

**ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES**

**MEETING REPORT #12**

April 3 to 5, 2005  
San Diego, California

The meeting was held at the Hilton San Diego Airport/Harbor Island Hotel in San Diego, California, and commenced on Sunday, April 3, 2005, at 7:08 p.m., following a reception. An overview of the agenda indicated the following tasks: Call to Order, Approval of the Agenda and of Report #11, AEPA History, Vendor-Member Feedback, Committee Reports, Review of Current Bids, Vendor Roundtables, Preparation for Next Bid and Committee 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*

*Representatives*

California	Mike Mellon
Colorado	John Tillman
Indiana	Larry Risk, Pam Clover
Iowa	Dan Dreyer, Jerry Cochrane, Sandra Reicks
Kansas	Steve Spade, Cinda Holmes
Kentucky	Liz Storey, Ann Burden
Minnesota	Mike Hajek, Gary Nytes, Ken Shane
Missouri	Tom Post, Bob Slama
Montana	Frank Loehding
Nebraska	Paul Utemark
New Mexico	Max Luft, Llew Perry
North Dakota	John Jankowski, Jane Eastes
Ohio	Tamra Hurst
Oregon	Tammy Standley
Pennsylvania	Jeff Kimball, Jim Randecker
Texas	Pete Paul
Wyoming	Laurie Walsh

The following members were not represented

Arizona  
Virginia  
Washington

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### *Vendors*

Atlas Tracks	George Fisher, Sarah Morehead, Brenda Thompson, Troy Squires
CDW-G	Maureen O'Connell
Gardner's Book Service	Jeannette Croft
Husky International Trucks	Matt McDevitt
Husky International Center	Jon Patrick Gould, Mike Hitchcock
Imagistics International	Joel Schacher, Mike Krawczyk
Interface Flooring Systems	Wendell Hadden
Konica Minolta	Denise Blackwell-Burns, Greg Furback, Chris McMillan, Mike Turner, Jason Bradshaw
Kyocera Mita	Philip Borchart, Dennis Lees, John Green
Pioneer Ford	Jim Mitchell
Robert Cohen Co.	Robert Cohen
Samson Equipment	Linda Schroeder, Scott Schroeder
School Specialty, Inc.	Chuck Luchen, Brad Snoke, Patrick O'Neal, Mike McQuillan, Barry Stauber, Tim Brantley, Mike Briggs, Ted Petrick, Judy Henrichs, Berneil Mroz
SchoolDude.com	Kent Hudson, Scott Carpenter, Jamie Waters
Shaw Industries	Jeff Manley
Spectrum Industries	James Lloyd
Weatherproofing Technologies	Mardee Billingsley, Steve Nicholson, Jeff Caccioppo
Williams Scotsman, Inc.	Keith Hammerschmidt, Mark Delaney, Matt Dickinson, Rick Delvin, Craig Behr, Steve Turner, Steve Yantzer, Kyle Schoenberg

### *Guests*

James Rasmussen, Ken Miro, Mike Noble

## **Approval of the Agenda and Meeting Report #11**

### *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 Texas to approve the agenda as presented. The motion passed unanimously.

### *Meeting Report #11 Approval*

Meeting Report #11 indicating the comments and actions during the meeting of December 4, 2004, in Phoenix, Arizona, had been provided to all agency representatives prior to the meeting via email. A motion was made by Kentucky 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 eleventh general session. Adopted Procedures were noted as a significant task in formalizing the organization. A list of previous bids was reviewed, noting which vendors received awards and, at contract extension time, which vendors had their approval extended. Previous representatives to AEPA meetings were

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remembered. It was noted that David Swantek from Wyoming will be retiring in June and not attending future AEPA meetings.

### **New Member Report**

The chair indicated that an additional state had requested membership; however, the paper work had not yet been received. Colorado moved to lay on the table the New Member Report. The motion was seconded by New Mexico and passed unanimously.

