

## MEMORANDUM

**TO:** Administrators and staff of Pennsylvania school districts, AVTSs, intermediate units, public libraries and other eligible PEPPM purchasers  
**FROM:** Jared Lehman, Supervising Manager  
John Brenchley, Chief Innovation Officer  
**SUBJECT:** **PEPPM 2018 - Official Notice**  
**DATE:** January 1, 2018

The PEPPM Technology Cooperative Purchasing Program offers a broad range of bid awarded technology products to meet your needs. **PEPPM for 2018 reflects 63 new product line contracts, in addition to 338 PEPPM 2015, 2016 and 2017 product line contracts that continue in effect.** That means you can easily buy from hundreds of technology product lines using PEPPM, the premier, bid-protected cooperative program for Pennsylvania buyers.

It is important that you check the PEPPM website ([www.peppm.org](http://www.peppm.org)) for the list of all currently-awarded product lines, the corresponding Awarded Vendors and any Authorized Resellers that may be identified on the Vendor Contact and Ordering Instructions pages so that you are quoted and order from the current PEPPM Awarded Vendor or its Authorized Reseller(s).

Since 1982, PEPPM has awarded bids under an agreement with the Pennsylvania Department of Education (PDE). The CSIU has solicited and awarded PEPPM technology bids for 2018 for all eligible Pennsylvania buyers (local education agencies (LEAs), which include school districts, career and technology centers, intermediate units, state-approved private schools providing PDE-approved special education programs, nonpublic schools, community colleges, public libraries and state-approved charter schools).

Four-year colleges, universities, local and state government agencies, local municipalities and related county/municipal authorities and some non-profit entities (with vendor approval and where permissible by statute or regulation) are also eligible PEPPM buyers. PEPPM contracts are also available to eligible buyers in states outside Pennsylvania where "piggybacking" other states' contracts is permitted.

All product line awards were made using a competitive sealed bid process according to Pennsylvania bid statutes. PEPPM awards are recognized by the School and Library Division (SLD) as "Master State Contracts" for E-rate supported purchases. A Form 470 for the PEPPM contracts has already been filed for Pennsylvania schools and libraries making it easier to apply for E-rate funding. Look for E-rate Form 470 information and vendor Spin Numbers on the PEPPM website, [www.peppm.org](http://www.peppm.org).

**A total of fifteen (15) catalog bids were awarded, and now available, in the categories of Audio Visual Products, General Hardware and Software, Refurbished Computer Systems and Parts, and Remanufactured Laser Toner and Ink Cartridges.** These "catalog bid awards" were developed to provide buyer access to a broad spectrum of products that may be purchased over the course of a year from a single vendor. These bids include technology products within specific categories usually sold through online and paper-based catalogs.

Access to the awarded product lines with PEPPM catalog bid pricing is made through links to online PEPPM stores maintained by the Awarded Vendor. These stores offer the opportunity for buyers to use shopping cart technology to see extended product information, configure and select products, print real-time PEPPM quotes to submit with purchase orders using PEPPM's toll-free number (800-636-3779) or emailing the PEPPM quotes with purchase orders to [orders@peppm.org](mailto:orders@peppm.org), and in some cases place online orders directly to the Awarded Vendor.

Please note that PEPPM catalog bid contracts allow for the same product lines to be listed in more than one vendor's catalog. You may find that a product listed in multiple catalogs may be priced slightly different, so please be diligent in your review. We urge you to shop for the "best deal" among the PEPPM Online Catalog Stores. Many of these awards show significant discounts.

**PEPPM Catalog Awarded Vendors by category are:**

Audio Visual Products	Adorama Camera, Inc. Camcor, Inc. GovConnection, Inc. Troxell Communications, Inc.
General Hardware and Software	Adorama Camera, Inc. CDWG GovConnection, Inc.
Refurbished Computer Systems and Parts	2NDGEAR CXtec Joy Systems K-12 Solutions, Inc. Trinity3 Technology
Remanufactured Laser Toner and Ink	IPS Global Printing Supplies USA LLC The Office Pal

**Four (4) managed print services contracts are also available.** Contracts enabling a nationwide roll-out of managed print services were awarded to **Canon, HP, Lexmark and Xerox** under PEPPM. These contracts include managed print services that involve the assessment, deployment, maintenance, and supply provision (ink and toner) for an agency's entire fleet of copiers and printers based on a cost per page for printed output. These contracts will minimize your contracting costs and save money with managed print services. For more information, click the following link: <http://www.peppm.org/pa/MPS/ManagedPrint.htm>.

The inclusion of brands/lines on PEPPM does not imply endorsement of any product or company. Our selections are based upon buyer requests and our observed usage of certain product lines. Before ordering, you are advised to thoroughly evaluate software and equipment alternatives, validate conformance to standards (i.e. Novell, Windows, Underwriters Laboratories, and FCC certifications) and check out the vendor thoroughly to match capabilities to your expectations.

**In our ongoing effort to better serve our client agencies, PEPPM offers the following benefits:**

- PEPPM's vendor agreements **require** Awarded Vendors to provide their best LEA pricing through PEPPM, given similar terms and conditions. This means that using a PEPPM contract will get your agency the lowest, bid-protected Pennsylvania LEA pricing from that vendor when you place your order through PEPPM.
- PEPPM continues to offer eligible buyers the ability to shop for and buy educational technology products using eCommerce technology provided by Epylon Corporation.
- Quarterly reporting by Epylon and PEPPM to buyers helps you effectively manage technology purchases.
- PEPPM includes fax and email order capabilities to provide edit and archive services to speed orders along for those agencies that do not wish to use the eCommerce technology.

