



Adding value to education
through cooperative purchasing!



Arizona Purchasing

Successful Vendor Registration & Bid Notification Strategies

Jennifer Bosch

Crane Elementary School District No. 13



Adding value to education
through cooperative purchasing!



History

- 1999 YESD, Crane & YUHSD researched regional purchasing cooperative
 - Yuma Educational Purchasing Association (YEPA)
 - Members include all school districts, City & County Governments
- 2000 began work on www.yepa.us website
 - Eliminate paper prospective vendor applications
 - Give vendors control of their profile information
 - Provide better communication to vendors through bid and written quotes postings



Adding value to education
through cooperative purchasing!



History

- The site was and is designed around the AZ Administrative Code for School District Procurement
- 2008 AZ Purchasing was created
 - On November 14, 2008 the YEPA website became available to all public school districts in Arizona and was renamed to Arizona Purchasing (www.azpurchasing.org)



Adding value to education
through cooperative purchasing!



Benefits

- No more paper Prospective Vendor files
 - Central prospective vendor's application
 - Central prospective vendor's list
 - Controlled by the website
- Automated invitation for solicitations
 - Bids, RFP's, RFQ's, etc.
 - Requests for Written Quotations (RWQ's)
 - Emails sent from website to vendors
- Enhanced competition
 - Mass email mailings reaches larger audience
 - Central vendor list easier for vendors to control
 - Free to all vendors



Adding value to education
through cooperative purchasing!



Brief Overview

- Website is two websites in one
 - Vendor's Corner
 - Buyer's Corner
- Automated
 - Prospective Vendor application
 - Solicitation Uploads
 - RWQ uploads



Adding value to education
through cooperative purchasing!



Vendor's Corner

Prospective Vendor Application

Prospective Vendor Application

The prospective vendor application is the best method for introducing your company to the **AZP Subscribers**. It is also a requirement of many of our members, such as school districts, to keep a Prospective Vendor File. The prospective vendor application is a tool that buyers use to maintain a list of qualified potential vendors. What that means to you is that by filling out the form your chances of receiving bids relating to your industry are greatly increased. Once you complete this short six page form, you will be able to login and access: 1) Open Bids; 2) Awarded Bids; 3) as well as update the information submitted via this form.

Page 1 of 6

First, check availability of a unique username (not case sensitive) that has 2 to 12 characters.

Username:

All items on the following six pages are required, unless otherwise noted.

YOUR DETAILS

Your Selected Username:

Password:
- case sensitive
- enter 4 to 12 characters

Verify Password:
- enter your password again here

First Name:

Last Name:

Email Address:

and Continue to Page 2

18) Why only one vendor profile per company?

★ "Multiple vendor profiles are not permitted on AZPurchasing," as noted in Section 8 of AZPurchasing.org Terms and Conditions of Use.

There are many reasons why it is important for companies to maintain only one vendor profile. First, it should be understood that each vendor registration exists independently from all other vendors, including if the same company has registered three times. So, if a vendor has three profiles for their company they exist as three different vendors in the system.

Below are several reasons why this is a problem for both vendors and school district buyers. They are listed in no particular order, and some reasons are more critical than other reasons.

