Regular Meeting
Thursday, March 5, 2015 8:30 AM
ESU No. 11 412 West 14th Avenue Holdrege,
NE with DL at ESU 1, 5, 6, 10, 13, 18
6949 South 110th Street
LaVista, NE 68128

1. ESU Coordinating Council Information

2. Call to Order

3. Roll Call

4. Approval of Minutes

5. Petitions and Communications to the Board

   5.1. State Board of Education and Nebraska Department of Education Report
   Nebraska Department of Education
   5.2. Association of Education Service Agency's Report
   AESA Representative - Jeff West

6. Executive Reports

   6.1. Executive Director Report

   6.2. Executive Committee Report

      6.2.1. Executive Director Evaluation
      President - Jeff West
      6.2.1.1. Staff Evaluations Template Consideration

      6.2.2. Lobbyist
      Jeff West - President
      6.2.3. ESUCC Contract Management

      6.2.4. ESUCC/PDO Calendars 2015-2017
      President - Jeff West
      6.2.5. Master Service Agreement
      President - Jeff West
      6.2.6. Auditor Invoice
      Committee Chair - Jeff West
      6.2.7. NPERS Advisory Letter

6.2.8. ESU 13 Visit

6.2.9. Math/Science Partnership Grant - Next Steps

6.2.10. Contract Management - NVIS
Executive Director - David Ludwig

7. Public Comment
ESUCC President - Jeff West
8. Recommendations from Standing Committees and Project Reports

8.1. Finance, Audit, Budget Committee

8.1.1. Monthly Budget Meeting - 030315

8.1.2. Approve Claims, Financials Statements, and Assets for Month of January

8.1.3. Approval of March Expenses

8.1.4. Contract Management

8.1.5. Medicaid

8.1.6. Fiscal Management Goals (Departmental Carry Over)

8.1.6.1. Coop

8.1.6.2. SRS

8.1.6.3. IMAT

8.1.6.4. LMS (Committee Recommendation/Revenue)

8.1.7. Master Service Agreement

8.1.7.1. SRS Fees

8.1.7.2. PDO Fees

8.1.7.3. IMAT Fees

8.1.8. Staff Cell Phones

8.1.9. Auditor Invoice

8.2. Technology Committee

8.2.1. ESUCC Technology Plan
Uhing/Ludwig
8.2.1.1. Cloud Learning Environment Update

8.2.1.2. IllniCloud Presentation
Scott Issacson/Mike Danahy
8.2.1.3. One Page Talking Point Document
Scott Issacson
8.2.1.4. Safari Update and Recommendation
Scott Isaacson
8.2.1.5. MindShine Meeting Recap
Executive Director David Ludwig
8.2.2. LMS Committee Recommendation/Budget Goals

8.2.3. Master Service Agreement
ESUCC Executive Director David Ludwig
8.2.3.1. Approve IMAT Requests
Chair of Committee - Bob Uhing
8.2.3.1.1. Approve revisions in IMAT support costs for Master Service Agreement

8.2.3.2. Approve NOC Budget Requests
Committee Chair - Bob Uhing
8.2.3.3. Approve TAG Budget Requests
Chair of Committee - Bob Uhing
8.2.3.4. Approve BlendEd Budget Requests
Committee Chair - Bob Uhing
8.2.4. Network Nebraska request
Committee Chair - Bob Uhing
8.2.4.1. Lincoln Diocese joining Network Nebraska
Chair of Committee - Bob Uhing
8.2.5. Application System Analyst
Chair of Committee - Bob Uhing
8.2.6. Technology Bond
Committee Chair - Bob Uhing
8.2.7. Staff Reports (Written Reports)
Chair of Committee
8.2.7.1. Rhonda Eis
Rhonda Eis
8.2.7.2. Scott Isaacson
Scott Isaacson
8.2.7.3. Gordon Roethemeyer
Gordon Roethemeyer
8.3. Cooperative Purchasing Project

8.3.1. Coop Vision

8.3.2. Coop Goals

8.3.2.1. Reduce the Number of PO's

8.3.2.2. Billing responsive to District needs

8.3.2.3. Enhancement of Coop through Statewide communication

8.3.2.4. Effective statewide training

8.3.2.5. Develop a "user friendly" environment

8.3.2.6. Ensure on-time delivery

8.3.3. Program Updates

8.3.3.1. Annual Buy/Paper Buy

8.3.3.2. Special Buys

8.3.3.3. AEPA

8.3.3.3.1. Recommend Approval of Quill AEPA Contract

8.3.3.3.2. Fourth Quarter Sales

8.3.4. Future Efforts

8.3.4.1. Timeline for Sourcing/Procurement solution

8.3.4.2. City of Waverly Interlocal Agreement

8.3.5. Fiscal Management Goals

8.3.6. Statewide Communications

8.3.6.1. ESM Update

8.3.6.2. Advisory Committee Update

8.3.7. Policy & Procedures

8.3.8. Approve Coop Project Director

8.4. PD Leadership Committee

8.4.1. May PDO
Committee Chair - Kraig Lofquist
8.4.1.1. Approve PDO Vision
Committee Chair - Kraig Loquist
8.4.2. Master Service Agreement
Committee Chair - Kraig Lofquist
8.4.2.1. 2014-2015 PDO Budget Requests
Committee Chair - Kraig Lofquist
8.4.2.1.1. NOC Budget Requests
Committee Chair - Kraig Lofquist
8.4.2.1.2. SDA Requests
Committee Chair - Kraig Lofquist
8.4.2.1.2.1. Crisis Training
Committee Chair - Kraig Loquist
8.4.2.1.3. ESPD Budget Requests

