

# US EDUCATIONAL TECHNOLOGY PURCHASING ALLIANCE

How to use  **USETPA** convenience contract

- ❑ Everyday Purchases
  - Directly contacting vendor
  - Using Vendor Catalogues
  
- ❑ Online Reverse Auction
  - Use USETPA portal to request quotes and accept bids
  - Buy Now opportunities for Vendor Specials
  
- ❑ Offline Bulk Purchases
  - Directly contacting vendor
  - Using USETPA to aggregate demand and negotiate further discounts
  
- ❑ E-Rate
  - Using USETPA Form 470
  - Using USETPA contract as a response to individual Form 470

## TYPES OF PURCHASES

- ❑ Request customized quotes from USETPA vendors
- ❑ Manage proposal process including vendor correspondence
- ❑ Option for online decision matrix
- ❑ Online proposal acceptance and deal certification
- ❑ Access to “Buy Now” vendor specials

## REVERSE AUCTION PORTAL

- ❑ Contact vendor listed on USETPA website ([www.usetpa.org](http://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](mailto: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](http://www.publicsector.shidirect.com) and create an account
  - Pricing reflects minimum USETPA 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](http://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

- ❑ 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](mailto: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](mailto: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](http://WWW.usetpa.org)

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