



Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at **800-636-3779**, emailed to orders@peppm.org or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Gaggle Safety Services

Introduction

Gaggle has been the leader in providing a safe email and document environment for students for almost 20 years. We have solutions that have been proven successful in saving thousands and thousands of lives.

However, we will not rest on our laurels. We strive to constantly innovate to provide the best safety solution. We do not just analyze email, we have been analyzing attachments, Google Drive and Microsoft One Drive for years. We also analyze Google Hangout Chat and Microsoft Yammer so that you do not have to fear to use these powerful tools with your children.

Gaggle also leads the way in analyzing images and protecting schools and children from child pornography. Our proprietary anti-pornography scanner locates the images and then we quarantine them from your drive so that you do not have to deal with the liability of housing child pornography on school issued resources. This solution is only available at Gaggle, and further demonstrates our commitment to innovate and solve our customer's problems while keeping children safe.

Our SpeakUp tipline allows students to send the district tips without needing to download an app or remember a phone number. SpeakUp integrates with their school-provided G Suite for Education or Office 365 accounts. There's no need to download an app or remember a phone number.

Gaggle Pennsylvania Sales Manager:

Rob Jodon

E: robj@gaggle.net

P: 800-288-7750

F: 309-665-0171

Gaggle Mailing Address:

Gaggle

PO Box 1352

Bloomington, IL 61702

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1. Reach out via phone and/or email to your Gaggle Sales Representative for volume discounts.
3. Address the orders to:
 - Gaggle
 - PO Box 1352
 - Bloomington, IL 61702
4. All quotes and purchase orders should state "As per PEPPM."
5. Fax the completed order to **800-636-3779** or email to orders@peppm.org.
 - a. Your order will be reviewed and edited by PEPPM Staff.
 - b. You will be contacted to make any necessary corrections.
 - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
 - d. Your order will be archived for audit support.
6. Standard shipping is included on all orders over \$500.00.

Placing an order Online:

Before placing an online order, make sure that your Ship-to Address has been entered by the individual in your organization that manages your Epylon information. Click on My Profile_My Ship-to Addresses to view the addresses available on your account. If it is not listed, you must add it before creating the PO form. Ship-to Addresses are added under Accounts_Ship-to Addresses.

1. Login to Epylon at www.epylon.com.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Gaggle** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. To request a volume price break, add items to a Spot Price Check form along with your desired quantity and a Response Due Date. The vendor will be notified of your request via email. Once they respond, you'll be notified and can view the response on Epylon. (After viewing a winning response, continue with the instructions that follow.)
5. Add selected items to a Purchase Order form.
6. Click "Submit" after entering a valid PO number and shipping address.
 - a. The PEPPM contract will automatically be referenced in your PO.
 - b. You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
 - c. The order will immediately be viewable by the vendor.
 - d. Your order will be archived for audit support.
7. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.