8.4.2.1.4. TAG Budget Requests

8.4.2.1.5. IMAT Budget Requests

8.4.2.1.6. BlendEd Budget Requests
Committee Chair - Kraig Loquist
8.4.3. NMPDS Math Grant Updates
Deb Hericks
8.4.3.1. Training for teachers of Native American Students
Committee Chair - Kraig Lofquist
8.4.3.2. 2014-2015 revised budget
Committee Chair - Kraig Lofquist
8.4.4. ESUCC/ESUPDO Calendar 2015 - 2017
Committee Chair - Kraig Lofquist
8.4.5. NWEA Contract Renewal
Committee Chair - Kraig Loquist
8.5. Special Education Committee

8.5.1. Wade Fruhling - SRS Report

8.5.1.1. AAP

8.5.1.2. Project Para

8.5.1.3. SRS Report

8.5.1.4. ILCD

8.5.2. Application Systems Analyst

8.5.3. Medicaid (Steve Milliken)

8.5.4. Rule 11/Early Learning Connections

8.5.5. Title III and Migrant (NDE)

8.5.6. Master Service Agreement

8.5.6.1. SRS Budget Goals

8.5.6.2. Special Education Project Fees ($5000)

8.5.6.3. SRS Tier Structure

8.5.6.4. ESPD Affiliate Budget Requests

8.5.7. Change SPED Committee name to Special Populations Committee

8.6. Legislative Committee

8.6.1. ESUCC Legislative Action Plan

8.6.2. Network NE Membership (Non-Profit Agencies)

8.6.3. LB 343 (Programs of Excellence)

8.6.4. LB 478 (ESU Facility Funding)

8.6.5. LB 402 (DL)

9. New and Miscellaneous Business

9.1. Best Practices Discusion
President Jeff West

10. Unfinished Business

10.1. Bylaws & Policy Review
ESUCC President - Jeff West

10.2. Strategic Planning Process

11. Public Comment: Recognition of Visitors
ESUCC President - Jeff West

12. Executive Session

13. Adjournment

Regular Meeting
February 05, 2015 8:30 AM
Nebraska Council of School Administrators
455 S 11th Street, Ste A
Lincoln, NE 68508
with DL Locations: ESU No.1, 10

Attendance Taken at 8:30 AM:

Present Board Members:
Uhing ESU 01
DeTurk ESU 02
Schnoes ESU 03
Gegg ESU 05
Shoemake ESU 06
Polk ESU 07
Mowinkel ESU 08
Lofquist ESU 09
Bell ESU 10
Tedesco ESU 11
West ESU 13
Calvert ESU 15
Beatty ESU 16
Radford ESU 17
Standish ESU 18
Allen ESU 19

Absent Board Members:
Fisher ESU 04

Updated Attendance:
Standish ESU 18 was updated to present at: 8:40 AM

ESU Coordinating Council Information
Call to Order
Roll Call
Discussion:
Call to order at 8:30.

Staff: David Ludwig, Scott Isaacson, Deb Hericks

Guests: Karen Haase, Freida Lange, Jolene Palmer

Approval of Minutes
Motion Passed: Motion to approve the minutes as presented passed with a motion by Polk ESU 07 and a second by Lofquist ESU 09.

Uhing ESU 01 Yes
DeTurk ESU 02 Yes
Schnoes ESU 03 Yes
Fisher ESU 04 Absent
Gegg ESU 05 Yes
Shoemake ESU 06 Yes
Polk ESU 07 Yes
Mowinkel ESU 08 Yes
Lofquist ESU 09 Yes
Bell ESU 10 Yes
Tedesco ESU 11 Yes
West ESU 13 Yes
Calvert ESU 15 Yes
Beatty ESU 16 Yes
Radford ESU 17 Yes
Standish ESU 18 Absent
Allen ESU 19 Yes

Petitions and Communications to the Board
State Board of Education and Nebraska Department of Education Report
Jolene Palmer - Suicide Prevention
Discussion:
Jolene Palmer from NDE was present to discuss Suicide Awareness/Prevention five-year plan. By law, there is a required audience for training but NDE will target everyone who has contact with students in buildings. Everyone should be equipped with knowledge to recognize behaviors that could lead to prevention. The training will be evidence based and taken online so that everyone has equal access across the state. NDE will be creating Safety Standards to align with statewide goals.

Freida Lange - AQuESTT, Rule 10, Waiver, CPR
Discussion:
Freida Lange from NDE was present to discuss AQuESTT (accountability system) – currently deciding how we classify schools? There will be four levels of classification, to be voted on at March NDE meeting.

Adoption of Rule 10 hearing end of February. At public hearings, no testimony against changes to Rule 10.

A "draft" of waiver will be going to the NDE Board this month. This waiver will provide a blueprint for NE to identify the type of schools we want in NE.

CPR to be part of high school curriculum, if included as part of curriculum this would meet requirement. ie: part of Health, etc. Will not be a requirement of every student.

Association of Education Service Agency's Report
Discussion:

No report given.

Executive Reports
Executive Committee Report
Letter of Engagement (Attorney)
Discussion:
Discussion was held regarding the Letter of Engagement with KSB School Law. The Board approved the signing of the agreement.

Executive Director Evaluation
Discussion:
Evaluation will go back to the Executive Committee in March for final approval.

Lobbyist
Discussion:
Discussion was held regarding the possibility of the ESUCC hiring a lobbyist to help the Executive Director meet and evaluate our needs. They will begin discussion in Executive Committee on hiring lobbyist. Need someone with strong skills and expertise on lobbying efforts. Budget/funding will play a role in the decision.

