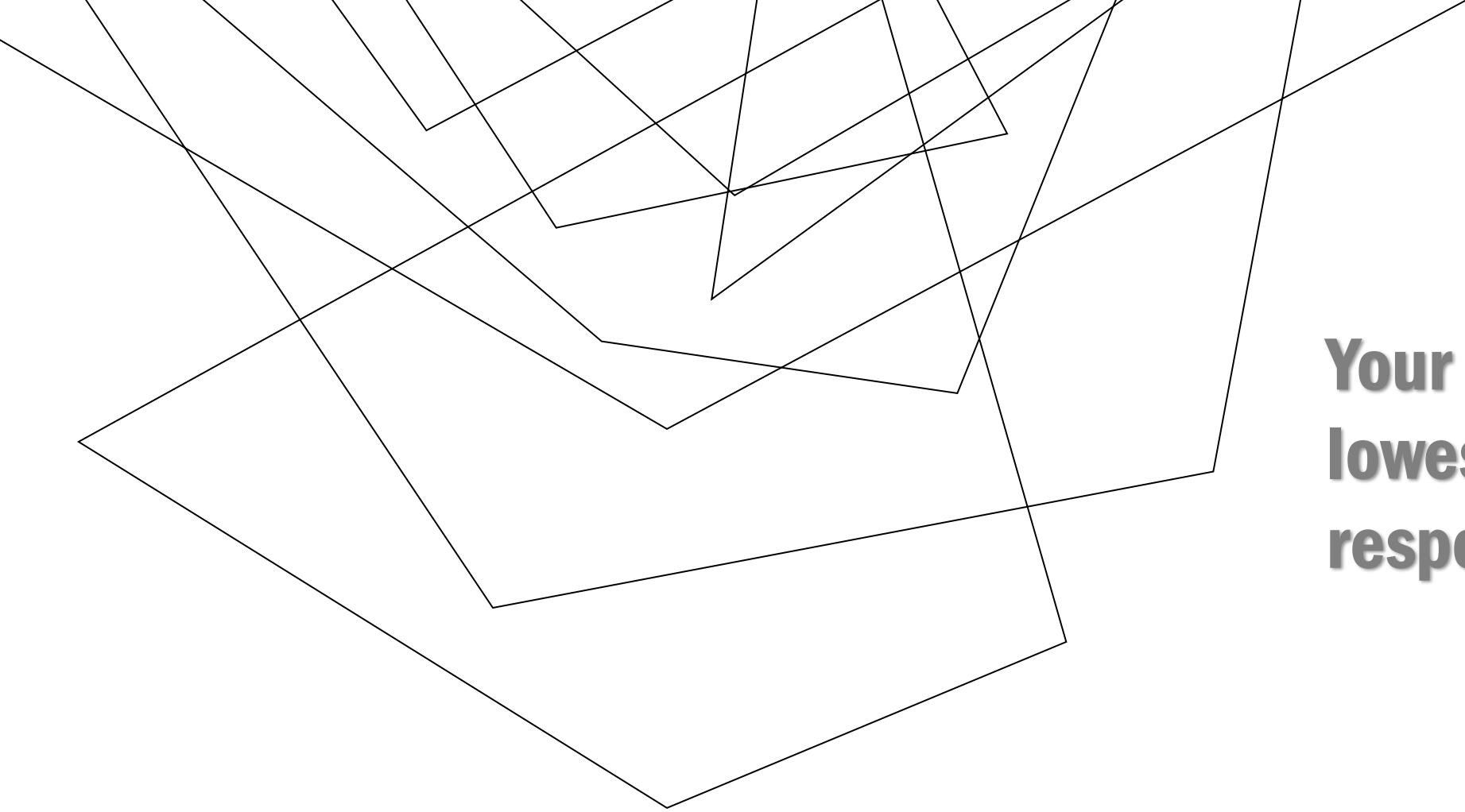




**Your path to the
lowest, responsive,
responsible bid**

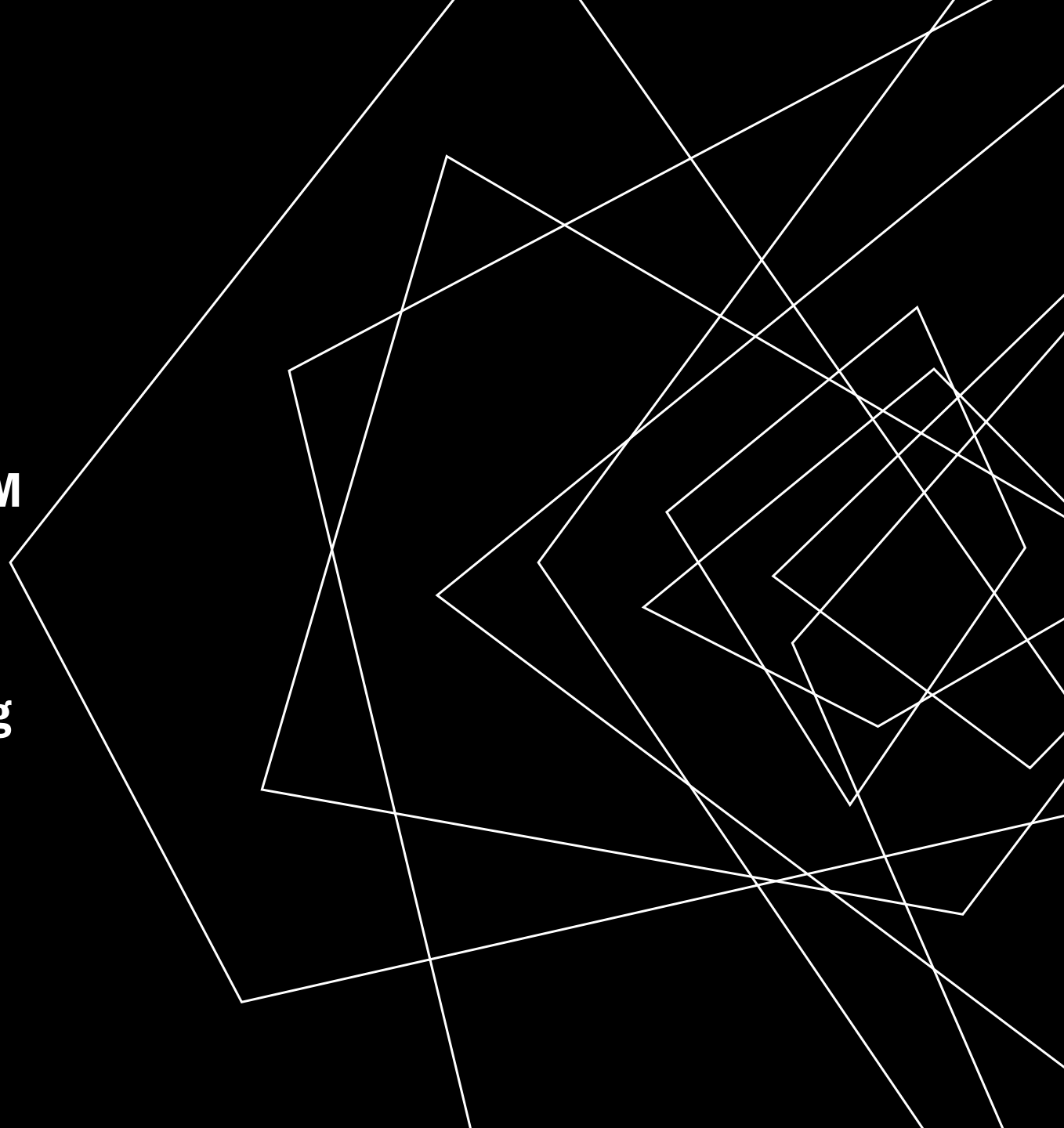


PEPPM PREBID MEETING

PEPPM 2026 Product Line Bid – Pennsylvania, #548362
PEPPM 2026 Product Line Bid – California, #548722

MEETING GOALS

- **Highlight the benefits of working with PEPPM**
- **Show how to submit a responsive bid**
- **Point out common errors made when bidding**
- **Submit Questions using the Q&A**





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.



About PEPPM

A SHORT HISTORY OF PEPPM

1982



2025



- 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 2025, 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 &
Racquel Landorf**
Epylon Customer Service
service@epylon.com



About PEPPM

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

PEPPM PROMOTES CONTRACTS WITH TAILORED ADS AND COLLATERAL

Specifically targeting IT Directors, Purchasing Agents, CBOs, Requisitioners

PEPPM contracts meet the requirements of the Public Contract Code

"Best Interest" purchasing contracts

How PEPPM meets your "best-interest" requirement for piggybackable bids

Contract Code compliance - PEPPM contracts are fully compliant with the Public Contract Code, ensuring that all contracts are legally enforceable and meet the requirements of the Code.

Competitive Bidding - PEPPM contracts are designed to be used in competitive bidding processes, ensuring that all bidders have an equal opportunity to compete for the contract.

Transparency - PEPPM contracts are fully transparent, with all terms and conditions clearly stated, ensuring that all parties understand the terms of the contract.

Flexibility - PEPPM contracts are designed to be flexible, allowing for changes to be made as needed, ensuring that the contract remains relevant and useful.

