

**ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES**

**MEETING REPORT**

MAY 22-23, 2000

Las Vegas, Nevada

**Agreed-upon constraints**

- Simultaneous bid in all participating agencies – one single issue
- Advertised independently by each agency
- Bid available on Web site, each agency links to that site
- All questions regarding bid answered by one person, in writing, on web
- All bids received at one central site
- Awarded by a group with at least one representative from each participant agency
- One-year contract with three possible one-year extensions
- No more than 12 agencies (states) in pool for first bid
  - Arizona            Indiana            Iowa            Kansas
  - Kentucky        Minnesota        Nebraska        Nevada
  - New Mexico     Oregon            Pennsylvania    Washington
- After award, vendor supplies each state with individual bid, each agency awards

**Responsibilities**

	Arizona	Indiana	Iowa	Minnesota	Nebraska	New Mexico	Oregon	Washington
<b>Overall Shell</b>						XXX		
<b>Cars, Trucks, Vans</b>	M			S				
<b>Carpet</b>	M/S							
<b>Printers</b>				M				S
<b>Playground Equipment</b>			S		M			
<b>Roofs</b>	M/S							
<b>Questions and Answers</b>							XXX	
<b>Receive Bids &amp; Web Site</b>		XXX						

S is complete bid specification  
 M is market of bid to vendors

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**Timelines**

<u>Task</u>	<u>Due Date</u>	<u>Drop Dead Date</u>
Modify shell bid document	6/20	6/24
Write specifications	6/20	6/24
Email initial draft	6/25	6/30
Return draft with corrections	7/25	7/30
Problem notes sent	8/1	8/5
Problem responses due	8/15	8/20
Corrections made	8/20	8/25
Email final draft	8/30	9/10
Return of final draft	9/15	9/20
Distribute final IFB	9/18	9/25
Publish IFB locally	9/20	10/1
Bids due	11/20	11/20
Review meeting	12/3	12/3 (with AESA)
Awards made	12/4	

**Those in attendance**

Arizona	Indiana	Iowa	Minnesota
David Wasson	Larry Risk	Paul Knudtson	Gary Nytes
Jim Migliorino	Ken Potts		Mike Hajek
Nebraska	Nevada	Oregon	
Lynn Thorpe	Richard Ennis	Tammy Standley	
New Mexico	Washington		
Max Luft	Ron Ricketts		
Llew Perry	Dave Uglem		