### **Edulog Report**

Max Luft stated that there were concerns raised about the current Edulog contract. He summarized that in September of 2003, AEPA issued a solicitation for administrative software for facility maintenance. The contract specified several modules or areas that the software must address. Contracts were approved for SchoolDude for a web-based solution and Edulog for a district-based server solution. In the spring of 2004, Edulog provided a contract amendment to all members except New Mexico to include school transportation in that award. New Mexico was excluded because it already had a contract for the transportation software with Edulog. In February of 2005, Edulog sent a letter to AEPA agency members indicating they were no longer selling maintenance software to new districts and that they were referring new sales to SchoolDude. Max asked Kent Hudson, founder and CEO of SchoolDude, to review the situation. Kent stated that Edulog decided to work only on school transportation. After making the decision, they requested a meeting with SchoolDude and informed them that Edulog had 65 districts that were going to be without support as of December 2005. Edulog asked SchoolDude to provide an agreement to continue support, and SchoolDude agreed. No money changed hands, and they will receive no money from districts through 2005. A question and answer period followed Kent's report.

### **Vendor Conference**

Max Luft indicated the partnership between members and vendors 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. It was suggested that three specific items be considered in the discussions. These items included listing of questions for AEPA members to answer regarding procurement, misconceptions that vendors had regarding AEPA, and problems in the procurement process that needed reviewing. The vendors were asked to present a report summarizing their meeting at the Monday morning session. At this time, the vendors left the meeting and AEPA continued in open session.

### **Administrative Committee Reports**

#### **Procedures Committee**

John Jankowski, chair of the procedures committee, stated three areas and one form had been recommended for review and adoption. First, John discussed the need for AEPA to have a member conflict of interest procedure. The following was distributed for adoption:

- 7.11 *A member that will or may receive any financial benefit from a vendor or potential vendor beyond the stated administrative fee shall not participate in 1) drafting solicitations to which the vendor might respond, 2) oversight committees that include or could include the vendor, 3) AEPA*

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*discussions regarding the vendor or potential vendor, or 4) voting on approval of any other action related to the vendor or potential vendor.*

A motion was made by Texas and seconded by California to approve the motion as presented. The motion passed unanimously.

John also proposed modification of 10.3 to read as follows:

*10.3 The Contract Oversight Committee evaluation will be presented on the approved AEPA form and the recommendations will be available to membership at least 24 hours prior to the approval meeting.*

A motion was made by Texas and seconded by Pennsylvania to approve the change. A discussion followed. A motion was made by Pennsylvania to amend the motion to include that the approved form will be added as item 13.7 to the procedure. This motion was seconded by Indiana. The motion to change and amend the motion passed unanimously.

John proposed the following addition to the procedures to deal with member agencies modifying approved AEPA contracts:

*12.4 AEPA approves the contract with the vendor, then the member has the option to award the contract. The contract can only be modified by the AEPA membership. Once modified, the member may accept or reject the modifications. Under no circumstances can the member approve a contract modification not authorized by the AEPA committee.*

After a brief review of the suggestion, a motion was made by New Mexico to lay the proposed procedure on the table. The motion was seconded by Indiana and passed unanimously.

John proposed the attached AEPA Organization Chart be included as the appropriate procedure item 13.6. Minnesota made a motion to approve the chart, which was seconded by Missouri. It passed unanimously.

A motion was made by New Mexico and seconded by North Dakota to recess until the following morning. The motion passed unanimously, and the meeting adjourned at 8:38 p.m. on Sunday evening.

The meeting reconvened at 8:05 a.m. Monday morning. Expressions of thanks were provided to Spectrum and Interface for sponsoring the morning's plated breakfast.

### **Vendor Meeting Summary**

A report was made summarizing the vendors' meeting. Some of the concerns stated included:

- All AEPA member agencies do not sign the contracts. This appears to be because:
  - Member agencies are already doing this on their own at better prices
  - Member agencies have laws prohibiting this activity

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- Vendors believe if a member agency has a contract, multiple awards would be beneficial
- Vendors can sign up new members for member agencies
- Vendors have the opportunity to share leads
- Vendors can work shows together
- AEPA should let vendors know in the bid which member agencies definitely will not participate in each bid area
- Provide a section of the website for vendors only – one that is password protected
- Provide *vendor mentors* for new vendors

A clarification was made that the member agency from Minnesota is North Central Service Cooperative, not NJPA as indicated during the introductions.

### **Administrative Committee Reports (continued)**

#### Membership Purchase Summary

#### Vendor Sales Summary

Reports of the purchasing were presented and discussed. Data from the members' records was presented by Wyoming; data from the vendor records was presented by New Mexico. Both records agree very closely on totals, with last year's volume at approximately 78 million dollars.