PEPPM
COOPERATIVE PURCHASING

CONNECTION to Technology Purchasing Contracts

PEPPM's best-practice bidding delivers 400 choices to local government, higher education, & K-12 schools

When you need technology, you want choices to meet your needs. PEPPM's best-practice bidding process offers you 400 choices to meet your needs. Our bidding process is designed to be transparent, competitive, and fair, ensuring that you get the best value for your money.

400 Choices - PEPPM's best-practice bidding process offers you 400 choices to meet your needs. Our bidding process is designed to be transparent, competitive, and fair, ensuring that you get the best value for your money.

Transparency - PEPPM's best-practice bidding process is designed to be transparent, with all terms and conditions clearly stated, ensuring that all parties understand the terms of the contract.

Competitive - PEPPM's best-practice bidding process is designed to be competitive, ensuring that all bidders have an equal opportunity to compete for the contract.

PEPPM
COOPERATIVE PURCHASING

TEACHERS!

Need hardware or software for your next project?

Browse PEPPM.org to see products already bid and awarded to the lowest-price vendor

Whether you are organizing a maker space, a reading initiative, or an esports competition, you'll find the products you need to be successful at PEPPM.org, the most comprehensive website to find your technology needs.

Save time and money by finding the products already awarded to the lowest bidding vendor.

Make your request today to be an awarded vendor, taking confidence in a safe, legal, and low-priced source.

www.PEPPM.org

PEPPM
COOPERATIVE PURCHASING

TWO MILLION TECHNOLOGY PRODUCTS ALREADY COMPETITIVELY BID

Whether you are organizing a maker space, a reading initiative, or an esports competition, you'll find the products you need to be successful at PEPPM.org, the most comprehensive website to find your technology needs.

Save time and money by finding the products already awarded to the lowest bidding vendor.

Make your request today to be an awarded vendor, taking confidence in a safe, legal, and low-priced source.

www.PEPPM.org

PEPPM
COOPERATIVE PURCHASING

Blow Away Your Paperwork

Using PEPPM's low-bidder, competitive purchasing contracts frees your time for business innovation

More than 400 technology products are available for purchase at PEPPM.org.

PEPPM
COOPERATIVE PURCHASING

The IT Source for COMPETITIVELY BID CONTRACTS

How to put a smile on the faces of teachers, staff, and students

Now there's only one source, delivery, and fulfillment of their needs. PEPPM's best-practice bidding process offers you 400 choices to meet your needs. Our bidding process is designed to be transparent, competitive, and fair, ensuring that you get the best value for your money.

400 Choices - PEPPM's best-practice bidding process offers you 400 choices to meet your needs. Our bidding process is designed to be transparent, competitive, and fair, ensuring that you get the best value for your money.

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Competitive - PEPPM's best-practice bidding process is designed to be competitive, ensuring that all bidders have an equal opportunity to compete for the contract.

PEPPM
COOPERATIVE PURCHASING

PEPPM celebrates 40 years of work soliciting low bids for technology products

ESTABLISHED 1982

PEPPM CELEBRATES 40 YEARS of work soliciting low bids for technology products. Since 1982, we have been helping local government, higher education, and K-12 schools to get the best value for their money by soliciting low bids for technology products.

40 Years - PEPPM has been helping local government, higher education, and K-12 schools to get the best value for their money by soliciting low bids for technology products.

Transparency - PEPPM's best-practice bidding process is designed to be transparent, with all terms and conditions clearly stated, ensuring that all parties understand the terms of the contract.

Competitive - PEPPM's best-practice bidding process is designed to be competitive, ensuring that all bidders have an equal opportunity to compete for the contract.

PEPPM
COOPERATIVE PURCHASING

Quick Legal Safe Procurements

Your IT Pro Source for Competitive Bids, Low Prices and

We did the bidding, so you don't have to.

More than 400 technology products are available for purchase at PEPPM.org.

PEPPM
COOPERATIVE PURCHASING

We Did the Bidding so You Don't Have to

More than 400 Technology Purchasing Contracts Wrapped Up and Ready to Use

www.PEPPM.org

Legally Awarded Purchasing Contracts

Fair and Objective Bid Evaluations

Nationwide Requests for Bids

Education Friendly Terms & Conditions

Major Brand Product Specifications

PEPPM
COOPERATIVE PURCHASING

PEER TO PEER

SMART COOPERATIVE PURCHASING

We are an education agency just like you, so we understand the rules for piggybackable bids