- 1) Each vendor registration takes up space in the database. Consider if there were 5,000 unique companies and they each had three profiles. That would create 15,000 registrations in the database. Then, consider over time as AZPurchasing.org is constantly growing with new school districts joining the website, and each school brings along additional vendors. That list of vendor registrations will continue to grow and grow. It is important to eliminate unnecessary space in the database so as to reduce the costs of increased database storage space.
- 2) When a school district posts a bid emails are sent out to all matching vendors who selected to receive bid alert notifications. It has often been the case that one company will receive several emails, one for each of their vendor profiles. This sending of additional emails is a problem for several reasons. One reason is that the Internet is becoming clogged already with millions of emails sent daily, along with millions accessing websites every day. Many Internet Service Providers have already been stopping mail from coming into their mail system network if it is not from a user of their service and to a user of their service. The second reason is it is putting more and more of a load on the AZPurchasing.org dedicated mail server. As these demands on the mail server increase then additional expenses will occur. By companies only having one vendor profile then that will help in reducing this load and expense.
- 3) As noted above, each vendor registration exists independently. That means when a buyer searches on vendors they will potentially see several listings for one company. The school district buyer then has to somehow decide which of these multiple vendor registrations they should contact. This causes unnecessary work for the buyer who is usually pressed for time as it is. The idea behind AZPurchasing.org is to make things simpler for buyers. Companies that have multiple vendor profiles are not making things easier for buyers.
- 4) School districts are required to have a vendor list, and multiple vendor profiles can make that list problematic if not unreliable. It is very important that vendors keep their profiles updated, and having several vendor profiles for their company does not help in providing school districts with a reliable vendor list.
- 5) When school districts award a bid through the AZPurchasing.org website they are shown a list of vendors who were emailed bid alert notifications, as well as those vendors who downloaded the bid from the current bids page. As noted above, each vendor registration exists independently. So, if a company has multiple vendor profiles they can show (and they have shown) up several times in that list of vendors notified. When a company has multiple vendor profiles it simply creates confusion and additional time for buyers during the bid award process.
- 6) When a school district posts a bid they are given the option of printing a mailing list of labels to peel and stick for mailing bid packets. These labels include the contact name for the company. Due to vendors having the ability to download bids from the website, this ability to print labels is most likely rarely used. However, if and when a buyer should want to mail bid packets, having multiple labels for one company will be both expensive in printing unneeded labels, but also confusing as far as which label to select with different contact names for the same company.
- 7) Lastly, it is important for vendors to realize that there are many bidding sites that charge a fee to vendors.



Adding value to education
through cooperative purchasing!



Vendor's Corner

AZPurchasing Member Information

AZP Subscribers: AZPurchasing - procurement, rfp, request for proposal, bid, government contrac - Windows Internet Explorer

http://www.azpurchasing.org/members.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites



AZP Subscribers: AZPurchasing - procurement, rfp, re...

can also contact them using the contact us form on the [Contact Us page](#).









What School Districts Buy May 4, 2011

AZP Subscribers

ACR is listed for each member below their website or email address.
That is the acronym used to identify them when viewing the list of Current Bids and Awarded Bids.

Click on  to view member details and  to hide.

[View All](#) | [Hide All](#)

-  **Antelope Union High School**
-  **Apache Junction Unified School District No. 43**
-  **Arizona Western College**
-  **Catalina Foothills Unified School District No. 16**
-  **Chandler Unified School District No. 80**
-  **City of San Luis**
-  **City of Yuma**
-  **Coolidge Unified School District No. 21**

Internet 100%

AZP Subscribers: AZPurchasing - procurement, rfp, request for proposal, bid, government contrac - Windows Internet Explorer

http://www.azpurchasing.org/members.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

AZP Subscribers: AZPurchasing - procurement, rfp, re...

- + Crane Elementary School District No. 13
- + Creighton Elementary School District No. 14
- + Dysart Unified School District No. 89
- + East Valley Institute of Technology No. 401
- + Flagstaff Unified School District No. 1
- + Florence Unified School District No. 1
- + Flowing Wells School District No. 8
- + Gadsden School District No. 32
- + Globe Unified School District No. 1
- + Kyrene Elementary School District No. 28
- + Madison Elementary School District No. 38
- + Mesa Public Schools No. 4
- + Mohawk Valley School District No. 17
- + Murphy Elementary School District No. 21

Internet 100%

AZP Subscribers: AZPurchasing - procurement, rfp, request for proposal, bid, government contrac - Windows Internet Explorer

http://www.azpurchasing.org/members.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

AZP Subscribers: AZPurchasing - procurement, rfp, re...

Home RSS Mail Print Page Safety Tools

- + Paradise Valley Unified School District No. 69
- + Peoria Unified School District No. 11
- + Phoenix Elementary School District No. 1
- + Phoenix Union High School District No. 210
- + Prescott Unified School District No. 1
- + Saddle Mountain Unified School District No. 90
- + Somerton School District No. 11
- + Tempe Elementary School District No. 3
- + Tolleson Elementary School District No. 17
- + Tolleson Union High School District No. 214
- + Wellton Elementary School District No. 24
- + Yuma County
- + Yuma Educational Materials Management Consortium

Top of Page

Internet 100%

AZP Subscribers: AZPurchasing - procurement, rfp, request for proposal, bid, government contrac - Windows Internet Explorer

http://www.azpurchasing.org/members.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

AZP Subscribers: AZPurchasing - procurement, rfp, re...

