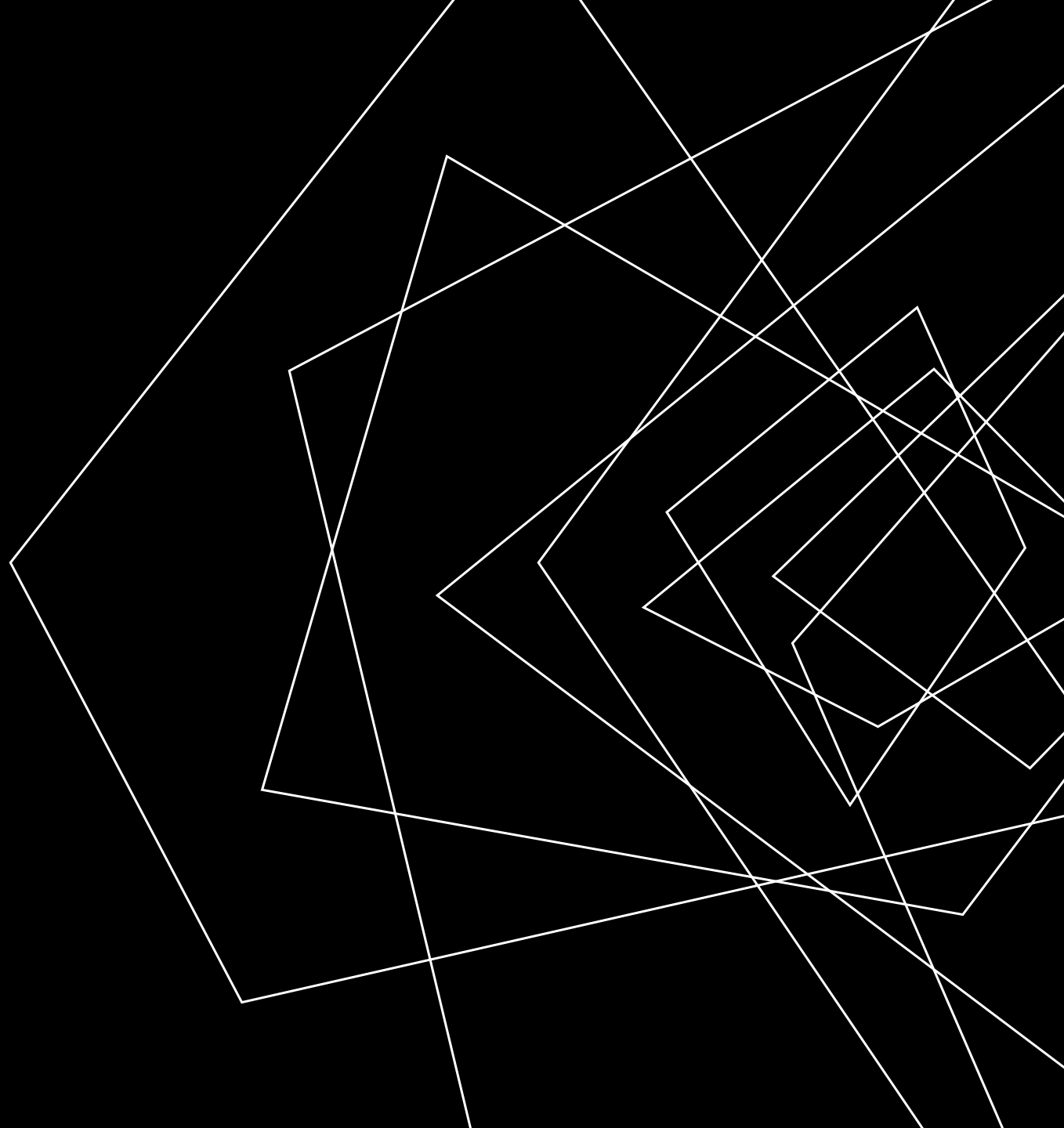
**IF A BIDDER
IS BOTH
RESPONSIVE &
RESPONSIBLE,
ITS BIDS MOVE
FORWARD FOR
EVALUATION
OF PRICING**

IT'S MORE IMPORTANT THAN EVER TO WIN BY PRICE

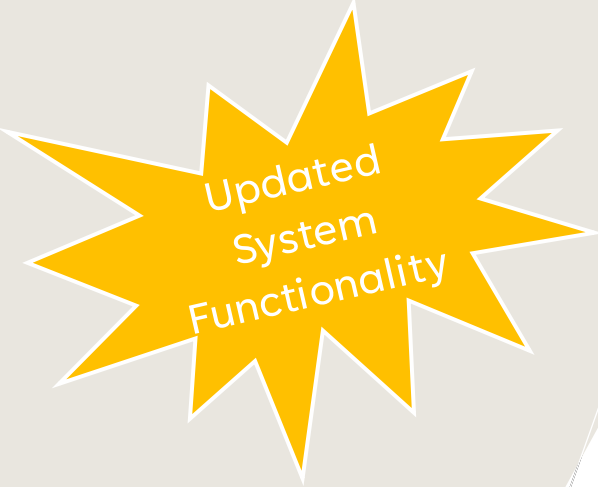
- All bids must meet minimum standards to move forward for price evaluation
- No points or advantages are offered for completeness of response or bidder responsibility
- Therefore, it is more important than ever for a bidder to consider competitive pricing as its best overall chance for a PEPPM award

Epylon eBID RESOURCES

1. [Vendor's Guide to eBid \(PDF\)](#)
2. Prebid Meeting – Slides and Recording
3. These resources and more are located on the PEPPM Website:
www.PEPPM.org/bids > Click on the Bid Name to access bid documents & resources
4. eBid: Required Documents and Additional Information tab
 - Checklist & Guides



CHANGES TO eBID INCLUDE...