Two million bid purchased products are waiting for you

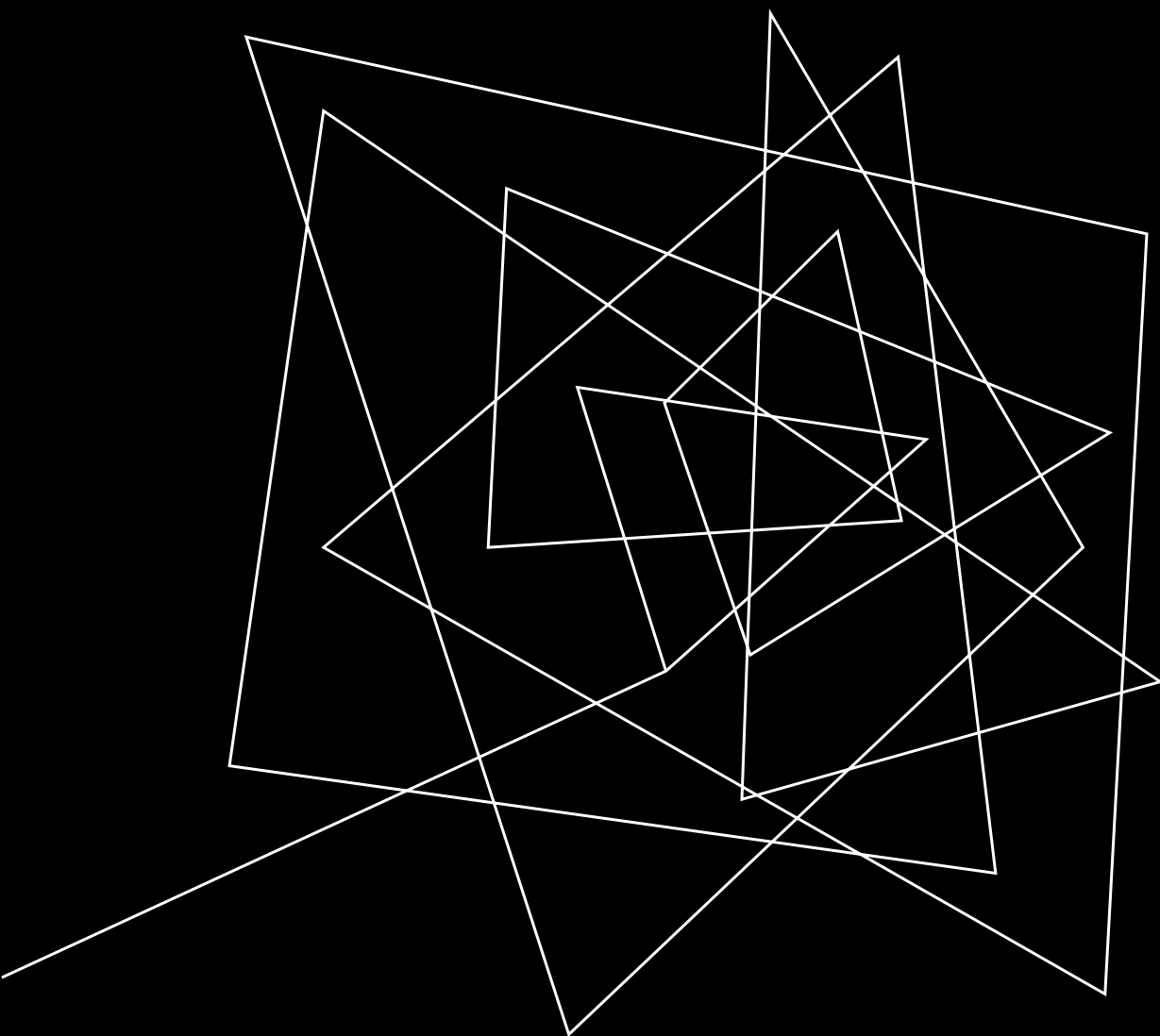
PEPPM
COOPERATIVE PURCHASING

Get acquainted by registering at www.PEPPM.org • Since 1982

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

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





**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 markup.

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: PA & CA – A STRATEGIC APPROACH

Second 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

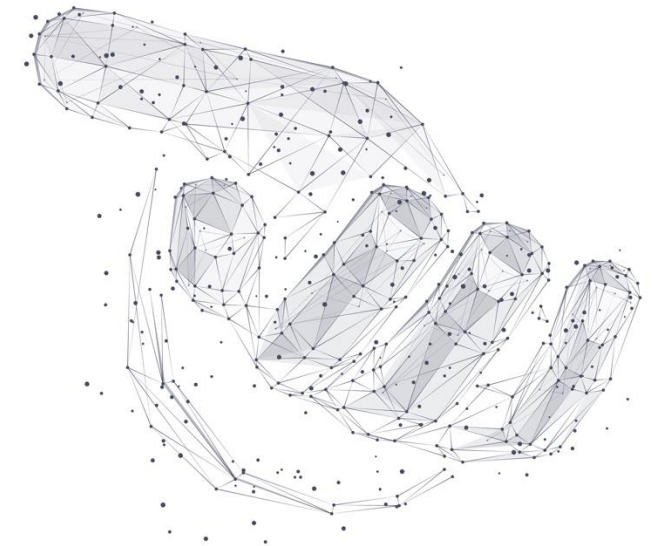
- Access to a large network of eligible public sector buyers across the U.S.
- Ability to market and sell without separate bids for each individual agency.
- PEPPM promotes awarded contracts to educational & public agencies.

