

ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES

MEETING REPORT #14

April 2 to 4, 2006

Albuquerque, New Mexico

GENERAL SESSION I

The spring meeting of the Association of Educational Purchasing Agencies (AEPA) was held at the Albuquerque Hilton in Albuquerque, New Mexico and commenced on Sunday, April 2, 2006, at 5:07 p.m., following a reception. An overview of the agenda indicated the following tasks: Call to Order, Approval of the Agenda, Approval of Reports #13, AEPA History, Vendor-Member Feedback, Administrative Committee Reports, Review of Current Bids, Vendor Roundtables, Preparation for next Bid, and Oversight Committee Assignments and Meetings.

Call to Order

Expressions of thanks were provided to Weatherproofing Technologies for hosting the reception. According to the AEPA procedures, Agencies present at the meeting shall constitute a quorum that when duly assembled is legally competent to transact business. The meeting was appropriately convened.

Roll Call

The meeting began with introductions of all in attendance. Agency representatives indicated the agency that they represent, as well as the state where their agency is located. The following Members, Vendors, and Guests were represented as indicated below:

Members

Arizona
Colorado
Indiana
Iowa
Kansas
Kentucky
Michigan
Minnesota
Missouri
Montana
Nebraska
New Mexico
North Dakota
Ohio
Oregon
Pennsylvania
Texas
Virginia
Washington

Representatives

Tom Peeler, Craig McKee
John Tillman, Dan Stratman
Larry Risk, Pam Clover
Dan Dreyer, Jerry Cochrane, Jamie Moran
Steve Spade, Cinda Holms
Liz Storey, Ann Burden
Mike Rangos, Katrina Brunette
Gary Nytes, Mike Hajek, Ken Shane
Tom Post, Bob Slama, George Simpson
Frank Loehding, Rhonda Pearson
Paul Utemark
Max Luft, Llew Perry, Robin Strauser
John Jankowski, Jane Eastes
Elmo Kallner, Ken Swink, Tammy Hurst
Tammy Standley
Jeff Kimball, Jim Randecker
Pete Paul, Stuart Verdon
Tony Crosby, Nancy Foster
Dave Uglen, Jim Borrow

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The following members were not represented

Arkansas
California
Wyoming

Vendors

Aries Technology	Wayne Quach, Cameron McKenzie
Aries Technology/Learn Key	Jared Baker, Bret Barben
Atlas Tracks	Sarah Morehead, Brenda Thompson
BSN Sports	John Bals
CDW-G	Mark Ellis, Dave Chapman
Dan Grubb Ford	Jim Mitchell
Gardner's Book Service	Troy Williams
Husky Truck Center	Jon Patrick Gould, Mike Hitchcock
Interface Flooring Systems	Wendell Hadden
Konica Minolta	Denise Blackwell-Burns, Chris McMillan, Russell Dixon
Kyocera Mita	Philip Borchardt, John Green
Mackin Library Media	Rebecca Michael
Mity Lite, Inc.	Jeff Scott
Mobilease Modular Space	Joe Duarte, Pete Barton, Jerry Bryant, Murph Barton
Modern Building Systems	Ken Mero, Chuck Hines
Robert Cohen Co.	Robert Cohen
Samson Equipment	Linda Schroeder, Scott Schroeder
School Specialty	Angela Schuh, Bob Dondona, Cathie Locke, Wayne Boyd
SchoolDude.com	Kent Hudson, Brian Holland
Spectrum Industries	James Lloyd
Tech Depot	Kevin Morey, David Pascador
Weatherproofing Technologies	Craig Nelson, Mardee Billingsley, Steve Nicholson, Dave Adams, Trent Anderson
Williams Scotsman, Inc.	Craig Behr, Breton Betz, Dan McGinnis

Guests

The Gordian Group, Inc.	Charles Crane, Michael Shiplet, David Velarde
Corporate Express, Inc.	Larry Gray
Time Centre	Corey Holland, Andre Williams, Betty Jones

Approval of the Agenda and Meeting Report #13

Agenda Approval

The Tentative Agenda had been provided to all agency representatives prior to the meeting via email. Printed copies were also distributed when members arrived at the AEPA meeting. A motion was made by Minnesota and seconded by Pennsylvania to approve the Agenda as presented. The motion passed unanimously. The Agenda established separate vendor-partner and member meetings Monday morning. This was a new addition to the Agenda.