ESUCC/PDO Calendars 2015-2017
Discussion:
Please review two-year calendar (combined ESUCC/PDO). Executive Committee will be brought forth in March for approval. Have draft available each January to go through affiliates, ESUCC, and final approval in March of each year continuing with two-year calendar cycle.

Master Service Agreement
Discussion:
Discussion was held regarding the "draft" Master Service Agreement (MSA). There has been a change in the format of the MSA, each section has own page. Legal reviewed the agreement and concerns from ESU 13 regarding indemnification portion of agreement. Legal has drafted an alternative indemnification to be reviewed by each committee.

ESU Services
Services Survey
Discussion:
ESU No. 7 Administrator reviewed the survey from data she collected on ESU services.

ESEA Reauthorization
Discussion:
Executive Director reviewed the policy partner letter that is being drafted by NDE Commissioner. Board approved ESUCC being a policy partner with NDE.

6.B. Executive Director Report
Discussion:

Executive Director reviewed the Nebraska Statewide School Community (Internal Educators - NDE, ESUs, etc; External Educators - Legislators, Higher Ed, NASB, etc; Non-Profit Business Partners - Omaha Chamber). Inter-agencies could be a possibly be part of components.

Executive Director and team will meet with MindShine on software development possibilities.

Public Comment
Discussion:
There was no public comment at this time.

Recommendations from Standing Committees and Project Reports
Finance, Audit, Budget Committee

Approve Claims, Financials Statements, and Assets for Month of December
Motion Passed: Recommend approval of Approve Claims, Financials Statements, and Assets for Month of December passed with a motion by Schnoes ESU 03 and a second by Lofquist ESU 09.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes
Fisher ESU 04	Absent
Gegg ESU 05	Yes
Shoemake ESU 06	Yes
Polk ESU 07	Yes
Mowinkel ESU 08	Yes
Lofquist ESU 09	Yes
Bell ESU 10	Yes
Tedesco ESU 11	Yes
West ESU 13	Yes
Calvert ESU 15	Yes
Beatty ESU 16	Yes
Radford ESU 17	Yes
Standish ESU 18	Yes
Allen ESU 19	Yes

Discussion:
Committee Chair reviewed budget reports for December 2104.

Approval of February Expenses
Motion Passed: Recommend motion to approve February expenses passed with a motion by Radford ESU 17 and a second by Gegg ESU 05.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes

Fisher ESU 04 Absent
Gegg ESU 05 Yes
Shoemake ESU 06 Yes
Polk ESU 07 Yes
Mowinkel ESU 08 Yes
Lofquist ESU 09 Yes
Bell ESU 10 Yes
Tedesco ESU 11 Yes
West ESU 13 Yes
Calvert ESU 15 Yes
Beatty ESU 16 Yes
Radford ESU 17 Yes
Standish ESU 18 Yes
Allen ESU 19 Yes

Technology Committee
ESUCC Technology Plan
Discussion:
Executive Director reviewed the Technology Plan. This is a working document to be updated as we move forward. There will be a Committee to meet to discuss/plan the Statewide Technology Project. An update was given to each affiliate at their meetings in January.

IllniCloud Presentation
Discussion:
The IllniCloud will present a demonstration at the March meeting.

One Page Talking Point Document
Discussion:
The committee has developed a one page talking point documents to be used at meetings as discussion points. Demonstration was given on what a description of what the cloud based learning environment would look like.

Vendor Management Update
Discussion:
Dean Folkers (NDE) and Scott Isaacson (ESUCC) attended a vendor conference in January. We are establishing a protocol to be used when using vendors.

LOR
Discussion:
Purpose, contractual terms, services, etc will be used to determine protocol for negotiations with vendors.

LMS
Discussion:
Created a template/protocol to be used in LMS planning for statewide benefits. Will put out

an RFP with this format in March to make the decision for statewide services. There will be a menu of choices instead of one system.

Recommended purchase of RAM for donated servers
Motion Passed: Authorize technical staff to test and purchase 272 server RAM modules at best available pricing, not to exceed $10,000 passed with a motion by Uhing ESU 01 and a second by DeTurk ESU 02.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes
Fisher ESU 04	Absent
Gegg ESU 05	Yes
Shoemake ESU 06	Yes
Polk ESU 07	Yes
Mowinkel ESU 08	No
Lofquist ESU 09	Yes
Bell ESU 10	Yes
Tedesco ESU 11	Abstain
West ESU 13	Yes
Calvert ESU 15	Yes
Beatty ESU 16	Yes
Radford ESU 17	Yes
Standish ESU 18	Yes
Allen ESU 19	Yes

Discussion:
Quotes have been received for RAM to be purchased for the donated servers from IlliniCloud. Prices for RAM fluctuates daily so motion reflects that there could be a change in pricing.

Recommended purchase of LastPass for admin password management
Discussion:
The infrastructure team recommends purchase of 10 licenses of LastPass Enterprise to use in securing and sharing access to administrative passwords for the cloud based learning environment. The cost for this will be $24 per license or $240 total.

Disaster Recovery/Business Continuity Planning
Discussion:
It is an important part of the Technology Plan to include disaster recovery possibility to scale statewide.