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

CAN CONTRACTS BE USED IN OTHER STATES & US TERRITORIES BESIDE PENNSYLVANIA & CALIFORNIA?



YES

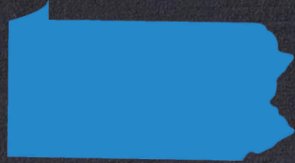
- Yes, if the awarded vendor is willing to extend its PEPPM bid prices and contract terms to the eligible entity
- Yes, if the awarded vendor has filled out the **State Selection form**
- Yes, if the PEPPM contract meets the eligible entity's bidding requirements and is judged to be a good value
- Yes, 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. 1



- The deadline is 3 p.m. Eastern Time, Wednesday, October 1
- 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 Sept. 30
- Don't throw away all your good effort by being late

The CA Bid Deadline is 3 pm PT, Oct. 8



- The deadline is 3 p.m. Pacific Time, Wednesday, 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

Deadlines



PENNSYLVANIA



CALIFORNIA

Deadline for Requests for Equivalents

August 25, 2025

--

Deadline for Requests for Exceptions to T&C's

August 25, 2025

September 2, 2025

Deadline for Receipt of Questions

September 24, 2025

October 1, 2025

Bid Due Date

October 1, 2025
3 pm Eastern Time

October 8, 2025
3 pm Pacific Time

REQUEST FOR EQUIVALENTS (PENNSYLVANIA)

- Applies only 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
 - Detailed comparison of the significant qualities
- Must be emailed to bidquestions@peppm.org or submitted using the [PEPPM Product Line Consideration Request Form](#)
- Must be received by **Monday, August 25**



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



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 25, 2025
CA 	September 2, 2025

DEADLINE FOR QUESTIONS

New Process for
Submitting
Questions!

- Submit questions about terms, policy, and interpretation to PEPPM by Questions Deadline
- Submit Questions through the bid 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 24, 2025
CA		October 1, 2025

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 on how to register for the prebid meeting?

The Prebid Meeting Registration link can be found on the PEPPM Bid Info page: <https://h/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



- 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, 2026
- Contracts sales can start in January if post-award paperwork is complete
- Term of awards is through December 31, 2028
- Possible one-year extension



CA awards: approval
by KCSOS following
evaluations

APPROVED

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR BID

New Processes
Submitting
eBid

The eBid Form has been revamped to ensure *only* complete and responsive bid 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



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 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
48	If you are offering leasing terms, have you attached the leasing document in PDF format here (refer to Section XII.8)?	☐ Yes ☐ No	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

Responses
are either
text or
selected
from a
Dropdown

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

2-3-4

Save Work!

Preparing Bids

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

New 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 X includes a good checklist of what's required in your bid
- Complete bidding directions are included
- Post-award responsibilities are spelled out

KEY CHANGES TO THE TERMS AND CONDITIONS

Changes
to T&Cs since
2023

- Minimum Transaction Fee Policy (IV.8 & XII.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
- UG Requirements changes (XI, V.10, V.26, & X.7)
 - Implemented October 2024
- Standard Warranty (VI.12)
- Proof of Supply (VI.8)
 - Fillable Form
 - Required for all bidders, including manufacturers

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

Calendar

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

Create eBid Response

Overview

Specifications

Terms & Conditions

Required Documents and Additional Information

Agency's Questions

Bidder's Questions

Payments

Notes

Review & Submit

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	☐ Adtran	Networking and unified communications/VOIP solutions	☒	☐ PEPPM Pricing Template * [download] -- Attachment required ☐ Ancillary Services [download] (Required per Product Line) -- Attachment required ☐ Proof of Supply [download] (Now required from all bidders) -- Attachment required ☐ Returned Goods [download] -- Attachment required ☐ State Selection [download] (Required per Product Line) -- Attachment required ☐ Vendor Agreement [download] -- Attachment required
2	☐ Zultys	Phone systems and unified communication products	☒	☐ PEPPM Pricing Template * [download] -- Attachment required ☐ Ancillary Services [download] (Required per Product Line) -- Attachment required ☐ Proof of Supply [download] (Now required from all bidders) -- Attachment required ☐ Returned Goods [download] -- Attachment required ☐ State Selection [download] (Required per Product Line) -- Attachment required ☐ Vendor Agreement [download] -- Attachment required

View Product Lines

Choose File

Attach File

Delete File

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 percentages and subcategories 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			

