

ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES

MEETING REPORT #3

April 19 and 20, 2001

Nashville, Tennessee

Attendance

The following Member Agencies, Potential Member Agencies, Honored Guests and Vendors were represented as indicated below:

Members Representative

Arizona	David Wasson, Jim Migliorino and Violet Tribbett
Indiana	Larry Risk, Ken Potts and Pam Clover
Kansas	John Stanton and Steve Spade
Kentucky	Liz Storey
Minnesota	Gary Nytes and Mike Hijek
Nebraska	Lynn Thorpe
New Mexico	Max Luft and Robin Strauser
Oregon	Tammy Standley
Pennsylvania	Jeff Kimball
Washington	Ron Ricketts and Dave Uglem

Note: All members were represented.

Honored Guests

Brian Talbott	AESA
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Potential Members

Colorado	John Tillman
Connecticut	Al Hopkins
Georgia	Milt Levy
Minnesota	Lee Warne and Sue Peters
Missouri	Tom Post
Ohio	Bob Brown and Elmo Kallner
Texas	Tommy Collier and Pete Paul
Wyoming	David Swantek

Vendors

Gametime	Don King and Eric Denning
Interface	Scott Landa, Don Aronofsky, Larry Boyle, Elizabeth Chapman, Julie Ekert and Rhonda Mitchell
Landscape	Jean Hayes and Bryan Sykora
Lexmark	Wendy Szilvassy and Sam Williams

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Little Tikes	Marty Reardon
Mannington	David Daughtrey and Paul Veraldi
MicroWarehouse	Tara Barbieri and Brad VanGemert
Shaw	Jeff Manley, Steve Bradfield, Steve Dunn and Ken Theissen
Tremco	Craig Nelson, Rick Gibbson, Larry Greenfeld, Andy Grossman, Randy Kline and Mary Jo Shea

Meeting Overview

The meeting was held in the convention area at The Opryland Hotel, Nashville, and began on Thursday, April 19, 2001, at 8:30 a.m. An overview of the agenda indicated the following tasks:

1. Organizational Concerns
2. Membership Concerns
3. Review of Current Bid
4. Vendor Relations
5. AEPA Bid #2
6. Selection of Date and Site for Next Meeting

Organizational Concerns

The meeting began with introductions of all in attendance. Agency representatives indicated the area in the state they represented and the approximate volume of purchasing completed annually.

Jim Migliorino from Arizona gave a brief history of AEPA. He indicated several attempts had been made to get a cooperative purchasing group organized, and this finally has succeeded. Both AESA and ASBO are key players in the organization of AEPA according to Jim.

Larry Risk and Ken Potts from Indiana reviewed organization and use of the website. It was decided to prepare a password protected Vendor Only area and to provide more links to and from the AEPA website. Ken distributed a Website Detail Report indicating that there had been nearly 50,000 hits during 1,776 visits to the website during the last seven months.

Brian Talbott, Executive Director of AESA, indicated his pleasure in working with AEPA. He noted that there is a great need for the purchasing cooperative, and hoped that presentations would be made during the next AESA conference in Atlanta about AEPA's success.

A finance report by Max Luft from New Mexico indicated that this meeting would be funded by contributions from vendors if all invoices are paid and the hotel charges are

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without tax. The group was reminded that AEPA has no bank account and funds were billed and received by Cooperative Educational Services in Albuquerque, New Mexico.

Membership Concerns

Mike Hajek from Minnesota expressed an interest in being able to sponsor states where there is no current AEPA membership. Mike commented that many states do not have service agencies, and by sponsoring these states it would benefit both the state and AEPA. By a vote of 8 to 2 it was decided that each state must be represented by an entity from the state.

In Minnesota, the Southwest / West Central Service Cooperative had indicated an interest in becoming an AEPA member. The North Central Service Cooperative currently represents Minnesota. After lengthy discussion, a motion was made by David Wasson of Arizona and seconded by Jeff Kimball of Pennsylvania that there will be only one representative member per state. The motion was approved unanimously. It was noted that states like Nebraska were ideal, where one group represents several agencies, and those agencies in turn represent many districts.

Tom Post, representative of the Cooperative School Districts in St. Louis, Missouri, requested membership on behalf of the state of Missouri. A signed Memorandum of Understanding (MOU) had been previously forwarded for consideration. Unanimous approval was granted, and the AEPA membership now represents 11 states.

Several other agencies in attendance indicated their interest in representing their state, but noted they needed to obtain approval from their agency or a coordinating agency to represent their state. Unanimous approval for membership was granted to Colorado, Georgia, Missouri, Ohio, Texas and Wyoming on submission of the MOU and application by an agency in that state.

Review of Current Bid

The format of the current bid was reviewed. Problems in the current Invitation For Bid documents were summarized and two major concerns included need for improved item specifications and clarification of bid bond requirements.

Vendor Relations

An initial discussion focused on the relationship between member agencies and vendors. It was noted that AEPA and its members are bidding and purchasing cooperatives, not sales agencies. Yet cooperatively, AEPA and its members need to promote the vendors and the vendors need to promote AEPA and its members. Our primary purpose is to keep prices competitive. Mailing lists can be provided by the agencies, however many agencies requested to approve the contents of the disseminated items.