Cooperative Purchasing Project
AEPA
Recommend Approval of School Specialty Contract

Motion Passed: To have ESUCC Executive Director sign contract for new AEPA

approved vendor School Specialty (AEPA IFB #015-B Instructional and School Supplies), upon favorable review by ESUCC attorney passed with a motion by Calvert ESU 15 and a second by Schnoes ESU 03.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes
Fisher ESU 04	Absent
Gegg ESU 05	Yes
Shoemake ESU 06	Yes
Polk ESU 07	Yes
Mowinkel ESU 08	Yes
Lofquist ESU 09	Yes
Bell ESU 10	Yes
Tedesco ESU 11	Yes
West ESU 13	Yes
Calvert ESU 15	Yes
Beatty ESU 16	Yes
Radford ESU 17	Yes
Standish ESU 18	Yes
Allen ESU 19	Yes

Recommend Approval Nilfisk-Advance Contract

Motion Passed: To have ESUCC Executive Director sign contract for new AEPA approved vendor NilFisk Advance (AEPA IFB #015-B Custodial Equipment), upon favorable review by ESUCC attorney. passed with a motion by Calvert ESU 15 and a second by Schnoes ESU 03.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes
Fisher ESU 04	Absent
Gegg ESU 05	Yes
Shoemake ESU 06	Yes
Polk ESU 07	Yes
Mowinkel ESU 08	Yes
Lofquist ESU 09	Yes
Bell ESU 10	Yes
Tedesco ESU 11	Yes
West ESU 13	Yes
Calvert ESU 15	Yes
Beatty ESU 16	Yes
Radford ESU 17	Yes
Standish ESU 18	Yes
Allen ESU 19	Yes

Interlocal Agreements

Discussion:
Recommend Interim Director to move forward with interlocal template.

Recommend Approval of Inter Government Agreement
Discussion:
Recommend Interim Director to move forward with interlocal template.

Coop Project Director Update
Discussion:
The interview committee will interview three people on February 9, 2015 for the Coop Director position.

PD Leadership Committee
Discussion:
The January PDO workshop with Marcia Kish was successful. Possibility of bringing her back to do some extended work with the state.

Special Education Committee
Medicaid (Steve Milliken)
Discussion:
Executive Director continues to work with Steve Milliken, NDE on Medicaid resolution. Executive Director to continue to work with NDE and DHHS.

Legislative Committee

LB 343 (Programs of Excellence)
Discussion:
Executive Director gave an update on the Programs of Excellence (LB 343)

LB 402 (DL)
Discussion:
Executive Director gave an update on LB 402 on future of DL. Hearing to be held March 2, 2015. Important to have Superintendents testify on importance of DL in their schools.

LB 478 (ESU Facility Funding)
Discussion:
Executive Director discussed LB 478 (ESU Facility Funding). Recommend administrators to attend facility hearing on February 17 at 1:30. There are concerns regarding cash reserves being different across ESUs. ESUs use cash reserve for facility funding. Cash reserves are also used to cover NDE/Federal grants (cash flow). Focus talking points on capital improvements and additions to facilities.

New and Miscellaneous Business
Discussion:
None at this time

Unfinished Business
Bylaws & Policy Review
Strategic Planning Process
Discussion:
Next Planning meeting is on April 7, 2015.

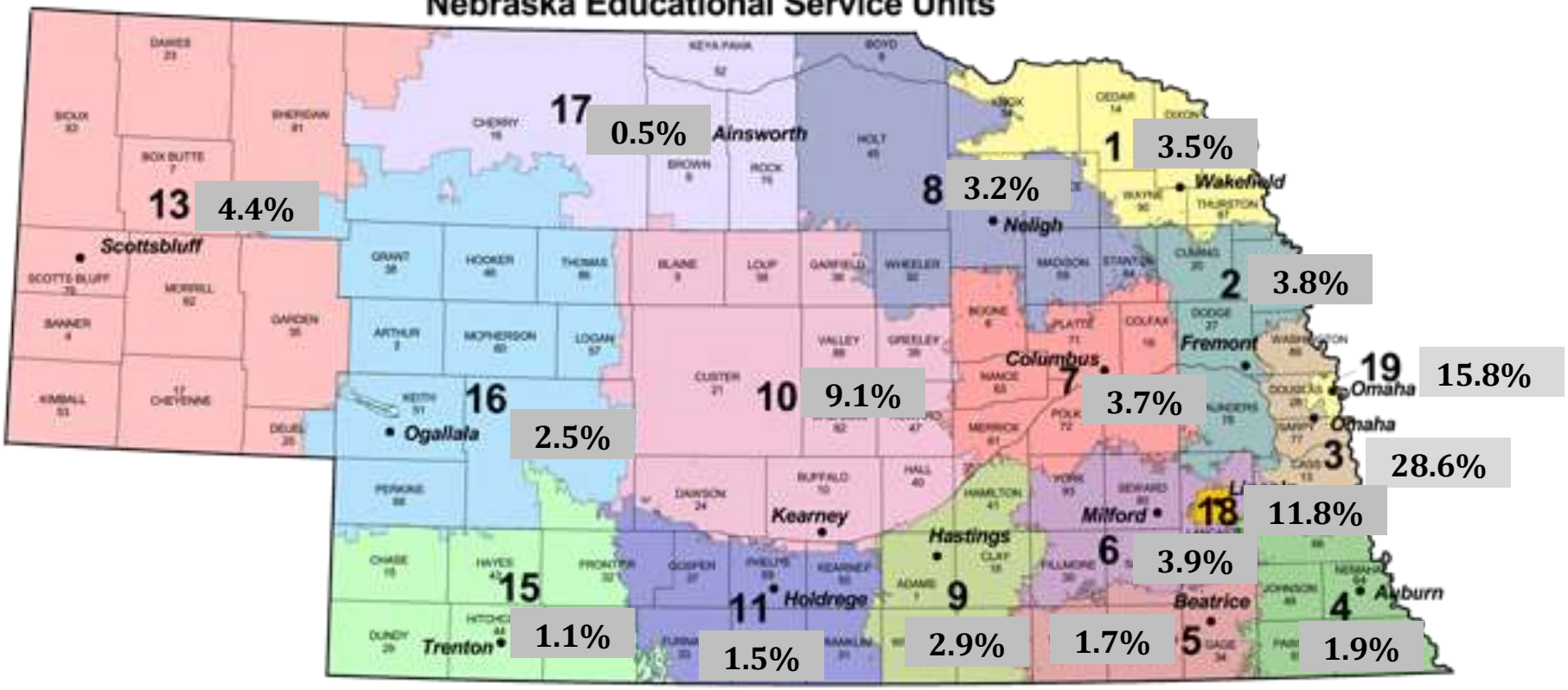
Public Comment: Recognition of Visitors
Discussion:
There were no public comments at this time.