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Meeting Report #13 Approval

Meeting Report #13 indicating the comments and actions during the meeting of December 2, 2005 in Savannah, Georgia had been provided to all agency representatives prior to the meeting via email. A motion was made by Nebraska and seconded by Missouri to approve the report as presented. The motion passed unanimously.

AEPA History

A brief review of the history of AEPA was made. It was noted this was the 14th general session. The Adopted Procedures were cited as including the history of AEPA. Seventeen previous representatives to our meetings were remembered.

Administrative Committee Reports

New Member Report

The chair indicated that no additional states had requested membership. Jim Randecker from Pennsylvania indicated that Connecticut was interested in membership. Max noted papers for membership had been sent to Georgia, Nevada and Wisconsin.

According to the Agenda, when the items listed were covered, the meeting was recessed at 5:45 pm.

GENERAL SESSION II

The meeting reconvened at 8:05 a.m. Monday morning. Expressions of thanks were provided to WTI/Tremco for sponsoring the Sunday evening dinner and to Spectrum and Tech Depot for sponsoring the Monday morning breakfast.

Administrative Committee Reports (continued)

Membership Purchase Summary

Report of the Membership Purchasing Summary was presented and discussed. Data from the members' records was presented as compiled by Wyoming. Review of the data was made by the chair in absence of the representatives from Wyoming.

Vendor Sales Summary

Report of the Vendor Purchasing Summary was presented and discussed by Tom Post from Missouri.

The volume last year was approximately one hundred twenty million dollars. This exceeds a 60% increase over 2004. It was noted that there was discrepancy between member and vendor-partner records. The chair said a comparison would be prepared and discussed prior to the end of the meeting. Since most data comes from the vendor-partners, it was noted that the numbers should be closer.

Comments were made that both ordered and paid values should be reported. There was a consensus that if vendor-partners would like to report ordered materials that would be acceptable; however paid/received payments would continue to be the tracked metric.

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Procedures Committee

John Jankowski, Chair of the Procedures Committee, stated several areas and two forms had been recommended for review, modification and/or adoption. John read and discussed the following suggested changes which had been distributed to all members 10 days in advance. He indicated that he considered lack of comment consensus for this discussion.

2.2 Governance

The Board of Directors of AEPA (Board) shall oversee the operations and management of the association. The Board shall be composed of one representative per member agency, and shall be empowered to direct all AEPA affairs, to do all things necessary or convenient on behalf of AEPA to further its purposes, and to dissolve AEPA at its discretion. Each member agency shall have one vote.

3. Scope of the Procedures

AEPA Procedures are intended to include items that are necessary for the operation of the association. Agencies are required to comply with the established Procedures. Amendments to the Procedures shall be by a majority vote of the total membership as defined herein.

4.4. Member Agency

One entity represents a geographical state that has completed a Memorandum of Understanding, an AEPA Application for Membership and has been approved by a majority of the total membership.

5.7.1. Bid Acceptance Committee

This committee receives bid documents and initially determines if the bids are responsive by reasonably and substantially conforming to all material requirements of the solicitation. Bids must be responsive to receive award consideration. The following reasons are considered non-responsive:

5.7.1.1. Bids received after the deadline.

5.7.1.2. Bids do not contain the proper bid bond.

5.7.1.3. Bids do not include the required paper forms, printouts of required digital forms, printouts of all prices, required additional information, and the required forms in digital format.

5.7.5. Bid Utilization Committee

The Committee acts as a clearinghouse for contractor and member contract awards, contract extensions and volume of sales. Membership utilization expectations, including both percent of contracts signed and volume per student will be annually determined and disseminated at the spring meeting. Data will be tracked and reported to the membership at least twice a year. The Bid Utilization Committee membership shall include representation from low volume and high volume member agencies.