Home RSS Mail Print Page Safety Tools

- + Coolidge Unified School District No. 21
- Crane Elementary School District No. 13

CRANE
SCHOOLS
Leaders in Learning

- ✉ Procurement Manager: Jennifer Bosch - (928) 373-3415
- ✉ Purchasing & Warehousing Coordinator: Kim Polyhronakis - (928) 373-3416
- 🌐 www.craneschools.org
- ACR: CESD13
- Crane Education Center - (928) 373-3400
4250 W 16th Street
Yuma, AZ 85364
- ★ Yuma County

- + Creighton Elementary School District No. 14
- + Dysart Unified School District No. 89
- + East Valley Institute of Technology No. 401

Internet 100%



Adding value to education
through cooperative purchasing!



Vendor's Corner

Current Open Solicitations



Adding value to education through cooperative purchasing!

What the vendor sees...

HOME REGISTER **CURRENT BIDS** AWARDED BIDS MEMBERS TOOLS CONTACT BUYERS



Vendor Home Modify Profile Change Password Logout

9 CURRENT BIDS

Logged in as: Dale Ponder with Crane Schools

Go to the Tools page for "Required Documents" and "Document Viewers."

To view bid details, click on next to bid listing.

Sort bids by clicking on up arrow (ascending) or down arrow (descending) next to each column name.

Page 1 of 1

1

	Opening Date	Number	Project Name	Lead Entity
	5/28/2008	IFB: 07-08-306	Milk Products	SESD
	5/28/2008	IFB: 07-08-397	Bread Products	SESD
	5/21/2008	NFS #: 0708-01	Notice For Sale, Sale Of Buildings	CESD
	7/1/2008	IFB:G0527	Linen	GESD
	6/3/2008	IFB # 70-09-1-1	Personal Computer Parts And Accessories	YUHSD
	6/3/2008	IFB # 70-09-2-1	Printers	YUHSD

What the vendor sees...

BID DETAILS	
Opening Date:	6/19/2008
Days Until Opening:	3 Days Remaining to Bid Opening
Time Due:	2:00 p.m. MST
Solicitation Number:	RFP-70-08-16-5
Project Name:	Travel Services
Contract Term:	5 Year Contract Term

LEAD ENTITY DETAILS	
Lead Entity:	YUHS - Yuma Union High School District #70
Opening Location:	1250 W. 11th Street, Yuma, AZ 85364
Contact Person:	Mercedes Villafana
Phone:	(928) 502-4750
Email:	mwillafana@yumaed.org

DOWNLOAD BID DOCUMENTS		FILE SIZE	FILE TYPE
Solicitation Document:	RFP-70-08-16-5 Travel Services.doc	1.95 MB	

BID CATEGORIES	
Bid Category 1:	6101 - OTHER
Bid Category 2:	4614 - PROFESSIONAL SERVICES: Travel Agency

DAYS HIGHLIGHTED TILL BID OPENING						
June						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AZPurchasing Bid Details



Adding value to education
through cooperative purchasing!



Vendor's Corner

Awarded Solicitations

Awarded Bids: AZPurchasing - procurement, rfp, request for proposal, bid, government contracts, - Windows Internet Explorer

http://www.azpdemo.com/awardedbids.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

Awarded Bids: AZPurchasing - procurement, rfp, requ...

HOME REGISTER CURRENT BIDS **AWARDED BIDS** MEMBERS TOOLS CONTACT BUYERS

What the vendor sees...

Vendor Home Your Bid List Modify Profile Change Password Cancel Account Logout

124 AWARDED BIDS

Logged in as: John Doe with Doe Enterprises

Your user ID: 3 Date last logged in (prior to today): 3/14/2011

AZPurchasing.org Terms and Conditions of Use -- Last Revised Date: 02/09/11

Search Awarded Bids | Search Current Bids | Bids Not Yet Awarded

To view awarded bid details, click on next to bid listing.