Executive Session
Discussion:
None held

Adjournment
Motion Passed: Motion to adjourn meeting at 11:57 PM passed with a motion by Beatty ESU 16 and a second by Polk ESU 07.

Uhing ESU 01	Yes
DeTurk ESU 02	Yes
Schnoes ESU 03	Yes
Fisher ESU 04	Absent
Gegg ESU 05	Yes
Shoemake ESU 06	Yes
Polk ESU 07	Yes
Mowinkel ESU 08	Yes
Lofquist ESU 09	Yes
Bell ESU 10	Yes
Tedesco ESU 11	Yes
West ESU 13	Yes
Calvert ESU 15	Yes
Beatty ESU 16	Yes
Radford ESU 17	Yes
Standish ESU 18	Yes
Allen ESU 19	Yes

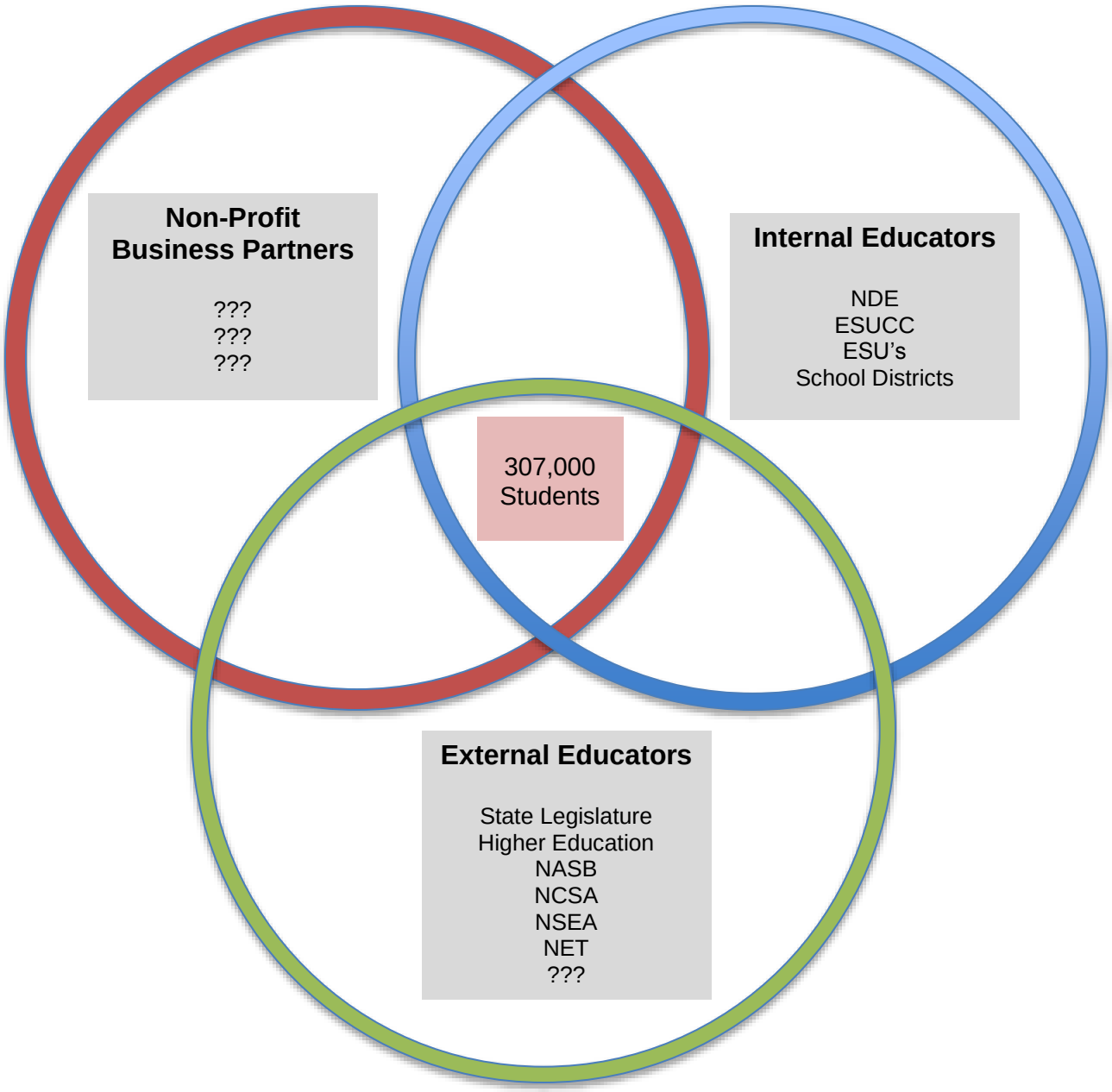
Nebraska Educational Service Units



ESU	Student Count	Percent
ESU 1	11374	3.5%
ESU 2	12414	3.8%
ESU 3	94202	28.6%
ESU 4	6287	1.9%
ESU 5	5686	1.7%
ESU 6	12977	3.9%
ESU 7	12169	3.7%
ESU 8	10506	3.2%