### **Bid Oversight Committee Reports**

#### Bid Oversight Committee for Bid #2

##### Furniture

Tom Post from Missouri reported that only one furniture vendor, Spectrum Industries, remains on the contract. It was reported that with all the possible furniture business, having only one vendor that provides quality furniture on a limited line is difficult. Jim Lloyd reported on the new line of AV carts from Spectrum. The committee recommended bidding furniture again.

##### Computer Catalog

Tamra Hurst from Ohio reported that CDW-G is going very well. Maureen O'Connell from CDW-G indicated that they have made an excellent transition from MicroWarehouse. She was exceptionally proud that all payments have been made to member agencies on time.

##### Modular and Portable Buildings

Pam Clover from Indiana noted that Williams Scotsman is one of the top vendors, and very active in four or five states. She said that no complaints had been stated regarding Williams Scotsman. Steve Yantzer from Williams Scotsman indicated there would be active growth in more states. He was questioned as to why so much activity in four or five states. Steve responded by saying the company tries to build where needs exist. The oversight committee recommended bidding Modular and Portable Buildings again this year.

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### Bid Oversight Committee for Bid #3

#### School and Office Supply Catalog

John Jankowski informed the group that School Specialty does well in many states. The award saves money by not bidding and covers many areas. He concluded there is a need to resist adverse selection. John introduced Chuck Luchen, the School Specialty AEPA coordinator, who said that rollouts were occurring in Nebraska and Iowa in addition to the existing states. Chuck confirmed that School Specialty did not respond to the AEPA solicitation just to convert existing accounts, but to obtain new business. He said that all would see greater gains if more members would use the existing AEPA contract rather than many bidding on their own. Several member agencies indicated there is a need for School Specialty to limit their website and include only companies that have AEPA awards. Mr. Luchen concluded by informing the member agencies that School Smart is a new line covered under the AEPA contract. It is a School Specialty line, not a brokered line, and was developed to meet School Specialty quality specifications.

### Bid Oversight Committee for Bid #4

#### Administrative Software (Facility Maintenance)

Steve Spade asked if there were any questions following the presentation by Kent Hudson the previous night. There were no questions. Steve Spade recommended the Edulog contract be cancelled because maintenance software will no longer be sold by the company. Pete Paul recommended a smooth transition with SchoolDude providing their software for Edulog customers. Jim Randecker suggested a letter to Edulog requesting no new sales, and performance in transition to set the standard for future possible awards. Eight states are currently using the Edulog server-based Facility Maintenance Software.

Steve Spade indicated in his visit with Scott Carpenter, SchoolDude said they would like to add a new module, Capital Direct. It will be provided with the AEPA 15% discount.

There was a discussion of as to when permission needed to be made for modification. Mike Mellon said if a bid is as a catalog of a product with a percent off, items will change as the price changes in the catalog; if it is a line item bid, changes will be made only upon renewal. A committee of Mike Mellon, Pam Clover, Jeff Kimball, and Pete Paul was formed to determine which contracts were line item and which were catalog.

There was a brief scheduled break in the meeting.

#### Athletic Resurfacing

Llew Perry of New Mexico discussed hardwood flooring through Robert Cohen who sells the product, provides installation and does lending, borrowing, and bonding under the name Robert Cohen Company. Now they would like to change their name to Sport Surfacing Distribution. New Mexico made a motion to approve the name change if acceptable by the member agency. It was seconded by Pennsylvania and passed unanimously.

A discussion of Atlas Tracks was made by George Fisher. He requested the addition of two surfaces. This was approved as a modification of the catalog. In summary, George indicated he had 16 projects under construction or waiting for paperwork in four states. These projects have a value of about 7.6 million dollars.

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A decision on price adjustment was deferred until the report by Mill Mellon and his ad hoc committee.

### Library Books

Paul Utemark from Nebraska made a brief report in the absence of oversight chair Tony Crosby. Paul then introduced Jeanette Croft of Gardner's Book Service. She said that Gardner is making an enhancement of grouping 11,000 books by assessment areas. The grouping will provide the same percent off list.