Sort bids by clicking on up arrow (ascending) or down arrow (descending) next to each column name.

Page 1 of 5 Next >>

1 2 3 4 5

Expires	Number	Project Name	Lead Entity
6/14/2008	RPF 1-06-07-5	After-school Programming-21st Century Community Learning Centers Grant	YESD1
7/1/2008	IFB 0304-BI	Athletic Uniforms & Staff Shirts	YESD1
5/10/2008	RFP-1-08-04-5	Audit Services	YESD1
9/9/2008	IFB 0203-P2	External Facilitators For School Improvement Services	YESD1
3/18/2009	RFP-1-08-10-5-TEST	Language Arts Intervention Programs & Materials	YESD1
2/8/2008	IFB 0405-B2	Vehicle Parts And Related Supplies	YESD1

Internet 75%

AZPurchasing Awarded Bids

Search Bid Calendar - Windows Internet Explorer

http://www.azpurchasing.org/buyerscorner/bidcalendar/bidcalendarsearch.asp

File Edit View Favorites Tools Help


Convert Select

Favorites Suggested Sites

Search Bid Calendar

HOME VENDORS BID MANAGEMENT **VIEW BIDS** WRITTEN QUOTES SITE MANAGEMENT HELP

Open Bids Bid Calendar Bid Library Due Diligence



What the vendor sees...

SEARCH BID CALENDAR

ADVANCED SEARCH FORM

- Enter text in one or both boxes, and optionally select from the pull-down.
- When you click the Search button below, it will look for a match based on ALL your search items.

Solicitation Number	<input type="text"/>
Project Name	<input type="text"/>
Lead Entity	--- Select Lead Entity from List ---

Search

GUIDELINES FOR ENTERING TEXT ABOVE

You can enter partial words or numbers for the Solicitation Number or Project Name

Internet 100%

Logged in as: Dale Ponder with Crane Schools

What the vendor sees...

- Go to the Tools page for "Document Viewers."
- Download bid documents by clicking on document names listed below the "Download Bid Documents" heading.
- Document Viewers can also be downloaded by clicking on the icon below the "File Type" column.



BID DETAILS

Date Awarded:	12/11/2006
Expires:	6/30/2007
Solicitation Number:	GESD-100606-1
Project Name:	Gesd Security Cameras

LEAD ENTITY DETAILS

Lead Entity:	GESD - Gadsden Elementary School District #32
Opening Location:	1453 N. Main St., Suite F, PO Box 6870, San Luiz, AZ 85346
Contact Person:	Bob Bernhard
Phone:	(928) 627-6544

DOWNLOAD DOCUMENTS

		FILE SIZE	FILE TYPE
Bid Tabulation:	Tabulation.xls	15.5 KB	
Board Agenda:	Governing Board Minutes for December 11, 2006.pdf	20.42 KB	

AWARDED COMPANY NAME(S)

Awarded Firm 1:	Action Video Security & Alarms
-----------------	--------------------------------



Adding value to education
through cooperative purchasing!



Buyer's Corner

Your Buyer's Corner Home Page - Windows Internet Explorer

http://www.azpurchasing.org/buyerscorner/buyers.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

Your Buyer's Corner Home Page

Home RSS Mail Print Page Safety Tools

Your Buyer's Corner Home Page

Logged in as >> Jennifer Bosch -- Crane Elementary School District No. 13

4859 Active Vendors (41.93 %) Found Since 2/9/2011

11587 Registered Vendors Since 12/19/2002 Knowledgebase

Admin Web Server Time: 2:35:38 PM --- Corrected Time for MST: 11:35:38 AM

View All | Hide All (click on individual headings to open them seperately)

AZPurchasing.org Interactive News	New Feature Added 04/21/09
For Your Reference	** SEE WHAT VENDORS SEE **
Your Notes and Reminders	
Your Bids to Award	
Your Open Bids	
Your Open Written Quotes	Go Written Quotes Main Page>>
Your Bids to Renew, Expire or Cancel	See Bid Renew / Expire Days options in "Your Profile" from the Site Management menu to set the number of days before you are shown bids to renew or expire.
Your Help Desk Questions & Answers	New and Updated Listed Below

Top of Page

Done Internet 75%



Adding value to education
through cooperative purchasing!