Instructions | **Quote Sheet** | Bid Response

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

HOW TO FILL OUT THE QUOTE SHEET

THIS IS WHERE YOU OFFER YOUR BID DISCOUNT FORMULAS

- Choose discount off list or mark-up over cost
- A manufacturer cannot bid by mark-up over cost
- Choose one formula for everything or choose formulas that apply to well-defined categories
- Most common quote sheet errors are:
 - Not anticipating discount categories for future inventions by brand
 - Decimal points are entered incorrectly
 - Not identifying the price basis and date
 - Not giving example pricing on the bid response tab for every discount formula listed
 - Quote sheet is entirely blank

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-PRUX112	Acer	Acer X1123H Projector	3600 lumens projector, HDMI/VGA input	Each	\$499.00	-5.0000%	\$474.05	
10	ACER-ACADP65	Acer	Acer 65W Laptop AC Adapter	Universal power adapter for Acer laptops	Each	\$79.00	-5.0000%	\$75.05	

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 THE BID FORMULA TO THE BASE PRICE OF PRODUCTS

- The Bid Response tab calculates the effective bid price
 - List price minus discount = effective price
 - Cost plus mark-up = 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 products listed on the Bid Response tab

More > >

HOW TO FILL OUT THE BID RESPONSE TAB

APPLY THE BID FORMULA TO THE BASE PRICE OF PRODUCTS

Continued . . .

- If you listed 30 discounts on quote sheet, a set of products must show up for all 30 discounts
- No new, undefined, orphaned discounts can show up on the Bid Response tab
- Do not leave any blank lines between other items on your Bid Response tab
- List products of the specified Product Line brand only (no third-party items)
 - *After award, bundled third-party products are allowed under T&C Section VIII.11*

HOW TO FILL OUT THE BID RESPONSE TAB

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

- Not every category of discounts had a corresponding set of products priced
- New categories of discounts 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 OTHER ATTACHMENTS

REQUIRED REFERENCES

- Upload 3 References in the **Required Documents and Additional Information** tab
- References are used to evaluate if the bidder is responsible overall
- Not product line specific (applies to the vendor as a whole)

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

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 – Acer products_ABC Company

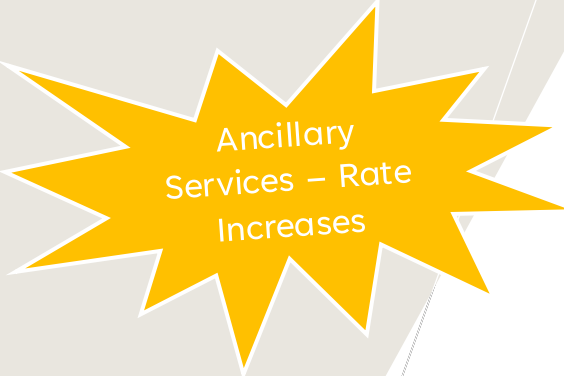
Preparing Bids

VENDORS MAY NOT ADD ANCILLARY SERVICES AFTER A BID AWARD

IMPORTANT CLARIFICATIONS ON ANCILLARY SERVICES

- If you are offering ancillary services, you must attach your rate schedule and discount formula alongside each product line being bid on the **Ancillary Services form**
 - *If no services, still complete the form (mark “No”)*
- Services and rates may be different for each product line
- Examples of ancillary services include **non-SKU'd** design services, asset tagging, imaging, consulting, equipment configuration, engineering, installation, training, and travel, etc.
- **SKU'd branded services** (e.g., warranties, maintenance, online courses) list on the Product Line's **PEPPM Pricing Template**

ANCILLARY SERVICES UPDATES



Ancillary
Services – Rate
Increases

IMPORTANT CLARIFICATIONS ON ANCILLARY SERVICES

- Annual rate changes are allowed, see terms and conditions for details
- Vendors may not add types of services to the form after a bid award, even when updating rates
- Types of services listed on the form are suggestions.
 - Select on the services offered from the list or add additional services.
- If you are not offering services, please select “No – We are not offering Ancillary Services” from the dropdown on the form

ANCILLARY SERVICES FORM EXAMPLE

RATES MUST BE PRESENT FOR SERVICES TO BE INCLUDED IN BID

PEPPM Ancillary Services Form

PEPPM 2026 Product Line Bid - Pennsylvania

Vendor Name:

ABC Company

Product Line:

XYZ Products

Are you offering Ancillary Services as part of this bid submission?
If 'No' is selected, you do not need to fill out the table below.