### Athletic Equipment

Laurie Walsh from Wyoming made the report on Health and Athletic Equipment. She noted that School Health vendors stated a problem of marking materials and obtaining renewals. Mike Mellon said that Sportime was having difficulty implementing the contract. Samson indicated Texas and California success and set a goal of at least one sale in each state next year.

### Bid Oversight Committee for Bid #5

#### Carpet

Jeff Kimball from Pennsylvania noted that carpet sales are going well. He introduced Wendell Haden from Interface, who indicated that they have tripled their K-12 sales in the last three years. Jeff Manley of Shaw Carpets indicated they are sharing leads with other AEPA non-carpet vendors.

#### Roofing

Liz Storey from Kentucky said Weatherproofing Technologies (Tremco) progressed through the first quarter with no complaints. They anticipate more than 25 million in sales. Tremco is also teaming with other AEPA vendors and especially like the service and response. Liz concluded that the two other roofing respondents questioned her about the award. She said questions were referred to the chair for a response. No further communication had been received from the non-approved vendors.

#### Copiers

John Jankowski said that the copiers were off to a late start, but they had excellent participation at the AEPA meeting. He introduced Phil Borchard from Kyocera Mita, Denise Blackwell-Burns from Konica Minolta, and Mike Krawczyk from Imagistics. All made relevant comments about their marketing plans and their product.

#### Vehicles

Paul Utemark introduced the three vehicle vendors who made comments about their products. Jim Mitchell of Pioneer Ford said he had set up a special website, and that personal vehicles could be purchased by staff of member agencies.

The meeting recessed for lunch.

### **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

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participating vendor had a four-foot round table, and 18 vendors participated in the roundtable session. Each of the 17 represented states visited each vendor for approximately 12 minutes according to an established schedule. The session lasted from 1:00 p.m. until 5:10 p.m. on Monday afternoon.

The meeting recessed at 5:10 p.m.

Tuesday morning, the meeting reconvened at 8:00 a.m. with thanks expressed to School Specialty for sponsoring the dinner cruise Monday night and to breakfast sponsors CDW-G and Konica Minolta.

### **Administrative Committee Reports (continued)**

#### *Participation Review*

The minimum level of member participation was reviewed. It was noted that Arizona was using less than 50 percent of the contracts. A motion was made by North Dakota and seconded by Indiana to have Arizona verify and report usage at the December meeting. The motion passed unanimously with all states voting for it, except for Minnesota, which voted against it.

#### *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 distributed a CD with a PowerPoint presentation and a brochure PDF file. Liz Storey commended Mike for his work and suggested getting the brochures to the vendors.

#### *New Member Relations*

Virginia was the most recent addition to AEPA. Several member agencies stated that Virginia has not returned calls to other agency members or to vendors. Max indicated a possible alternate channel of communication is Jim Watts. It was also noted that other states without educational service agencies may request AEPA membership. A motion was made by New Mexico and seconded by Pennsylvania that the New Member Relations committee develop guidelines for non-service agency potential members by July 31. The motion passed unanimously. Iowa indicated that Wisconsin is exploring AEPA membership. Gary Nytes said that last fall, AEPA and AESA met in a joint session, and Brian Talbot said he would be willing to review applications for membership.

#### *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 1,000 hits per day, and the most hits were received in October. During the period from September 1, 2004, through March 31, 2005, 235,182 hits had been made to the website with an average of 80 visitors per day and from 6,158 unique IP addresses. The most requested file to be downloaded was the AEPA Informational Flyer dated March 8, 2004.

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### Financial Report

Max Luft reported that AEPA had a balance before the conference of approximately \$3,400. The meeting last year in Las Vegas cost more than was received because there were three nights of planned activities. This conference should leave AEPA with a balance of approximately \$7,000.

## **Member and Vendor Concerns**

### Member Concerns

There were no additional member concerns.

### Vendor Concerns

Atlas Track queried how vendors can easily get questions answered. Larry Risk said he would get vendors a question and answer area on the website.

## **Committee Reports (continued)**

### Return of tabled item – New Member Committee

It was noted that no paperwork had been received from additional states requesting membership. Arkansas has indicated they are interested and are processing the AEPA application for membership. It will be acted on by AEPA members when completed, received and references are checked.