Buyer's Corner

Prospective Vendor List & Search



RESTRICTED AREA FOR AZP SUBSCRIBERS ONLY



- HOME
 - VENDORS**
 - BID MANAGEMENT
 - VIEW BIDS
 - WRITTEN QUOTES
 - SITE MANAGEMENT
 - HELP
- Text Search Commodity Search Zone Search List View Business Card View

Logged in as >> Dale Ponder -- Crane Elementary School District #13

View All | Hide All (click on individual headings to open them seperately)

- Your Notes and Reminders**
- July 2008 Events and Recent News** News Items will not appear below after they are 30 days old.
- Award Bid**
- Your Open Bids**
- Your Open Written Quotes** Go Written Quotes Main Page>>
- Bids to Renew or Expire** See Bid Renew / Expire Days options in "Your Profile" from the Site Management menu to set the number of days before you are shown bids to renew or expire.
- Your Purchasing Groups and Logo**

Vendor Commodity Search Results - Windows Internet Explorer

http://www.azpurchasing.org/buyerscorner/vendor.commodity.search.results.asp

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites

Vendor Commodity Search Results

Vendor Commodity Search Results FOR: 604

 [Search Again](#)

 [Excel File of Vendor Search Results](#)

To view vendor details, click on  next to vendor listing.

Sort vendors by clicking on up arrow  (ascending) or down arrow  (descending) next to each column name.

Page 1 of 5 [Next >>](#)

1 2 3 4 5

Name of Firm 	Sales Rep 	State 	Phone 
 4 Corners Park and Playground, Inc.	Bob Veals	AZ	480.354.2298
 ADP Lemco, Inc	Schlyer Sommer	UT	801-280-4000
 All About Sports LLC	Darral Hess	AZ	623-546-1182
 ALUMINUM ATHLETIC EQUIPMENT CO	Merritt Lentz	PA	610-825-6565
 American Play Systems	Debbie Moore	AZ	5207917529
 Anaconda Sports	Bj Bahruth	NY	18003270074
 Anthem Sports, LLC	Mark Ferrara	CT	800-688-6709
 Arizona Athletic Connection	Andrew Roth	AZ	602.318.8402
 Arizona Courtlines Inc	Matt	AZ	623-939-8126
 Arizona Desert Shade LLC	Rob Wenzel	AZ	520 730-3299
 Arizona Luxury Lawns & Greens	Chris Harlien	AZ	480.901.0106

Done

Internet 100%



Adding value to education
through cooperative purchasing!



Buyer's Corner

Bid Management



RESTRICTED AREA FOR
AZP SUBSCRIBERS ONLY



HOME VENDORS **BID MANAGEMENT** VIEW BIDS WRITTEN QUOTES SITE MANAGEMENT HELP

Bid Post My Awarded Bids



Logged in as >> Dale Ponder -- Crane Elementary School District #13

View All | Hide All (click on individual headings to open them separately)

- Your Notes and Reminders
- July 2008 Events and Recent News News Items will not appear below after they are 30 days old.
- Award Bid
- Your Open Bids
- Your Open Written Quotes Go Written Quotes Main Page>>
- Bids to Renew or Expire See Bid Renew / Expire Days options in "Your Profile" from the Site Management menu to set the number of days before you are shown bids to renew or expire.
- Your Purchasing Groups and Logo

Select - 1st Bid Category --- (required) [v]

Select - 2nd Bid Category --- [v]

Select - 3rd Bid Category --- [v]

Select - 4th Bid Category --- [v]

Select - 5th Bid Category --- [v]

SELECT LEAD ENTITIES WHO CAN SEE BID BASED ON COOPERATIVE GROUPS

SECTION A

GPPCS SAVE YEPA Only Your Lead Entity

SECTION B

Check mark here allows all buyers with all lead entities in all groups to see this bid in the bid library.