5.7.6. Contract Oversight Committee

A Contract Oversight Committee will be established for each bid area. The Committee will develop the commodity specifications for the bid in an open nonrestrictive way to allow numerous bidders to have a chance to respond. They will also develop the bid evaluation criteria to allow for an open and honest competition to select the recommended bidder or bidders if the bid allows for multiple awards. The Contract Oversight Committee provides reasons for not approving bidders based on

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the evaluation criteria as outlined in the bid documents. The Contract Oversight Committee assists the Bid Questions & Answers Committee answers questions received during the bid process; reviews responsive bids making a recommendation to the membership for approval or rejection; monitors implementation of the contract in each state; receives and analyzes utilization information from the Bid Utilization Committee; and makes recommendations to the membership for contract extensions. The Committee also receives marketing plans from contractors during extension process as required by the membership.

5.7.8. New Member Committee

The Committee solicits new membership from a qualified agency in non-member states. The committee will also assist members during their first year of affiliation with AEPA.

7.2. Membership Application

*To become a member of AEPA, a prospective member agency will submit to the Chairman of AEPA an approved Memorandum of Understanding and **AEPA Application for Membership**, making known their request for membership to AEPA. Membership must be approved by a majority vote of the total membership.*

7.4. Minimum Level of Contract Participation

It is the responsibility of the member agency to actively promote the use of AEPA contracts. Each member agency shall complete the Annual AEPA Member Report Card. Any member agency whose use falls below Bid Utilization Committee expectations shall present a report to the membership on the status of the AEPA contracts by their member agency and the potential for future use.

7.8. Participation

Each member agency is expected to send at least one authorized representative to each of two annual meetings. Not more than two representatives from each member agency will be seated at the meeting table. The chair may waive this procedure if space permits.

8.1. Marketing

*Each AEPA approved contractor is expected to have a pro-active marketing plan in place. **If there is more than one contract for a vendor in the state of a member agency, and the AEPA contract is more advantageous to the agency's members, then the vendor shall market the AEPA contract as the solution of choice.***

8.3. Minimum Levels of Participation

It is the responsibility of the AEPA approved contractor to actively promote the use of AEPA approved contracts. Each vendor shall complete the Annual AEPA Vendor Report Card. Any vendor whose use falls below Bid Utilization Committee expectations shall present a report to the membership on the status of the use of their AEPA contracts and the potential for future use.

10. Evaluation Process

10.1.1. *Once the bids are opened and tabulated by the Bid Acceptance Committee, documents required for evaluation will be distributed to the appropriate Contract Oversight Committee. During the evaluation process the Contract Oversight Committee may*

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*recommend to the general membership that certain bids be **rejected**. Committee actions will be included in the evaluation report to the general membership.*

11. Approval and Award Process

- 11.3.** *Each AEPA contract will be identified as either a line item bid or a catalog bid. Line item bids allow price and item modification as permitted in the bid document upon scheduled extension. Catalog bids allow price and item modification as permitted in the bid document upon change of the catalog.*
- 11.8.** *AEPA encourages new members to avail themselves of all AEPA contracts to which they have the legal authority to perform.*

12. Contract Management

- 12.1.2.** *If an approved AEPA vendor provides an additional volume discount through the AEPA Contract, the terms of the discount must be provided in writing to the member agency. The member agency will notify the AEPA chair who will notify the AEPA membership.*
- 12.2.2.** *A majority of those in attendance **that have signed the contract and have it as a current offering in their agency** must approve all contract extensions, terminations and modifications.*
- 12.2.4.** *It is the responsibility of the member agency to allow **only** the use of an AEPA vendor offering that is currently approved by AEPA.*

13. Attachments

- 13.3. Annual AEPA Member Report Card**
- 13.4. Annual AEPA Vendor Report Card**
- 13.5. Bid Evaluation and Contract Recommendation Form**
- 13.10. Recommendation for Contract Extension Form**

John also said that a change as follows was requested in the Memorandum of Understanding.

