

US EDUCATIONAL TECHNOLOGY PURCHASING ALLIANCE

How to use  **USETPA** convenience contract

- ❑ Everyday Purchases
 - Directly contacting vendor
 - Using Vendor Catalogues
 - USETPA Online Portal

- ❑ Bulk Purchases
 - Directly contacting vendor
 - Using USETPA to aggregate demand and negotiate further discounts
 - USETPA Online Portal

- ❑ E-Rate
 - Using USETPA Form 470
 - Using USETPA contract as a response to individual Form 470

TYPES OF PURCHASES

- ❑ Contact vendor listed on USETPA website (www.usetpa.org)
- ❑ Guaranteed minimum discounts as listed on website
- ❑ Vendor may offer additional volume discounts and specials
- ❑ Copy of PO or invoice must be sent to PO@usetpa.com to allow USETPA to certify all purchases are made in compliance with terms of convenience contract

EVERYDAY OR BULK PURCHASES-DIRECT

- ❑ SHI international
 - Go to www.publicsector.shidirect.com and create an account
 - Customer Token=72421 Access key is NLP4MR7R! For all NC K-12 schools
 - Pricing reflects minimum USETPA discounts discounts
 - Contact USETPA or account representative for additional volume discounts
 - Purchases automatically registered with USETPA
 - Awarded for use in all of USA
- ❑ CDW-G
 - Go to www.cdwg.com/usetpa and create an account
 - Pricing reflects minimum USETPA discount levels
 - Contact USETPA or account representative for additional volume discounts
 - Purchases automatically registered with USETPA
 - See USETPA website for states eligible

USING VENDOR CATALOGUES

- ❑ Create Account at www.Usetpa.org
- Contact Landon at 919.391.9558 for training
- User manual may be found at <http://www.usetpa.org/about.html>
- ❑ Request quotes from any or all qualified USETPA vendors
- ❑ Track and document bid responses
- ❑ Online decision matrix

USETPA ONLINE PORTAL

- ❑ User contacts USETPA with what they are looking to purchase
- ❑ USETPA conducts bidding among qualified vendors to negotiate lowest possible pricing
- ❑ USETPA aggregates demand between multiple users to generate further discounts
- ❑ Takes advantage of non-static nature of technology pricing
- ❑ User sends PO to PO@usetpa.com which allows USETPA to certify that purchase was made in accordance with terms of convenience contract

DEMAND AGGREGATION

- ❑ Subscribers give the USETPA the right to seek bids on their behalf but not the authority to enter into contracts on their behalf
- ❑ Subscribers may use USETPA Form 470 in place of an individual 470
- ❑ New Form 470 is issued every January to update subscriber list and notify potential vendors of new demand
- ❑ Subscribers may only use the USETPA 470 after they have subscribed and 28 days have passed before issuing an individual Form 471
- ❑ Purchase made using USETPA 470 are automatically registered with USETPA
- ❑ Users may use contract pricing as a response to individual Form 470 without subscribing but must send copy of PO or contract to USETPA at po@usetpa.com
- ❑ Subscribers must conduct a “mini-bid” between vendors on contract who are eligible to provide service
- ❑ USETPA E-Rate consultant (New Hope Technology Foundation) is available to provide assistance with conducting mini-bid and with guidance on the correct use of the USETPA Form 470

E-RATE PURCHASES

WWW.usetpa.org

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