SELECT ZONES FOR CONTACTING VENDORS

Check Here to Select ALL Zones / Counties

<input type="checkbox"/> Apache County	<input type="checkbox"/> Cochise County	<input type="checkbox"/> Coconino County
<input type="checkbox"/> Gila County	<input type="checkbox"/> Graham County	<input type="checkbox"/> Greenlee County
<input type="checkbox"/> La Paz County	<input type="checkbox"/> Maricopa County	<input type="checkbox"/> Mohave County
<input type="checkbox"/> Navajo County	<input type="checkbox"/> Pima County	<input type="checkbox"/> Pinal County
<input type="checkbox"/> Santa Cruz County	<input type="checkbox"/> Yavapai County	<input checked="" type="checkbox"/> Yuma County

TESTING BID HAS BEEN SUCCESSFULLY ADDED

There might be some registered vendors with the same bid category you used for the posting of this bid, but they chose not to receive bid email notifications. So, they might not have been emailed about your newly posted bid, but they will still be listed in the Avery Mailing Labels below.



Print

[Create Avery 5260 Mailing Labels](#)

MS IE Browser required for proper formatting of labels.

You Entered:

Lead Entity:	Crane Elementary School District #13
Contact Person:	Dale Ponder
Solicitation Number:	TESTING
Project Name:	Testing - Do Not Respond
Contract Term:	6 Month Contract Term
Opening Date:	07/08/2008
Time Due:	Noon MST
Solicitation Document:	
Solicitation Attachment:	

- W.w.williams - John Alexopoulos - 123-555-1212 - email@domain.com
- Diag Corporation - Larry Clifford - 123-555-1212 - email@domain.com
- Diesel Engine Warehouse - Diesel Engine Warehouse - 123-555-1212 - email@domain.com
- Diesel Engine Warehouse - Diesel Engine Warehouse - 123-555-1212 - email@domain.com
- Five Star Ford - Candace Gergen - 123-555-1212 - email@domain.com
- Lou Grubb Ford - Casey Unger - 123-555-1212 - email@domain.com
- Crane Schools - Dale Ponder - 928-373-3415 - dponder@craneschools.org

Total Vendors Emailed: 15



Adding value to education
through cooperative purchasing!



Buyer's Corner

View Bids



RESTRICTED AREA FOR AZP SUBSCRIBERS ONLY



HOME VENDORS BID MANAGEMENT **VIEW BIDS** WRITTEN QUOTES SITE MANAGEMENT HELP

Open Bids Bid Calendar Bid Library Due Diligence



Logged in as >> Dale Ponder -- Crane Elementary School District #13

View All | Hide All (click on individual headings to open them separately)

- Your Notes and Reminders
- July 2008 Events and Recent News News Items will not appear below after they are 30 days old.
- Award Bid
- Your Open Bids
- Your Open Written Quotes Go Written Quotes Main Page>>
- Bids to Renew or Expire See Bid Renew / Expire Days options in "Your Profile" from the Site Management menu to set the number of days before you are shown bids to renew or expire.
- Your Purchasing Groups and Logo

SOLICITATIONS - 14 FOUND



Search Solicitations

To view bid details, click on next to bid listing.

Sort bids by clicking on up arrow (ascending) or down arrow (descending) next to each column name.

Page 1 of 1

1

Opening Date	Number	Project Name	Lead Entity
5/28/2008	IFB: 07-08-396	Milk Products	SESD
5/28/2008	IFB: 07-08-397	Bread Products	SESD
5/21/2008	NFS #: 0708-01	Notice For Sale, Sale Of Buildings	CESD
7/23/2008	RFP: 01-0809	Hr Compliance Online Training Program	AWC
7/16/2008	RFP 09-04-13	Literacy Consultants For Intermediate Grades (4-6) Literacy Strategies	GESD
7/14/2008	RFP 09-01-14	Supplemental Speech And Language Pathology Services	GESD
7/16/2008	RFP 09-02-13	Improving Math Foundations In Grades K-8	GESD
7/16/2008	RFP 09-03-13 NCLB	External Facilitators/consultants For School Improvement Services	GESD
7/1/2008	IFB:G0527	Linen	GESD
6/3/2008	IFB # 70-09-1-1	Personal Computer Parts And Accessories	YUHSD
6/3/2008	IFB # 70-09-2-1	Printers	YUHSD
6/3/2008	IFB # 70-09-3-1	Personal Computer Systems	YUHSD
7/7/2008	RFP-70-08-16-5	Travel Services	YUHSD
6/23/2008	IFB-70-09-4-5	Supplemental Library Books	YUHSD



Adding value to education
through cooperative purchasing!