**Spot/Volume Pricing** - Posted PEPPM prices are based on a purchase quantity of one item for a particular point in time. **You may ask your PEPPM Awarded Vendor or their designated resellers for a quote using a greater discount than the posted PEPPM price.** If the vendor provides a spot/volume discount for your PEPPM order, make sure the firm provides you with a written quote including the following language: "As per PEPPM." This will provide you with documentation that the prices offered are under the terms of the PEPPM bid contracts. Attach the PEPPM quote to your purchase order and either fax to PEPPM at (800) 636-3779 or email your PEPPM quote and purchase order to [orders@peppm.org](mailto:orders@peppm.org) to ensure bid protection.

**Note:** Many PEPPM Awarded Vendors provided their very best pricing at the time of the bid. It is at the vendor's discretion to honor any requests for further volume discounts. eCommerce users can use Epylon's Spot Price Checker tool to make a request for quantity pricing.

## Ordering for 2018

There are two ways to purchase through PEPPM in 2018. You can conduct your PEPPM purchases as you always have using a traditional paper-based fax or email process. However, PEPPM buyers can also harness the power of Epylon's web-based procurement tool to complete all your PEPPM transactions.

**Paper-Based Ordering** – Buyers desiring to order through the traditional process can access ordering instructions and pricing on the PEPPM website at [www.peppm.org](http://www.peppm.org). Once you have prepared your orders, simply fax them directly to PEPPM toll free at (800) 636-3779 or email your orders and quotes to [orders@peppm.org](mailto:orders@peppm.org). You don't mail orders ... you just fax or email them (at no cost) to PEPPM.

**Web-based Ordering** – Buyers interested in taking advantage of eCommerce to conduct their PEPPM purchasing can go to [www.epylon.com](http://www.epylon.com). If you have an account with Epylon, click "LOGIN" and enter your username and password. If you do not have an account with Epylon, register at [www.epylon.com](http://www.epylon.com) and one of its customer care representatives will contact you.

## Additional Important Information

**PEPPM awarded vendors for products previously listed on PEPPM may have changed.** Please check the PEPPM website, [www.peppm.org](http://www.peppm.org), to verify which contracts are still in effect. Be sure to purchase from the appropriate Awarded Vendor using one of the PEPPM ordering procedures listed above to be sure of PEPPM bid protection. Do not send PEPPM orders directly to a vendor.

You may purchase products through any of the listed PEPPM vendors. As vendors offer new products and/or revise prices on existing offerings, we will update the system. Vendors are required to confirm current product and price information or provide updated information, as appropriate. This effort keeps the data current for your planning and ordering needs.

We urge you to print a copy of the exact product/price information reflecting your faxed or electronic purchase order and file it with your internal purchase records for audit support. PEPPM will also keep your order information and the daily posted product and price information for your audit support.

Buyer participation is voluntary. Section 521 of the Pennsylvania School Code provides for joint purchasing by schools. The product lines included in PEPPM have been bid and awarded according to Pennsylvania School Code guidelines.

We often receive calls from buyers desiring to buy items that may be identical to PEPPM offerings, but from non-PEPPM vendors, without soliciting and awarding local formal bids. They ask if they need to bid items if they find an alternative vendor which may charge less than, or the same as a PEPPM contract. You are advised to consult with your solicitor on such requests, as you are not buying through a legally-conducted bid process if you proceed. Be aware that such purchases are being scrutinized by regulatory and auditing agencies for bid law compliance.

PEPPM provides administrative process effort savings as well as price advantages, since a central bid reduces paperwork, eliminates specification writing and advertising costs, collapses ordering time and expedites receipt of the items. As a result, you may order and receive products more efficiently!

## PEPPM's eCommerce Partner

Epylon Corporation ([www.epylon.com](http://www.epylon.com)) is PEPPM's electronic commerce partner. This selection was based upon the strength and capabilities of Epylon's product, services, staff and leading edge technologies. In particular, key founders and executives of the company are former administrators and leaders of school agencies and state education departments. They clearly understand the nature and power of cooperative purchasing as well as the specific needs of education agencies.

**PEPPM represents one more way that cooperative efforts are of tremendous benefit to schools, government agencies and the communities they serve, by saving time and money on the process...and more money on the price.**

You may contact us at (570) 523-1155 using the listed extension or by e-mail using the listed address:

<b><u>Name</u></b>	<b><u>PEPPM Function</u></b>	<b><u>Phone Extension</u></b>	<b><u>E-mail Address</u></b>
Mark Carollo	Network & Systems Administrator	x2159	<a href="mailto:mcarlolo@csiu.org">mcarlolo@csiu.org</a>
Jill Gemberling	Order Processing	x2145	<a href="mailto:jgemberling@peppm.org">jgemberling@peppm.org</a>
Michelle Kipple	Order Processing	x2126	<a href="mailto:mkipple@peppm.org">mkipple@peppm.org</a>
Jared Lehman	Supervising Manager	x2169	<a href="mailto:jlehman@csiu.org">jlehman@csiu.org</a>
Carol Styers	Order Processing	x2161	<a href="mailto:cstyers@peppm.org">cstyers@peppm.org</a>