



# (PEPPM) Technology Bidding and Purchasing Program

#	Cooperative Organization Questions	Response
1	Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?	Yes, contracts are available for use in Arizona. No staff reside in Arizona. For information related to contracts, terms, or policy, contact David Manney at <a href="mailto:dmanney@peppm.org">dmanney@peppm.org</a> , (570) 523-1155 x2174.
2	What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?	PEPPM is a program of the Central Susquehanna Intermediate Unit, #16, in Milton, Pennsylvania. We are a government agency, established as political subdivision of the Commonwealth of Pennsylvania. Intermediate units were established by Pennsylvania Legislative Act of 1971.
3	Does your organization conduct its own procurements with in-house personnel or does it enlist a public agency to conduct the procurement? If a public agency is utilized, please identify that agency or agencies and briefly explain how those agencies are selected.	We are a public agency, and we conduct the bidding for the majority of nationwide contracts. For bidding in California, we have a 15-year partnership with the Kern County Superintendent of Schools, who conducts the bidding in California. KCSOS is a public agency, established by the California state constitution. No other public agencies partner with us to conduct bids.
4	If your organization handles all of the contracting functions in-house please explain if you periodically have a 3rd party audit firm review your internal contracting procedures.	As a public agency in Pennsylvania, the CSIU is subject to an annual audit by a third-party accounting firm.
5	What governing procurement laws does your organization follow in the soliciting, evaluating and awarding of cooperative contracts? (Please be specific.) Also, what state is noted as the legal venue within your contracts for dispute resolution?	We follow the statutes of the Commonwealth of Pennsylvania, and Pennsylvania is legal venue for resolution of disputes. Specifically, PEPPM is a cooperative purchasing program operated by the CSIU under Chapter 19, Intergovernmental Relations, of the Pennsylvania Commonwealth Procurement Code, 62 Pa.C.S. §§ 1901 et. seq., or as the same may be amended from time to time (the "Cooperative Procurement Code"), for those school districts assigned to Agency, as well as other organizations eligible to participate under the Cooperative Procurement Code, whether such eligible organizations are located inside or outside of the Commonwealth of Pennsylvania.
6	Does an agency need to register or sign an agreement with your organization in order to purchase from your contracts? If so, please attach the registration form or agreement. Also, is the agency charged a fee to join your cooperative organization?	<p>No membership or fee is required to use PEPPM contracts.</p> <p>To see pricing at <a href="http://www.PEPPM.org">www.PEPPM.org</a>, registration is required. There are no fees for any agency to participate or use the contracts. To register to see pricing or to see the registration form, go to <a href="https://www.peppm.org/members/registerbuyer.php">https://www.peppm.org/members/registerbuyer.php</a></p> <p>Currently no registration is necessary when viewing contracts at <a href="http://publicview.peppm.org">publicview.peppm.org</a></p>

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7	Where can your organization's cooperative solicitations and resultant contracts be viewed? Describe what documentation is available at this site.	To see contracts and contract metadata relevant to Arizona, go to publicview.peppm.org, choose "Arizona" as your state, and navigate to "View Contracts" on the blue menu bar.
8	Do you periodically perform audits to ensure your contractors are fulfilling the contracts to include charging the correct price? If so, please briefly describe your internal audit program and explain if that program includes any benchmarking to ensure pricing stays competitive over the term of agreement.	<p>Yes. Each purchase order to a PEPPM-awarded vendor is reviewed for compliance with bid pricing, except for certain catalog-bid contracts where vendors are required to submit monthly reports for every purchase order received.</p> <p>We periodically compare bid pricing with street pricing, and reserve the right to ask vendors for an additional voluntary discount.</p> <p>We use formula pricing. Vendors must verify to us at least once every five weeks, that pricing submitted to PEPPM is true to the baseline price upon which the formula is based. Technology pricing usually trends downward, so we allow vendors to revise their prices to change as necessary to stay true to their bid pricing formula or lower.</p> <p>We contract with an accounting firm to conduct an annual price review of posted PEPPM prices to confirm that the pricing is based on originally submitted bid price structure.</p>
9	What is the total employee count for your cooperative organization? How many employees perform specific contracting functions (solicitation development, bidding, evaluation and awarding of contracts)?	<p>In 2016-17, we budgeted for a full-time staff of seven persons including the chief administrator for the program, but are currently staffed at six persons. Three people are primarily charged with the contracting functions for the solicitation of bids, bidding, evaluation and awarding of contracts.</p> <p>(Note, the number of people needed to evaluate bids has been substantially reduced because of the use of eBid software from Epylon; Prior to the use of eBid, we had as many as 12 people involved in evaluation, many called in from other school agencies. Now we directly evaluate more than 2 million SKUs with three people in less than half the time. compared to the manual process).</p>
10	Describe your approach to customer service and include any response time commitments.	We pride ourselves on customer service. Since we review and record every single purchase order, we prevent bad orders, incorrectly priced orders, bad configurations, and returns. Our customers praise our review process and the accompanying customer service. We have a same-day standard of service for delivery of POs to vendors. We also strive for same-day reconciliation of any identified problems, such as order delays. We require all vendors to establish their warranty and clear return policies as part of the bid submission.
11	How do you generate your bidders' list for any particular solicitation and what steps do you take to ensure Arizona companies are included in your notice?	We continuously solicit bidders to join our bid list and have a list of about 3,000 bidders. We recruit potential bidders at trade shows. Each vendor on our list receives an email with notification of all bid opportunities, and instructions on how to receive bid documents and submit a bid. We also advertise in the USA Today.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	We get daily reports on all sales, and know who is buying. We sample buyers to ensure customer satisfaction. We request buyers to contact PEPPM administrators about any problems. In January of 2017, we will have an online form to report any problems or concerns regarding vendors or orders.

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13	Indicate any national cooperative coalitions/associations to which your organization is a member.	The CSIU is a member of the Association of Educational Service Agencies, and a member of the Association of Educational Purchasing Agencies.
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	We track every purchase order by way of eCommerce, and have a 15-year history of every line item purchased, every vendor who sold, and every agency that has issued a purchase order under the program. We have the part number and price paid for every product ever sold over the past 15+ years.