ESU 9	9627	2.9%
ESU 10	30042	9.1%
ESU 11	4990	1.5%
ESU 13	14488	4.4%
ESU 15	3705	1.1%
ESU 16	8294	2.5%
ESU 17	1575	0.5%
ESU 18	38978	11.8%
ESU 19	51928	15.8%
Total Student Count	329242	100.0%

Nebraska Statewide School Community



Statewide Educational Technology Plan
January 2015

12/16/2014 Drafters: Dave Ludwig, Bob Uhing, Mike Danahy, Jordan Clark, Ron Cone, Ben Anthony, Scott Isaacson

Purpose: (DRAFT) *To support the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and resources are easy to access and work seamlessly together by securely sharing data.*

To provide statewide leadership and resources for the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and content are easy to access and work seamlessly together through securely sharing data.

	Project Deliverables	Progress Updates	Person(s) Responsible	Completion Date
Cloud Learning Environment				
MOU	Submit draft to Karen Haase for legal review; IlliniCloud is OK with draft Review with ESUCC Technology Committee ESUCC Presentation/Demo ESUCC Board Approval			12-18-14 1-7-15 ~~1-8-15~~ 2-5-2015 February 5, 2015
Single Sign On (Identity Management)	Implement multi-tenant IdP for pilot districts & ESUs, using local districts' existing directories/authentication mechanisms Full statewide implementation			2-15-2015 January 2016 ???
K-12 Federation	Ability to federate with other states and outside vendors Key components developed with Scott, Mike, Jord Ben, Ron			January 2016 ???
Student Privacy	COSN data privacy toolkit. Join COSN. Include within the 15-16 MSA. Call for statewide quote for membership within the 2015-16 MSA (Ludwig)			March 2015 ~~January~~ February 2015
Statewide Support Model	Cooperation with the development of the Cloud. Data Dashboard support will enhance this approach. Additional FTE or restructured FTE to be determined.			In development with statewide efforts. March 2015

Statewide Data Centers (ESU 2 and 10 +) Statewide Infrastructure/Backup/Redundancy	ESU 3 may be difficult to consider due in part to their partial membership with Network NE. An RFP is in place for possible full-bandwidth membership. Consideration to be provided for ESU 18 and 19 - investigate willingness to participate and connectivity to Network NE..... Design initial OpenStack environment OpenStack test environment live in 2 data centers..... Production OpenStack environment live in 2 data centers Addition of 3rd data center to production environment			3-2015 1-2015 1-2015 2-15-2015 6-1-2015 late 2015
Security Plan	CISSP Notebook. The Technology Team of 5 technicians to manage in sections statewide. Determine certification for CISSP of staff statewide. NITC is currently working on security issues.			Ongoing
Vendor Management	Scott Isaacson and Dean Folkers are attending a conference January 13/14, 2015. Active ESUCC engagement process of Vendor Management to be developed.			January 2015 February 2015 with the Executive Committee
ICE Conference - Feb 24-26	The Four Technicans will attend.			February 2015
Production Demonstrator (June ???)	Necessary for grant funding sources			June 2015
Portal System	Install uPortal with IlliniCloud extensions for pilot districts & ESUs			2-15-2015
Cost Analysis -	Develop a cost analysis for the statewide projects related to the Illini Cloud project. (Data center space, hardware, network connectivity, software licenses, staffing)			February 2015
Branding/Marketing	Five Technicians develop a one-page talking document for ESU Administrators, affiliates, NDE, and School Districts			1-7-15
Data Dashboard				
Student Information Systems - Vendor Management				

Power School (Statewide Model)	Discuss within the ESUCC Technology Meeting on 12-19-14. Target PowerSchool hosting integration into NE Cloud (future)			12-19-14 Summer 2016
Infinite Campus				
School Master				
SIMS (ESU 3)				
Go Edustar				
???				
Nebraska Repository for Online BlendED Learning				
	BlendEd Learning Graphic (PDF) Closing the Gap: Turning SIS/LMS Data into Action Report (PDF) Financial support TBD by the legislature -			Ongoing
Learning Object Repository				
	Still in implementation stage, ongoing work and negotiations			2015 - 2016
Safari Contract Negotiations	Complete basic 2014-15 support agreement Determine needs and negotiate 2-year agreement for 2015-2017			12-31-2014 3-31-2015
Safari Implementation	Connect to SSO federation, CAS, LDAP or local accounts Google authentication			3-31-2015 TBD
Content to fill LOR? added by Ron	resources and/or statewide subscription service(s) [videos, ebooks, etc.]		IMAT	
Learning Management System				
	Canvas; Schoology; Blackboard; Moodle will determine statewide support			March 2015

Items for discussion:

- Long-range plan (long-term purpose and sustainability)
- Cost-sharing plan
- Statewide purchase protocol
- Identification of resources/needs protocol (personnel & product)
- Administrative password management & coordination (LastPass)
- LOR content
- Skills inventory, staffing needs

NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen
State Auditor

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State Capitol, Suite 2303
Lincoln, Nebraska 68509
402-471-2111, FAX 402-471-3301
www.auditors.nebraska.gov

February 2, 2015

David M Ludwig
ESUCC Executive Director
ESUCC Office at ESU #3
6949 South 110th Street
LaVista, NE 68128

Dear Mr. Ludwig:

This serves as a **Final Bill** for work performed in relation to the audit of Educational Service Unit Coordinating Council for the fiscal year ended June 30, 2014.