- 5.** *Each Agency will publicize the solicitation as required for the Agency, **and abide by AEPA Procedures.***

Vendor Conference

Max Luft indicated the partnership between members and vendors-partners is very important to the success of AEPA. Vendors were provided a meeting room to discuss marketing issues and how AEPA members could be more effective in meeting the vendor needs. The vendor-partners were asked to return to the member session at 11:30 a.m. to present a report summarizing their meeting. At this time the vendors left the meeting and AEPA continued in open session.

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Oversight Committee Reports

Contract Oversight Committee Bid #3

School and Office Supplies

John Jankowski, committee chair, questioned how better prices than AEPA were available in North Dakota. He then introduced staff from School Specialty including Angela Schuh, National Contract Administrator and Bob Dondona the Vice President for Contract Sales. They addressed pricing policies, especially deep discounts for selected items. The chair said that in a discussion with School Specialty it was agreed that discounts off the regular AEPA price could be made, providing the discount is extended to all who met the criteria. Bob said the proposed additional discount would be triggered when a certain level of dollars/student expenditure occurs for a district. Additional questions included: who monitors AEPA pricing, what training is provided to sales associates, and how other indefinite quantity pricing bids beat AEPA prices?

Contract Oversight Committee Bid #4

Administrative Software

Steve Spade, committee chair, indicated there is only one vendor in this area. He indicated SchoolDude had sales in more states than any vendor. Kent Hudson, SchoolDude founder and CEO, was introduced. He stated that SchoolDude plans to provide a new product in the July time frame. This module would perform IT Asset Management. Stuart Verdon from Texas said he appreciated the knowledge of cooperative purchasing provided by SchoolDude.

Athletic Resurfacing

Llew Perry, committee chair, said that there are two vendor-partners in this area. He introduced Robert Cohen who sells Mondo flooring through Cohen Associates or Sport Surfaces Distributing, Inc., depending on the state. Robert noted sales had occurred in four states this year, but predicts six states by the following year. Additionally, Mondo sales agents are getting with the program, he concluded. Next, Llew introduced Brenda Thompson from Atlas Track. She said it takes more time to get sales than anticipated; however rollouts and more frequent visits are beginning to provide increased sales. A new product, grass with a memory, is anticipated for next year.

Library Books

Paul Utemark, committee chair, reviewed the library book purchases. He indicated that the growth is small and only in a few states. He also said the possibility of growth is great. Paul introduced Troy Williams from Gardner Books. Troy reviewed the catalog library concept, indicating schools will be purchasing mini-libraries instead of single books. He also discussed the formation of the catalog libraries and the constructs behind the grouping. Paul also introduced Rebecca Michael from Mackin Library. Rebecca indicated that she is new to the position, and appreciated getting to know about AEPA. She also said that Mackin will look at the assigned curriculum in the schools and provide appropriate supplemental books.

Athletic Equipment

In the absence of committee members from Wyoming and California, Tamara Hurst from Ohio presented the report. She then introduced Linda and Scott Schroeder from Samson Equipment. They

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noted that although they did not have any AEPA sales east of the Mississippi last year, their goal is to have at least one sale in each state this year.

Vendor Meeting Summary

A report was made summarizing the vendors' meeting. It was noted by the attendees that what Tremco does in marketing should be a pattern for others to emulate. The vendors thanked Tremco for preparation of the excellent manual summarizing the AEPA member's way of conducting business, including rates and document flow.

Some of the concerns stated during the Vendor Meeting included:

- There should be a central collection point for photo ready member logos. Pam Clover suggested using the website. By consensus, it was agreed members will forward their logos to Indiana and the AEPA website.
- The vendor roundtables should be for a longer time, greater than 10 minutes. Max indicated he will survey the members and vendors to determine an acceptable time limit. It was suggested dividing the roundtables into two sessions, separated by a general session.
- A joint committee should be established to work on vendor relationship. The chair indicated the Marketing Committee has that task, and asked Mike Hajek to insure this occurs.
- There should be a Vendor Steering Committee, with communications other than at AEPA meetings.
- A clear statement regarding states information needs to be available. It was concluded the Tremco Manual provides the first step in this area.
- Reporting of volume should include both the awarded and the received. Max noted most states really know volume, and others receive their numbers from the vendors. If vendors desire to also report awarded (in progress but not billed and paid) they should have the option to provide that data.
- Mike Hajek will work to document effective marketing techniques, and will coordinate marketing efforts.