### Return of tabled item – Procedures Committee

The procedure committee submitted the following revised recommendation:

*12.4 AEPA recommends a contract with the vendor, and then the agency member has the option to award the contract. If a vendor or a member agency requests a change in the contract, such change must be referred to the appropriate bid oversight committee. The appropriate bid oversight committee will make a recommendation to the Chair for action to the AEPA membership. The contract can only be modified by a vote of the AEPA membership. The appropriate vendor or the member agency may adopt any changes in the contract.*

A motion was made by New Mexico and seconded by Ohio to adopt the resolution. The motion passed unanimously.

### Return of tabled item – Price Modification Clarification

Mike Mellon indicated the committee met and recommends the following clarification of bids. Line item bids with price and item modification scheduled upon renewal: modular and portable buildings, athletic flooring and surfaces, carpeting, roofing, and copiers. Catalog bids with price and item modification upon change of the catalog: furniture, technology, office supply, administrative software, athletic flooring and surfaces, books, sports equipment and vehicles.

The committee recommendations were accepted with thanks for the clarification.

### Suggestion for modification of the Oversight Committee Membership

Liz Storey suggested that all oversight committees have three members. Max noted that Oversight Committees for existing bids currently have only two people while Oversight Committees for new items being bid, where specifications need to be developed have three members. A survey of the

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membership indicated a choice three members on all committees by five members (KY, MN, MO, NE, PA) and for three only on new bid items and two on the remaining committees by 12 members (CA, CO, IN, IA, KS, MT, NM, ND, OH, OR, TX and WY). Therefore, committee membership will remain as currently structured.

### **Nominating Committee Report**

Liz Storey reported the Nominating Committee recommends to keep the positions of chairman and vice chairman the same and to select Jeff Kimball from Pennsylvania as the bid coordinator. A motion was made by Minnesota and seconded by Texas to accept the Nominating Committee's recommendation. The motion passed unanimously.

### **Identification of Locations and Dates for the Next Meetings**

The next meeting is scheduled for December and will be held at noon on Saturday, December 4, in Savannah, Georgia, 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 Albuquerque, New Mexico, on April 2, 3, and 4. The motion passed unanimously.

## **Preparation for Bid #6**

### **The Process**

Attendees had previously identified items they would like to have included on the potential bid list. Additional areas were added culminating in 11 suggested items. After discussion, AEPA members were divided into five groups. Each group then divided the 11 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. The summary reasons for rejection are also shown on Table 1.

### **Oversight Committee Meetings for Bid #6**

During the product identification process of Bid #6, seven bid areas were identified. Each agency had representatives serving on at least one of the seven committees. The initial purpose of these committees was to determine if there were viable nationwide vendors that would respond to that specific bid item. The committee assignments are listed on Table 4.

### **Schedule of Bid #6 Tasks**

It was decided that the bid schedule would be similar to last year's bid. Possible suggested dates were as follows; 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 4	Bid approval following AEPA meeting in Savannah

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

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**Table 1 Bid Suggestions**

<b>Bid Item</b>	<b>1</b> CO,IN,IA	<b>2</b> KS, KY,MN	<b>3</b> NM,NE,MT,MO	<b>4</b> OR,OH,ND	<b>5</b> PA, TX,WY,CA	<b>Total</b>	<b>Rank</b>
Technology Catalog (include computers)	3	3	3	3	3	15	1
Administrative Software (transportation)	3	3	2	3	3	14	2
Furniture	3	3	3	2	2	13	3
Modular Buildings	3	1	2	3	3	12	4
Sports/Health Catalog (exclude Samson)	2	2	2	3	2	11	5
Online Training	1	2	2	2	3	10	6
HVAC Equipment	2	2	3	2	1	10	6
Scientific Catalog	2	1	3	2	1	9	8
Planners (student and adult)	2	2	1	1	2	8	9
Security Equipment	1	3	1	1	2	8	9
Synthetic Turf	1	1	1	1	1	5	11

<b>Bid Item</b>	<b>Rank</b>	<b>Comments</b>
Technology Catalog (include computers)	1	Include in next bid
Administrative Software (include transportation)	2	Include in next bid
Furniture	3	Include in next bid
Modular Buildings	4	Include in next bid
Sports/Health Catalog (exclude weight lifting equipment)	5	Include in next bid
Online Training	6	Include in next bid
HVAC Equipment	6	Include in next bid
Scientific Catalog	8	Place on hold; consider next year
Planners (student and adult)	9	Do not bid
Security Equipment	9	Place on hold; consider next year
Synthetic Turf	11	Current bid suffices