Attached to this letter is an itemized listing of expenses incurred during the course of completing the audit.

TOTAL AMOUNT DUE $ 29,971.05

Payment is due at this time, thank you for your attention to this matter. If you have any questions or concerns regarding this billing or the work performed, please do not hesitate to contact me.

Sincerely,

Mary Avery

Mary Avery
Special Audits and Finance Manager
Phone 402-471-3686
mary.avery@nebraska.gov

Admin 43%
Coop 43%
SRS 6%
Blended 8% / 3

ESUCC FY2014

Slip Number	Employee ID	Name	Activity Code	Description	Actual Time	Hourly Rate	Expense Amount	Reference	Beginning Date
150710	6154215	DANIEL BALDWIN	1	Planning	4.00	$ 37.50	$150.00	7	10/1/2014
151073	6154215	DANIEL BALDWIN	1	Planning	2.00	$ 37.50	$75.00	7	10/16/2014
151790	6154215	DANIEL BALDWIN	2	Report/Mgmt Let	4.50	$ 37.50	$168.75	7	11/16/2014
152154	6154215	DANIEL BALDWIN	2	Report/Mgmt Let	9.50	$ 37.50	$356.25	7	12/1/2014
150711	6154215	DANIEL BALDWIN	10	Payroll	24.00	$ 37.50	$900.00	7	10/1/2014
151072	6154215	DANIEL BALDWIN	10	Payroll	25.00	$ 37.50	$937.50	7	10/16/2014
151430	6154215	DANIEL BALDWIN	10	Payroll	26.50	$ 37.50	$993.75	7	11/1/2014
151788	6154215	DANIEL BALDWIN	10	Payroll	17.00	$ 37.50	$637.50	7	11/16/2014
150712	6154215	DANIEL BALDWIN	11	Revenues	3.00	$ 37.50	$112.50	7	10/1/2014
151076	6154215	DANIEL BALDWIN	14	Travel	3.50	$ 37.50	$131.25	7	10/16/2014
150713	6154215	DANIEL BALDWIN	15	Expenditures	2.50	$ 37.50	$93.75	7	10/1/2014
151074	6154215	DANIEL BALDWIN	15	Expenditures	4.00	$ 37.50	$150.00	7	10/16/2014
151432	6154215	DANIEL BALDWIN	15	Expenditures	21.00	$ 37.50	$787.50	7	11/1/2014
151789	6154215	DANIEL BALDWIN	15	Expenditures	23.50	$ 37.50	$881.25	7	11/16/2014
151025	6154215	DANIEL BALDWIN	142	Expense - Meal Reimbursement			$30.05	29924392	10/20/2014
151728	6154215	DANIEL BALDWIN	159	Expense - Lodging		Rodeway Inn	$113.38	30075967	10/20/2014
150368	123926	DONALD DUNLAP	1	Planning	16.00	$ 67.50	$1,080.00	7	9/16/2014
150740	123926	DONALD DUNLAP	1	Planning	1.00	$ 67.50	$67.50	7	10/1/2014
151096	123926	DONALD DUNLAP	1	Planning	4.00	$ 67.50	$270.00	7	10/16/2014
151817	123926	DONALD DUNLAP	2	Report/Mgmt Let	1.00	$ 67.50	$67.50	7	11/16/2014
152182	123926	DONALD DUNLAP	2	Report/Mgmt Let	6.00	$ 67.50	$405.00	7	12/1/2014
150741	123926	DONALD DUNLAP	41	Manager Review	5.00	$ 67.50	$337.50	7	10/1/2014
151097	123926	DONALD DUNLAP	41	Manager Review	13.00	$ 67.50	$877.50	7	10/16/2014
151458	123926	DONALD DUNLAP	41	Manager Review	3.00	$ 67.50	$202.50	7	11/1/2014
151816	123926	DONALD DUNLAP	41	Manager Review	4.00	$ 67.50	$270.00	7	11/16/2014
152181	123926	DONALD DUNLAP	41	Manager Review	1.00	$ 67.50	$67.50	7	12/1/2014
152228	4376391	JENNA REIMERS	2	Report/Mgmt Let	4.00	$ 31.00	$124.00	7	12/1/2014
150459	4936424	KRYSTA MOLSEN	1	Planning	16.00	$ 37.50	$600.00	7	9/16/2014
151185	4936424	KRYSTA MOLSEN	2	Report/Mgmt Let	0.50	$ 37.50	$18.75	7	10/16/2014
151184	4936424	KRYSTA MOLSEN	11	Revenues	55.50	$ 37.50	$2,081.25	7	10/16/2014
151186	4936424	KRYSTA MOLSEN	14	Travel	7.00	$ 37.50	$262.50	7	10/16/2014
151187	4936424	KRYSTA MOLSEN	15	Expenditures	10.00	$ 37.50	$375.00	7	10/16/2014
151539	4936424	KRYSTA MOLSEN	15	Expenditures	54.00	$ 37.50	$2,025.00	7	11/1/2014
151023	4936424	KRYSTA MOLSEN	142	Expense - Meal Reimbursement			$16.65	29881303	10/20/2014
151369	4936424	KRYSTA MOLSEN	159	Expense - Lodging		Rodeway Inn	$98.26	29986634	10/20/2014
151538	4936424	KRYSTA MOLSEN	163	PS Audit Review	10.50	$ 37.50	$393.75	7	11/1/2014
152338	117972	PAT REDING	41	Manager Review	1.00	$ 67.50	$67.50	7	12/1/2014
150571	3551420	SARA LEBER	1	Planning	9.50	$ 45.50	$432.25	7	9/16/2014
150934	3551420	SARA LEBER	1	Planning	50.50	$ 45.50	$2,297.75	7	10/1/2014
151282	3551420	SARA LEBER	1	Planning	47.00	$ 45.50	$2,138.50	7	10/16/2014
151647	3551420	SARA LEBER	1	Planning	23.50	$ 45.50	$1,069.25	7	11/1/2014
152000	3551420	SARA LEBER	1	Planning	1.50	$ 45.50	$68.25	7	11/16/2014
151283	3551420	SARA LEBER	2	Report/Mgmt Let	4.50	$ 45.50	$204.75	7	10/16/2014
151650	3551420	SARA LEBER	2	Report/Mgmt Let	1.00	$ 45.50	$45.50	7	11/1/2014
152001	3551420	SARA LEBER	2	Report/Mgmt Let	33.50	$ 45.50	$1,524.25	7	11/16/2014
152373	3551420	SARA LEBER	2	Report/Mgmt Let	40.50	$ 45.50	$1,842.75	7	12/1/2014
151651	3551420	SARA LEBER	4	AIC Review	6.00	$ 45.50	$273.00	7	11/1/2014
152005	3551420	SARA LEBER	4	AIC Review	14.50	$ 45.50	$659.75	7	11/16/2014
152747	3551420	SARA LEBER	7	Receivables	7.00	$ 45.50	$318.50	7	12/16/2014
150935	3551420	SARA LEBER	11	Revenues	0.50	$ 45.50	$22.75	7	10/1/2014
151284	3551420	SARA LEBER	11	Revenues	9.50	$ 45.50	$432.25	7	10/16/2014
151649	3551420	SARA LEBER	11	Revenues	6.00	$ 45.50	$273.00	7	11/1/2014
152002	3551420	SARA LEBER	11	Revenues	3.50	$ 45.50	$159.25	7	11/16/2014