Special Thanks

The chair reminded the members that the Annual AEPA Meeting could only be held with the continued support of the vendor-partners. The following vendor-partners were recognized and thanked for their sponsorships.

Monday Breakfast	sponsored by Spectrum and Tech Depot
Monday Morning Break	sponsored by Aries Technology
Monday Lunch	sponsored by CDW-G
Monday Afternoon Break	sponsored by Dan Grubb Ford
Monday Evening Dinner Event	sponsored by Atlas Tracks and Kyocera Mita

The meeting recessed for lunch.

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GENERAL SESSION III

Vendor Roundtables

It was noted that success of AEPA only occurs when members and vendors have a contract, then a working relationship and finally sales to schools and districts. One main problem is communication between the members and the vendors. To provide initial introductions to some, and review of relationships to others, an afternoon of vendor roundtable sessions occurred. Each participating vendor had a four-foot round table, and 22 vendors participated in the roundtable session. Each of the 19 represented states visited each vendor for 10 minutes according to an established schedule. The session lasted from 1:00 p.m. until 5:00 p.m. on Monday afternoon.

The meeting recessed at 5:00 p.m.

GENERAL SESSION IV

Tuesday morning, the meeting reconvened at 8:00 a.m. with thanks expressed to SchoolDude for sponsoring the breakfast buffet.

Oversight Committee Reports (continued)

Contract Oversight Committee Bid #5

Carpet

Jeff Kimball, committee chair, summarized the carpet progress. He thanked Wendell Hadden from Interface for attending the session and noted that Interface had rescinded their US Communities contract and was now focusing on the AEPA possibilities. Jeff said that Shaw was having their National Sales Meeting and could not attend AEPA, but still had a great interest in supporting the contracts.

Roofing

Liz Storey, committee chair, reviewed the roofing contract summary of comments that had been previously disseminated. Five states had responded to the request for information. Liz noted that Tremco had completed a greater volume than any other vendor. It was also stated that many states are reviewing their construction laws, partially due to the success of Tremco.

Vehicles

Paul Utemark, committee chair, said that there were currently two active vehicle contracts. He reviewed that Dan Grubb Ford has replaced Pioneer Ford. Jim Mitchell specifically outlined how the change has occurred and the effects that it will have on the vehicle sales. Four members have the predominant amount of vehicle sales. Paul said that Husky Truck Center is selling step vans, and although there was only one sale last year, expansion is expected. Nebraska moved to approve the Pioneer Ford ownership change to Dan Grubb Ford. The motion was seconded by Minnesota, and after a brief discussion, was unanimously approved. All were reminded that signature authority for the name changes was the responsibility of the member agency.

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Copiers

John Jankowski, committee chair, reviewed the copier program, commenting that the Imagistics contract was on hold until new leadership evaluated the AEPA program. He then introduced Denise Blackwell-Burns from Konica Minolta who reviewed their company efforts and noted the correct volume was 2.8 million when the proper California sales were tallied. John then introduced Philip Borchardt from Kyocera Mita. Philip said that there were sales in most states and that they are aggressively moving the contracts.

Contract Oversight Committee Bid #6

Furniture

Tom Post from Missouri reported that three vendor-partners were at the meeting. Since this is a new contract, initial sales for most vendors are just commencing. It was noted that there is a new contact for Nova.

Online Training

Jim Randecker, committee chair, noted the personnel change at Aries with Cameron McKenzie as the new main sales representative. Jim introduced Wayne Quach who outlined their new video based contracts. He also noted that Arizona State University provides credit for the online training courses which they have developed.