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**Table 2 Administrative Committee Assignments**

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

\* Denotes Chairperson elected by the committee

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**Table 3 Oversight Committees for Bids 2, 3, 4, and 5**

	<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
2A	Furniture	Pete Paul Tom Post*	TX MO
2B	Technology Catalog	Jerry Cochran Elmo Kallner*	IA OH
2C	Modular Buildings	Tammy Standley Dave Uglem*	OR WA
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	Tony Cosby Paul Utemark*	VA NE
4D	Sports Equipment	Mike Mellon* Laurie Walsh	CA WY
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

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\* Denotes Chairperson elected by the committee

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**Table 4 Oversight Committees for Bid 6**

<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
Technology Catalog	Elmo Kallner*	OH
	Jerry Cochran	IA
	Paul Utemark	NE
Furniture	Pete Paul	TX
	Tom Post*	MO
	Ken Shane	MN
Administrative Software	Steve Spade*	KS
	Frank Loehding	MT
	Pam Clover	IN
Portable and Modular Buildings	Tammy Standley	OR
	Dave Uglem*	WA
	Ann Burden	KY
	Tom Peeler	AZ
HVAC Equipment	Llew Perry	NM
	Craig McKee	AZ
	Cinda Holmes	KS
Online Training	John Jankowski	ND
	Jim Randecker	PA
	Tony Crosby	VA
Health and Sports Catalog	Laurie Walsh	WY
	Mike Mellon*	CA
	Tamra Hurst	OH

\* Denotes Committee Chairperson elected by the committee

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**Table 5 Summary of Committee Participation**

<b>State</b>	<b>Administrative</b>	<b>Oversight Bid 2, 3, 4, 5</b>	<b>Bid 6 Specifications</b>
Arizona	Bid Committee (TP)	Copiers (TP)	HVAC (CM) Modular Buildings (TP)
California	Partnership (MM) Procedures (MM)	Sports Equipment* (MM)	Health & Sports Equipment* (MM)
Colorado	Partnership (JT)	Carpet (JT)	
Indiana	Bid Acceptance* (PC) Bid Distribution *(PC) Web Site* (LR)	Vehicles (LR)	Admin Software (PC)
Iowa	Partnership (DD) New Membership (SR)	Office Supply Catalog (DD) Technology Catalog (JC)	Technology Catalog (JC)
Kansas	Bid Q&A (SS)	Admin Software* (SS)	Admin Software* (SS) HVAC (CH)
Kentucky	Bid Acceptance (AB) Nominating (LS)	Roofing* (LS)	Modular Buildings (AB)
Minnesota	Marketing* (MH) Nominating (GN) Website (KS)	Roofing (MH)	Furniture (KS)
Missouri	New Membership* (TP)	Furniture* (TP)	Furniture* (TP)
Montana	Procedures (FL)	Admin Software (FL)	Admin Software (FL)
Nebraska	Nominating* (PU) New Membership (PU)	Books* (PU) Vehicles (PU)	Technology Catalog (PU)
New Mexico	Bid Committee (LP) New Membership (ML)	Athletic Fields* (LP)	HVAC (LP)
North Dakota	Procedures* (JJ)	Office Supply Catalog* (JJ) Copiers* (JJ)	Online Training (JJ)
Ohio	Marketing (EK) Procedures (KS)	Technology Catalog* (EK)	Technology Catalog* (EK) Health & Sports Equipment (TH)
Oregon	Bid Q&A* (TS)	Modular Buildings (TS)	Modular Buildings (TS)
Pennsylvania	New Membership (JR) Bid Coordinator* (JK)	Carpet* (JK)	Online Training (JR)
Texas	Bid Committee (PP) Procedures (PP)	Athletic Fields (DR) Furniture (PP)	Furniture (PP)
Virginia	New Membership (TC)	Books (TC)	Online Training (TC)
Washington	Bid Distribution (JB)	Modular Buildings* (DU)	Modular Buildings* (DU)
Wyoming	Bid Utilization (LW)	Sports Equipment (LW)	Health & Sports Equipment (LW)

\* Denotes Chairperson