Updated
System
Functionality

- Questions are now submitted within eBid on the **Bidder's Questions** tab
- eBid cannot be submitted if Required Documents are missing
 - **Specifications** tab
 - **Required Documents and Additional Information** tab
- eBid cannot be submitted if Required **Agency's Questions** are not answered
- Acknowledgement of Reading and Accepting T&Cs on the **Terms and Conditions** tab
- Clicking the **Review & Submit** tab will display errors until all issues are resolved
- Email confirmation of Bid Submission

CHANGES TO eBID INCLUDE...

Required Documents
must be uploaded &
named appropriately for
Bid to be submitted

Each Product Line includes multiple required documents:

- PEPPM Pricing Template
 - Must be in XLSX format
- Ancillary Services
 - Required for each Product Line, select “No” if not offering services
- Proof of Supply
 - Required from each bidder, including manufacturer
- Returned Good
 - PEPPM Returned Goods form can be used if you are referencing a link, or upload your own policy
- State Selection
 - Required for each Product Line
 - Template defaults to PA/CA only
- Vendor Agreement
 - Must be signed

CHANGES TO eBID INCLUDE...

REQUIRED DOCUMENTS FOR THE OVERALL BID

- 3 References
 - Each Reference must be uploaded individually
 - System will think 2 References are missing if a single PDF with 3 references is uploaded

Create eBid Response

Overview

Specifications

Terms & Conditions

Required Documents and Additional Information

Agency's Questions

Bidder's Questions

Paym

Required Documents and Additional Information

Documents under this tab relate to the overall bid and your company, not necessarily to a specific product line or category. Some documents provided here may need to be uploaded under the Agency's Question tab. Documents that have a "Yes" in the Required column must be downloaded, completed and uploaded to this tab. Save the document to your desktop using the original file name. You can add anything to the end of the document name, but the original beginning words must be exact. To attach the required documents, click in the white box in the 3rd column, then click "Choose File" to find the file on your desktop that corresponds to the document name. Once found, click "Attach File".

Required	Documents	Uploaded Documents
Yes	Reference 1 [download]	☐ Required Document not Uploaded
Yes	Reference 2 [download]	☐ Required Document not Uploaded
Yes	Reference 3 [download]	☐ Required Document not Uploaded
No	Checklist for Bidders [download]	
No	PEPPM PA Bid and Award Fee Calculation Example [download]	
No	Tips for filling out PEPPM Pricing Template [download]	
No	Ancillary Services Form Example Document [download]	
No	Vendor Guide to eBid [download]	

Choose File

▶ | Attach File

▶ | Delete File

VIDEO: OVERVIEW OF EPYLON EBID

Create eBid Response

- Overview
- Specifications
- Terms & Conditions
- Required Documents and Additional Information
- Agency's Questions
- Bidder's Questions
- Payments
- Notes
- Review & Submit

Overview

Initiator	Bid Manager, PEPPM Program - CSIU
Contact Email	BidQuestions@PEPPM.org
Contact Phone	(570) 246-5937
Date Sent	08/11/2026 04:22 PM PDT
eBid Title	PEPPM 2027 Product Line Bid - Pennsylvania
Scope of Work	Products include, but are not limited to, computers, tablets, networking and telecommunications equipment, cloud services, AI programs, printers, peripherals, cameras, software, televisions, storage products, student management systems, cybersecurity services, audio-visual equipment, furniture, copiers, multifunction copy/print devices, and other electronics, services, items, solutions, goods, equipment and supplies.
eBid Number	551262

Calender

eBid Due Date	10/08/2026 12:00 PM PDT
eBid Opening Date	10/08/2026 12:00 PM PDT
eBid Opening Location	Central Susquehanna Intermediate Unit (CSIU), #16, 90 Lawton Lane, Milton, PA 17847
Pre-Bid Meeting	08/20/2026 08:00 AM PDT
Bid Event Notes	A prebid meeting will be held for this RFB on Thursday, August 20, 2026, at 11:00 am Eastern Time by way of a Zoom online conference. Register at www.PEPPM.org/bids to get login credentials.
Questions Due Date	09/17/2026 01:00 PM PDT
Exceptions Due Date	08/27/2026 01:00 PM PDT
Requests for Equivalents Due Date	08/27/2026 01:00 PM PDT



THANK YOU!

Have an official bid question?

Submit it through the eBid system by the Questions Due Date.

Official responses will be posted in eBid and made available to all bidders.

When in doubt, submit the question through eBid.