Yes – We are offering Ancillary Services
(complete the table below)

Type of Services Provided:	Standard Price	RATE For example: per day, per hour, per device, one-time etc.	PEPPM Discount %	PEPPM Price or See Attachment
	\$ 100.00	per hour	0%	\$ 100.00
				\$ -
	\$ 45.00	per device	0%	\$ 45.00
				\$ -
	\$ 200.00	per hour	0%	\$ 200.00
		per hour	10%	\$ 180.00
				\$ -
				\$ -
				\$ -

Confirming Ancillary Services Are Offered = You Must Provide Service Details below

PEPPM Ancillary Services Form

PEPPM 2026 Product Line Bid - Pennsylvania

Vendor Name:

ABC Company

Product Line:

XYZ Products

Are you offering Ancillary Services as part of this bid submission?
If 'No' is selected, you do not need to fill out the table below.

No – We are not offering Ancillary Services
(form will remain blank)

Type of Services Provided:	Standard Price	RATE For example: per day, per hour, per device, one-time etc.	PEPPM Discount %	PEPPM Price or See Attachment

Suggested Services:

Analysis and Design

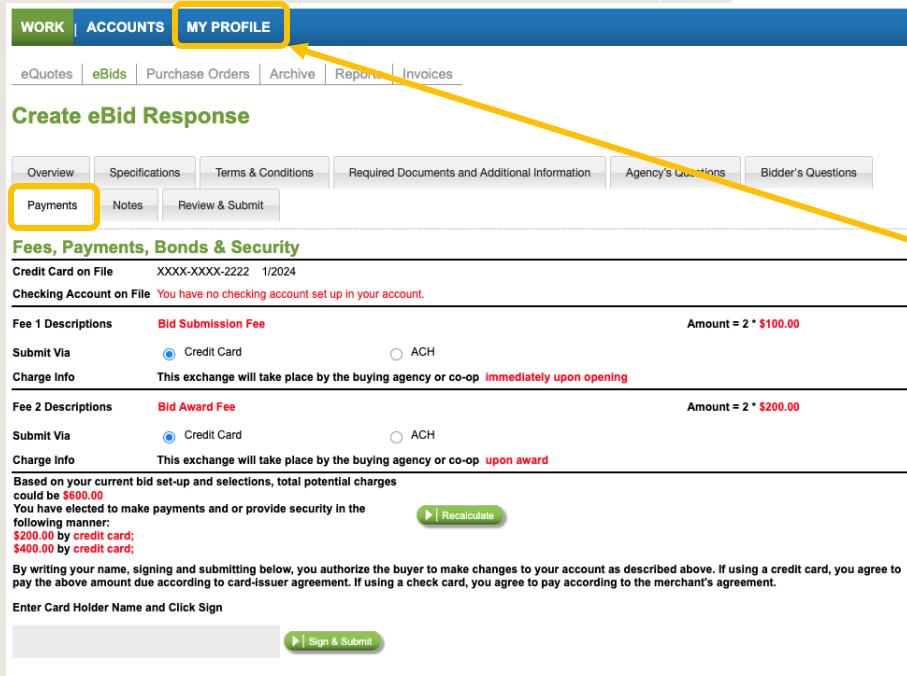
Application Certification

Confirming No Ancillary Services Are Offered = Form Will Gray Out

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



The screenshot shows the eBid system interface. At the top, there is a navigation bar with tabs: WORK, ACCOUNTS, and MY PROFILE. The MY PROFILE tab is highlighted with a yellow box. Below this, there is a sub-navigation bar with tabs: eQuotes, eBids, Purchase Orders, Archive, Reports, and Invoices. The eBids tab is selected. Below the sub-navigation bar, there is a section titled 'Create eBid Response' with tabs: Overview, Specifications, Terms & Conditions, Required Documents and Additional Information, Agency's Questions, and Bidder's Questions. The Overview tab is selected. Below the tabs, there is a section titled 'Payments' with tabs: Payments, Notes, and Review & Submit. The Payments tab is selected. Below the Payments tab, there is a section titled 'Fees, Payments, Bonds & Security'. This section contains two main sections: 'Fee 1 Descriptions' and 'Fee 2 Descriptions'. 'Fee 1 Descriptions' is titled 'Bid Submission Fee' and shows an amount of \$100.00. 'Fee 2 Descriptions' is titled 'Bid Award Fee' and shows an amount of \$200.00. Both sections have a 'Submit Via' dropdown menu with options for Credit Card and ACH. Below these sections, there is a 'Charge Info' section with a text box for the exchange rate. At the bottom, there is a 'Recalculate' button and a 'Sign & Submit' 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;

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



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
- 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