Sports and Health Catalog

Tamara Hurst made the report in the absence of the committee chairs. She noted that BSN Sports is a new company and is just getting started. Liz Storey said that several districts have PEP grants which can use these products. Liz concluded that the PEP grants are primarily at the elementary level.

Computer Catalog

Elmo Kallner, committee chair from Ohio, reported that CDW-G and Tech Depot both have approvals from AEPA. Fourteen members currently have new contracts with CDW-G, and all received an email querying their success with the vendor-partner. All responses were positive. Tech Depot is a new company with great opportunities. Both Mark from CDW-G and Kevin from Tech Depot provided comments regarding their work with AEPA members.

Modular and Portable Buildings

Dave Uglem, committee chair from Washington, reviewed the award process. He noted that 20 states voted for approval of the three ranked vendors. Members were reminded that they must award the top vendor in order to award the second place vendor, and to award the third place vendor both the first and second place vendor-partners must be awarded. The Due Diligence Summary was reviewed as an example of the documentation that each member must have on file. It was noted that those requested or receiving the bid should also be noted. The members thanked Dave for the extraordinary job which he performed in finalizing the contract.

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Administrative Committee Reports

Marketing

Mike Hajek stated the way to start implementing services with an AEPA vendor is to sign the contract. He said continuous communication with the vendor is a must. Mike commented on the vendor-partner meeting, and indicated the Marketing Committee would work with that group.

New Member Relations

The new member committee has two functions, helping new members to become active participants in AEPA, and to encourage new members to become AEPA members.

Partnerships

There was no report from the Partnerships Committee.

Web Site Maintenance

Larry Risk presented a summary of Web site usage, indicating the site receives approximately 1,350 hits per day, up 35% from last year. During the period from October 31 through March 28, there were 201,837 hits that had been made to the website with an average of 129 visitors per day. This was up 50% from a comparable period reported last year. The most requested file to be downloaded was the AEPA Informational Flyer, which was also the most requested file last year.

Financial Report

Max Luft reported that AEPA had a balance at the December meeting of \$7,000. Expenses since then have been \$183 for the Savannah meeting and \$141 for four Meeting Bridge conference calls. The pre-conference balance is \$6,675. It was emphasized that without the support of the vendor-partners, AEPA costs would be extraordinarily high.

Nominating Committee Report

Paul Utemark reported that the Nominating Committee recommends keeping the positions of Chairman, Vice Chairman and Bid Coordinator the same. A motion was made by Minnesota and seconded by Texas to accept the Nominating Committee recommendation. The motion passed unanimously.

Member and Vendor Concerns

Member Concerns

Since the members are gathered now, it was suggested that a vote on pending Connecticut membership be taken. A motion was made by Pennsylvania and seconded by New Mexico to accept Connecticut membership in AEPA as represented by the Capitol Regional Educational Council upon receipt of required paperwork and support by Brian Talbot. The motion passed unanimously. There were no additional member concerns.

Vendor Concerns

There were no additional vendor concerns.

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Administrative Committee Reports (continued)

Identification of Locations and Dates for the Next Meetings

The next meeting is scheduled for December and will be at noon on Saturday afternoon, December 3 and Sunday morning, December 4 in Palm Desert, California in conjunction with the AESA Annual Meeting. The adopted procedures indicated meetings must be scheduled at least one year in advance. A motion was made by North Dakota and seconded by Pennsylvania to hold the spring meeting in Louisville, Kentucky on April 22, 23, and 24. The motion passed unanimously.

GENERAL SESSION V

Preparation for Bid #7

The Process

Attendees had previously identified items they would like to have included on the potential bid list. Additional areas were added culminating in nineteen suggested items. After discussion, AEPA members were divided into six groups. Each group then divided the 19 items into three lists: "Great idea" = 3 points, "OK idea" = 2 points and "Let's wait on this one" = 1 point. During the categorization, discussion between the participants was important in determining the ranking. After 25 minutes, the lists had been formed and were placed on the board, totaled and ranked. This tabulation is shown in Table 1. After reviewing the rankings, there was consensus to consider seven items in the next solicitation.

