

## MEMORANDUM

**DATE:** September 9, 2020  
**TO:** PEPPM Registered Vendors & Potential Bidders  
**FROM:** Jared Lehman, Director, CSIU Cooperative Purchasing  
**SUBJECT:** 2021 Request for Bids through PEPPM

We are pleased to announce the publication of a new Request for Bids (RFB):

- PEPPM 2021 Product Line Bid – Pennsylvania (Electronic Bid Number 530582)

This RFB is issued through the PEPPM program under the authority of the Central Susquehanna Intermediate Unit, IU 16, covering a range of technology products.

### **The Bid Deadline**

All bids must be received electronically through [www.Epylon.com](http://www.Epylon.com) by 3 p.m. ET, Tuesday, October 27, 2020. We advise bidders to submit one to two days before the bid deadline to leave time to detect and correct any of their errors and to avoid any last-minute disruptions. Late bids will not be responsive.

### **Other Important Dates**

• Requests for Equivalents Due Date	September 18, 2020
• Response for Equivalents Amendment	September 28, 2020
• Consideration of Exceptions Due Date	September 18, 2020
• Response to Exceptions Amendment	September 28, 2020
• Submission of Questions Due Date	October 20, 2020
• Tentative Board Award Date	November 18, 2020
• Tentative Agency Contract Signing	November 19, 2020
• Contract Start Date	January 1, 2021

### **Bidding within California**

Following PEPPM's posting of the Pennsylvania RFB, California will also solicit PEPPM bids with similar Terms and Conditions through the Kern County Superintendent of Schools (KCSOS). The bidding opportunity in California satisfies local bids laws and helps expand PEPPM's reach throughout the United States. Bidders must respond separately to compete for a California award.

### **Product Specifications**

A list of branded product lines sought in the RFB is posted as a PDF on [www.PEPPM.org/bids](http://www.PEPPM.org/bids). This list may be supplemented or amended during the bidding process.

## **Bidding Process**

Bids must be submitted through ebid software on [www.Epylon.com](http://www.Epylon.com). The RFB has already landed in the inboxes of vendors who have existing Epylon accounts. Other vendors must register at [www.Epylon.com](http://www.Epylon.com) to receive account credentials, all bid documents, and access to the bid forms. There is no cost to register with Epylon or to view the bid documents.

If you are an existing Epylon vendor and do not see the RFB in your inbox, there are three possible reasons:

- Another employee under your company's account has accepted the bid form on behalf of the company. Only one bid form may be active for any given company, but any employee can forward the bid form to another company representative. Contact Epylon Customer Service to see if another company employee has opened the bid form
- Your company has not categorized itself as a technology-related supplier. Contact Epylon Customer Service to be added as a "technology supplier." Then the bid form will be promptly forwarded to the company's inbox
- Your company has divided its employees into geographic territories, and the bid has been directed to employees designated for Pennsylvania

## **Technical Bidding Help**

Epylon will not answer policy questions related to the bid but can assist with technical help in filling out the bid forms or gaining access to the RFB. A PEPPM Bidder's Guide is posted as a PDF at [www.PEPPM.org/bids](http://www.PEPPM.org/bids). Contact Epylon at [Service@Epylon.com](mailto:Service@Epylon.com) or call customer service at (888) 211-7438.

## **Bid Policy Questions**

Submit questions about terms and conditions or specifications to [BidQuestions@PEPPM.org](mailto:BidQuestions@PEPPM.org) no later than 4 p.m. ET, October 20. In addition, view answers to frequently asked questions at [www.PEPPM.org/bids](http://www.PEPPM.org/bids).

## **Information for Non-Registered Vendors**

Prior to registering with PEPPM or Epylon, a potential bidder may gauge their interest in bidding by reading bid product specifications and terms and conditions on [www.PEPPM.org/bids](http://www.PEPPM.org/bids) or at [www.Epylon.com/corporate/solutions/peppm.shtml](http://www.Epylon.com/corporate/solutions/peppm.shtml).

## **Amendments and Changes**

Notices of any bid changes or amendments will be published electronically with ebid software. In addition, the amendments will be posted on [www.PEPPM.org/bids](http://www.PEPPM.org/bids). Registered vendors will be notified by email.

## **About PEPPM**

PEPPM has a proven record of serving school districts and other public agencies across all the United States with cooperative purchasing contracts competitively bid under the high standards expected for public-sector procurement. The PEPPM cooperative purchasing program helps schools

and other public agencies drive down the cost of acquisition and derive the best value for their technology investments.