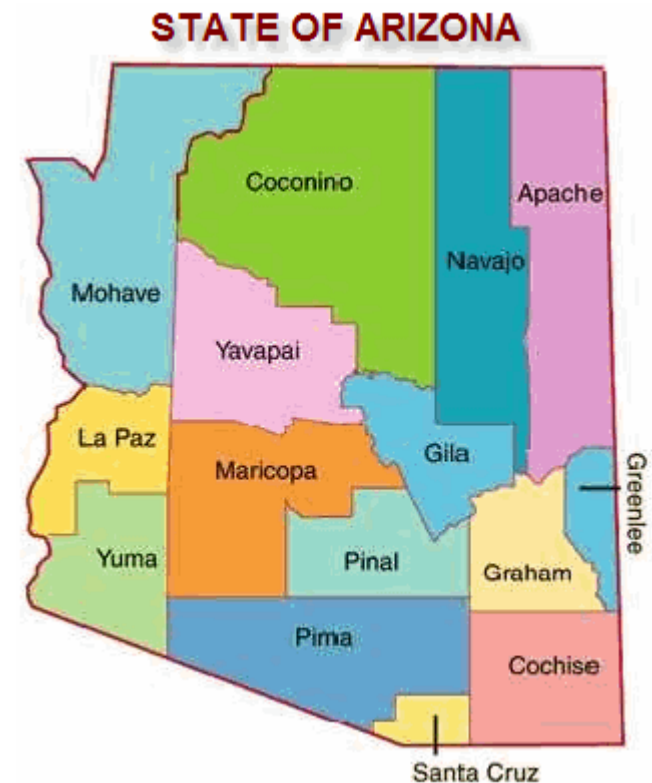


How Bids Work

- Prospective Vendor registers on the central registration page
 - Enters contact information including email
 - Selects up to 10 industry codes relating to business
 - Receives login information
 - Self manages profile
- Buyer posts formal solicitation (IFB, RFP, etc.)
 - Selects up to 10 industry codes relating to bid
 - If there is an industry code match vendor is sent an emailed invitation to bid

Cooperative Purchasing/ Zones

- Buyer profile indicates either SAVE, GPPCS or YEPA cooperative
- Buyer posts bid based on cooperative group or single entity
- Buyer profile indicates the zone (County) the school district resides
- Vendors registration indicates County preference





Adding value to education
through cooperative purchasing!



Cost

- Based on two factors
 - Number of anticipated bid uploads
 - Number of profiles
- First year cost includes initial setup costs and both number of bids and profiles
- Second and subsequent year costs are only related to number of bids and profiles



Adding value to education
through cooperative purchasing!



I'm interested, what do I do now?

- Points of Contact are:
 - Jennifer Bosch, Crane Elementary School District No. 13
 - Dale Ponder, Crane Elementary School District No. 13
 - Mercedes Villafana, Yuma Union High School District No. 70
 - Lynne Ford, Yuma Elementary School District One
- Estimate number of formal bids with number of profiles
- Sign and submit hard copy of PO & CPA to YUHSD and an electronic copy to CESD
- www.azpurchasing.org/azp



Adding value to education
through cooperative purchasing!



Questions Regarding Arizona Purchasing

Points of Contact:

Jennifer Bosch [jbosch@craneschools.org],

Crane Elementary School District No. 13

Dale Ponder [dponder@craneschools.org],

Crane Elementary School District No. 13

Mercedes Villafana [mvillafana@yumaunion.org],

Yuma Union High School District No. 70

Lynne Ford [lford@yumaunion.org],

Yuma Elementary School District One