Oversight Committee Meetings for Bid #7

During the product identification process of Bid #7, five bid areas were identified. Each agency had representatives serving on at least one of the five committees. The initial purpose of these committees was to determine if there were viable nationwide vendors that would respond to that specific bid item and verify potential use by the members. The committee assignments are listed on Table 4.

Schedule of Bid #7 Tasks

It was decided that the bid schedule would be similar to last years bid. Possible suggested dates were as follow. However, it was stated that the Bid Committee would expand the calendar and set final dates.

July 30	Draft of each bid lot to Bid Committee
September 12	Solicitation published
November 12	Bids due
December 3	Bid approval following AEPA meeting in Palm Desert, CA

Table 5 lists each agency and the committees on which they participate.

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Table 1 Bid Suggestions

Bid Item	1 AZ, KS, MI	2 IN, MT, OH	3 IA, MN, ND	4 KY, NE, PA	5 MO, OR, VA	6 NM, TX, WA	Total	Rank
Office Supplies	2	2	2	2	2	2	12	1
HVAC	0	0	1	2	0	0	3	17
Administrative Software	2	2	1	0	1	2	8	5
Online Training	2	1	0	0	1	1	5	11
Janitorial Supplies	1	2	0	1	2	1	7	7
Seating	1	2	2	2	1	1	9	4
Security	1	1	2	1	2	1	8	6
Classroom Supplies	2	2	2	2	2	2	12	2
Stage Equipment	1	1	1	2	0	2	7	8
Athletic Lighting	1	1	1	1	0	2	6	10
Interactive Classroom Materials	0	1	1	1	2	2	7	9
Freight Management	0	0	0	2	1	0	3	14
Text Books (New/Used)	1	1	0	0	0	0	2	18
Laptop Initiative	0	0	0	1	1	1	3	15
Background Check	0	0	2	0	1	0	3	16
Time Clocks	1	0	1	1	0	1	4	12
E-Surplus	2	2	2	1	2	1	10	3
Prescription Drugs	0	0	1	0	0	0	1	19
Sheet Music	2	1	0	0	1	0	4	13

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Table 2 Administrative Committee Assignments for 2006-2007

Committee	Representative	State
Bid Acceptance	Ann Burden	KY
	Pam Clover*	IN
Bid Committee	Pete Paul	TX
	Tom Peeler*	AZ
	Llew Perry	NM
Bid Distribution	Jim Borrow	WA
	Pam Clover*	IN
Bid Questions and Answers	Ken Shane	MN
	Tammy Standley*	OR
Bid Utilization (Members/Vendors)	Craig McKee	AZ
	Tom Post (V)*	MO
	Jim Randecker	PA
	Laurie Walsh (M)*	WY
Marketing	Mike Hajek*	MN
	Elmo Kallner	OH
	Frank Loehding	MT
	Jamie Moran	IA
	Mike Rangos	MI
New Membership	Max Luft*	NM
	Gary Nytes	MN
	Tom Post	MO
	Steve Spade	KS
Nominating	Liz Storey	KY
	Dave Uglem	WA
	Paul Utemark*	NE
Partnership	Dan Dreyer*	IA
	John Tillman	CO
Procedures	John Jankowski*	ND
	Pete Paul	TX
	Mike Rangos	MI
	Ken Swink	OH
Web Site	Larry Risk*	IN
	Ken Shane	MN

* Denotes Committee Chairperson elected by the committee

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Table 3 Oversight Committees for Bids 3, 4, 5 and 6 for 2006-2007