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A discussion was then held as to the best ways to market vendor provided products and services. Suggestions included vendor fairs, displays at state meetings, regional meetings throughout the state, advertisements or sponsorship by vendors of agencies, and where appropriate, getting the architects to “pull out” the specified items from bids for new or remodeling projects (i.e. roofs and playground equipment). At vendor fairs and other booth type displays it was suggested that vendors under contract with an agency have a plaque or banner identifying the vendors as an approved vendor.

AEPA then hosted vendor roundtables, where 10 current vendors spent 10 minutes with each member and prospective member. The purpose of the roundtables was for vendors and members to determine what products are available and what marketing and sales have existed to date. Prospective members also learned the product offerings of current vendors.

AEPA Bid #2

Items were listed on the notepad from previous suggestions and additional items from those in attendance. The group was then divided into four committees (Group 1 – AZ, KS, KY, MO; Group 2 - CO, MN, WA, WY; Group 3 – GA, IN, PA, OR; Group 4 – NE, NM, OH, TX). Items were assigned a priority of two (2) points high, one (1) point medium and 0 points low. Totals and ranks were then calculated. The following table summarizes the item selection.

A discussion of which items to include in the bid occurred. The focal point was whether to select a definite number of items to bid and then fill the positions, or select the bid items by quality without regard to the number of selections. Finally, five quality items were selected for bid inclusion.

Assignments were then made to determine who would have various roles in the bid development. All participating agencies either worked on bid tasks or committees. A summary of the assignments is on the second table.

Other committee assignments include:

Public Relations

The committee will develop a logo for review, and brochures and marketing materials.

Membership

The committee will develop a membership application and benchmarks for continued membership by an agency.

Website

The committee will maintain the website periodically reporting use to the members.

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		GR 1	GR 2	GR 3	GR 4	TOTAL	RANK
1	School and office furniture	3	3	3	3	12	1
4	Technology catalog	3	3	3	3	12	1
21	Fuel	3	3	3	3	12	1
26	Industrial supplies catalog	3	3	3	3	12	1
7	Modular buildings/portable classrooms	3	3	2	3	11	5
9	Hard surface flooring	3	3	3	2	11	5
5	Bleachers	3	3	2	2	10	7
8	Locks and access systems	3	2	2	3	10	7
15	Long distance phone service	3	3	1	3	10	7
20	Science lab equipment	2	2	2	2	8	10
27	Audio-visual catalog	2	2	1	3	8	10
2	School specialty supplies	1	2	1	3	7	12
12	Copiers	2	2	1	2	7	12
14	Sound field enhancement	2	1	2	2	7	12
22	Assistive technology	2	2	2	1	7	12
3	Third party leasing	1	3	1	1	6	16
6	Large appliances	2	2	1	1	6	16
10	Lighting and ballasts	2	1	1	2	6	16
13	Environmental services/consulting	1	2	1	2	6	16
16	Phone systems	2	1	1	2	6	16
11	Recycling ballasts, bulbs, batteries	1	2	1	1	5	21
17	Alarm and security systems	2	1	1	1	5	21
19	Sports equipment	1	1	1	2	5	21
18	Hepatitis B vaccine	1	1	1	1	4	24
23	Durable medical goods	1	1	1	1	4	24
24	Paper	1	1	1	1	4	24
25	On line teacher placement	1	1	1	1	4	24

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	Arizona	Colorado	Georgia	Indiana	Kansa	Kentucky	Minnesota	Missouri	Nebraska	New Mexico	Ohio	Oregon	Pennsylvania	Texas	Washington	Wyoming
Overall Shell	X									X						
School Furniture						X		X								
Technology Catalog		X			X											X
Modular & Portables														X	X	
Fuel			X										X			
Industrial Catalog											X			X		
Questions and Answers												X			X	
Receive Bids				X												
Prepare Bid Summary				X												
Committee - Public Relations							X		X							
Committee -Membership	X					X		X		X						
Committee – Website				X												

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Timelines

<u>Start</u>	<u>End</u>	<u>Task</u>
06/01	06/15	Draft of state T & C's, bid specifications sent to Max Luft
05/01	06/30	Final applications by CO, GA, OH, TX, WY
06/30	07/15	AEPA Bid #2 draft to participating agencies
07/15	07/30	Draft returned with corrections
08/10	08/30	Final AEPA Bid #2 to agencies
09/02	09/09	Bid published by each agency
09/02	11/02	Bid questions answered, with assistance from all
11/09	11/09	Bids due at Wilson Education Center, Indiana
11/09	11/21	Bid compilation prepared
11/29	12/01	Bids reviewed at AESA
12/01	12/01	Approval of Bids at AEPA Meeting

Selection of Date and Site for Next Meeting

By mutual agreement, the next meeting of AEPA will be at 1:00 p.m. on Saturday, December 1, 2001 in Atlanta in conjunction with AESA. The purpose of the meeting is to approve bids submitted in response to AEPA Bid #2. Brian Talbott indicated he would secure the space for the meeting at no charge.

The meeting adjourned at 11:45 a.m. on Friday, April 20, 2001.