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

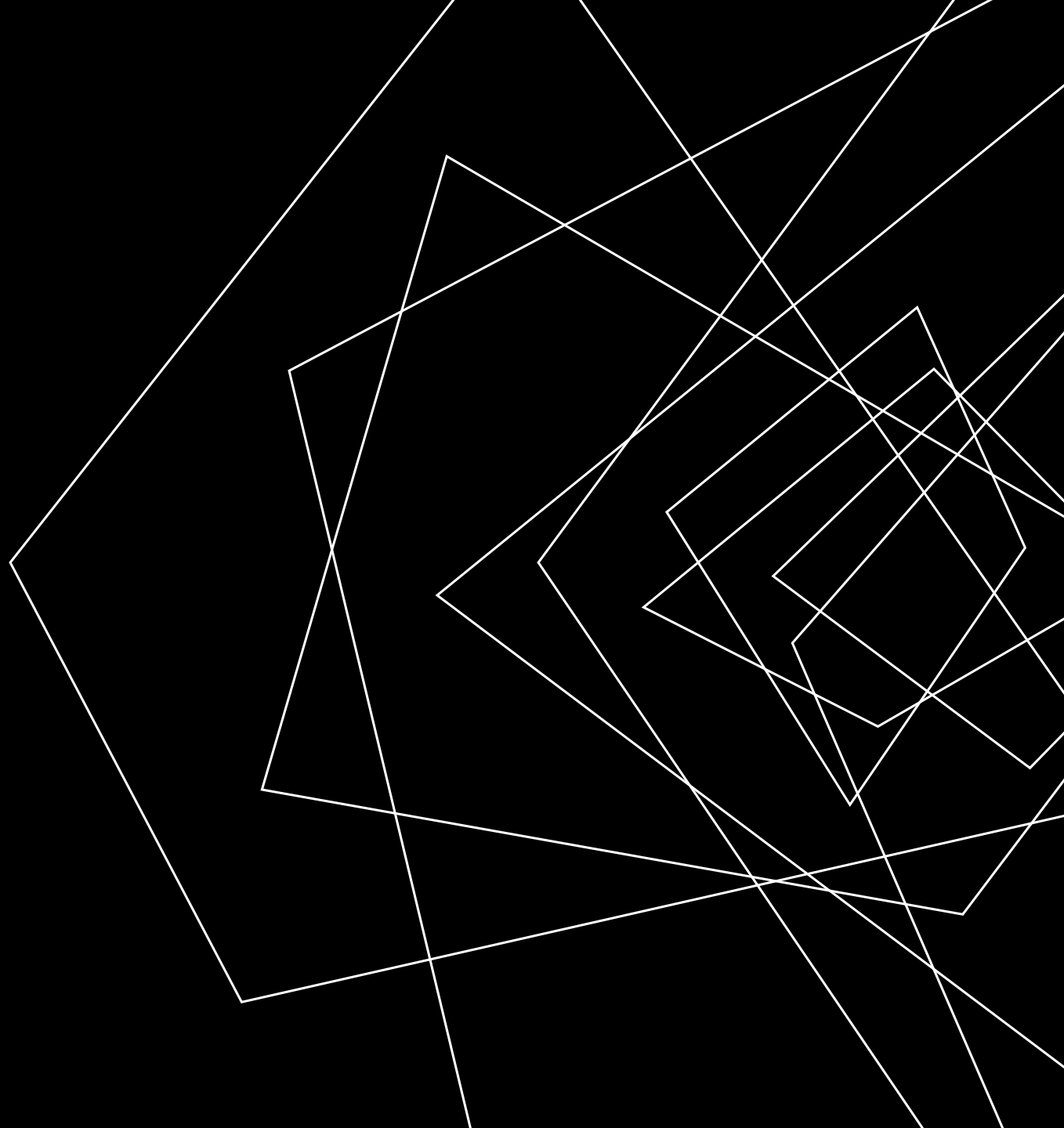
**IF A BIDDER
IS BOTH
RESPONSIVE &
RESPONSIBLE,
ITS BIDS MOVE
FORWARD FOR
EVALUATION
OF PRICING**

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. [Quick Start Guide to the New eBid System \(PDF\)](#)
3. Prebid Meeting – Slides and Recording
4. These resources are more are located on the
PEPPM Website:
www.PEPPM.org/bids > Click on the Bid Name
to access bid documents & resources



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

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*
 - Technical issue with checkboxes on the PA Reference Form was resolved August 13 and form was reposted

Create eBid Response

Overview

Specifications

Terms & Conditions

Required Documents and Additional Information

Agency's Questions

Bidder's Questions

Payment

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

OVERVIEW OF EPYLON eBID

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

Calendar

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

A series of white, overlapping geometric lines and polygons on a black background, located on the left side of the slide.

**AS TIME ALLOWS, WE WILL ANSWER
QUESTIONS WRITTEN INTO THE Q&A BOX**

**IF WE DID NOT ANSWER YOUR QUESTION,
WE WILL RESPOND BY POSTING TO
FREQUENTLY ANSWERED QUESTIONS
ONLINE AT WWW.PEPPM.ORG/BIDS**



THANK YOU!