	Oversight Committee	Representative	State
3A	Office Supply Catalog	Dan Dreyer John Jankowski*	IA ND
4A	Administrative Software	Frank Loehding Steve Spade*	MT KS
4B	Athletic Fields	Llew Perry* Doug Rupe	NM TX
4C	Books	Craig McKee Paul Utemark*	AZ NE
4D	Sports Equipment	Katrina Brunette Tammy Hurst*	MI OH
5A	Roofing	Mike Hajek Liz Storey*	MN KY
5B	Carpet	Jeff Kimball* John Tillman	PA CO
5C	Copiers	John Jankowski* Tom Peeler	ND AZ
5D	Vehicles	Larry Risk Paul Utemark*	IN NE
6A	Technology Catalog	Jerry Cochran Elmo Kallner*	IA OH
6B	Furniture	Pete Paul Tom Post*	TX MO
6C	Online Training	Tony Crosby Jim Randecker*	VA PA
6D	Health and Sports Catalog	Katrina Brunette Tammy Hurst*	MI OH
6E	Portable and Modular Buildings	Tammy Standley Dave Uglem*	OR WA

* Denotes Committee Chairperson elected by the committee

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Table 4 Oversight Committees for Bid 7 for 2006-2007

Oversight Committee	Representative	State
Office Supplies	Dan Dreyer	IA
	Jane Eastes*	ND
	Ken Swink	OH
Classroom Supplies	Nancy Foster	VA
	Jim Randecker*	PA
	Dave Uglen	WA
E-Surplus	Katrina Brunette	MI
	Tony Crosby	VA
	Mike Hajek	MN
	Tom Peeler*	AZ
Administrative Software	Llew Perry	NM
	Steve Spade*	KS
	John Tillman	CO
Janitorial Supplies	Frank Loehding	MT
	Tom Post	MO
	Paul Utemark*	NE

* Denotes Committee Chairperson elected by the committee

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Table 5 Summary of Committee Participation for 2006-2007

State	Administrative	Oversight Bid 3, 4, 5, 6	Bid 7 Specifications
Arizona	Bid Committee* (TP) Bid Utilization (CM)	Copiers (TP) Books (CM)	E-Surplus* (TP)
California			
Colorado	Partnership (JT)	Carpet (JT)	Admin Software (JT)
Indiana	Bid Acceptance* (PC) Bid Distribution* (PC) Web Site* (LR)	Vehicles (LR)	
Iowa	Partnership* (DD) Marketing (JM)	Office Supply Catalog (DD) Technology Catalog (JC)	Office Supplies (DD)
Kansas	New Membership (SS)	Admin Software* (SS)	Admin Software* (SS)
Kentucky	Bid Acceptance (AB) Nominating (LS)	Roofing* (LS)	
Michigan	Marketing (MR) Procedures (MR)	Sports Equipment (KB) Health & Sports Catalog (KB)	E-Surplus (KB)
Minnesota	Marketing* (MH) New Membership (GN) Website (KS) Bid Q & A (KS)	Roofing (MH)	E-Surplus (MH)
Missouri	New Membership (TP) Bid Utilization (V)* (TP)	Furniture* (TP)	Janitorial Supplies (TP)
Montana	Marketing (FL)	Admin Software (FL)	Janitorial Supplies (FL)
Nebraska	Nominating* (PU)	Books* (PU) Vehicles* (PU)	Janitorial Supplies* (PU)
New Mexico	Bid Committee (LP) New Membership* (ML)	Athletic Fields* (LP)	Admin Software (LP)
North Dakota	Procedures* (JJ)	Office Supply Catalog* (JJ) Copiers* (JJ)	Office Supplies* (JE)
Ohio	Marketing (EK) Procedures (KS)	Sports Equipment* (TH) Technology Catalog* (EK) Health & Sports Catalog* (TH)	Office Supplies (KS)
Oregon	Bid Q&A* (TS)	Portable & Modular Buildings (TS)	
Pennsylvania	Bid Utilization (JR)	Carpet* (JK) Online Training* (JR)	Classroom Supplies* (JR)
Texas	Bid Committee (PP) Procedures (PP)	Athletic Fields (DR) Furniture (PP)	
Virginia		Online Training (TC)	E-Surplus (TC) Classroom Supplies (NF)
Washington	Bid Distribution (JB) Nominating (DU)	Portable & Modular Buildings* (DU)	Classroom Supplies (DU)
Wyoming	Bid Utilization (M)* (LW)		