Slip Number	Employee ID	Name	Activity Code	Description	Actual Time	Hourly Rate	Expense Amount	Reference	Beginning Date
152374	3551420	SARA LEBER	11	Revenues	0.50	$ 45.50	$22.75	7	12/1/2014
151285	3551420	SARA LEBER	14	Travel	9.00	$ 45.50	$409.50	7	10/16/2014
150936	3551420	SARA LEBER	15	Expenditures	0.50	$ 45.50	$22.75	7	10/1/2014
151286	3551420	SARA LEBER	15	Expenditures	4.00	$ 45.50	$182.00	7	10/16/2014
151648	3551420	SARA LEBER	15	Expenditures	6.00	$ 45.50	$273.00	7	11/1/2014
152003	3551420	SARA LEBER	15	Expenditures	6.00	$ 45.50	$273.00	7	11/16/2014
152375	3551420	SARA LEBER	15	Expenditures	0.50	$ 45.50	$22.75	7	12/1/2014
151287	3551420	SARA LEBER	19	Fixed Assets	1.00	$ 45.50	$45.50	7	10/16/2014
151652	3551420	SARA LEBER	19	Fixed Assets	0.50	$ 45.50	$22.75	7	11/1/2014
152004	3551420	SARA LEBER	19	Fixed Assets	3.00	$ 45.50	$136.50	7	11/16/2014
151725	3551420	SARA LEBER	142	Expense - Meal Reimbursement		esucc	$67.90	30075858	10/20/2014
151726	3551420	SARA LEBER	143	Expense - Mileage		esucc	$315.84	30075858	10/20/2014
151367	3551420	SARA LEBER	159	Expense - Lodging		Rodeway Inn	$188.97	29986634	10/20/2014
		Total to be Billed			**672.00**		**$29,971.05**		

Final issued December 19, 2014.
Dated: 2/2/15
By: Mary Avery, APA Finance Manager

NPERS
Nebraska Public Employees
Retirement Systems

1526 K Street, Suite 400
P.O. Box 94816
Lincoln, NE 68509-4816
Phone 402-471-2053
Toll Free 800-245-5712
Fax 402-471-9493
npers.ne.gov

February 20, 2015

To School Superintendents and ESU Administrators:

Re: Compensation and Fringe Benefits – Application to School Retirement

NPERS often receives questions from School Districts and Educational Service Units (hereinafter referred to as Schools) about compensation, fringe benefits and how they apply to the School Employees Retirement Plan. NPERS contacted David Powell at the Groom Law Group regarding the Federal laws for public plans. Mr. Powell is a tax attorney who performed NPERS' 2012 Compliance Audit and also performs legal work for NPERS on our IRS determination letters. This letter is provided to clarify some of the issues we have observed regarding the subject of compensation. We hope you will share it with your Boards, attorney, accountant, administrative staff, and other relevant parties who need to be aware of the tax issues related to compensation and retirement.

This information is not being offered as legal advice. It is being made available so you will understand how NPERS treats compensation and fringe benefits for retirement purposes. The Internal Revenue Code (IRC) as applied to public retirement plans is very complicated. The Public Employees Retirement Board (PERB) is concerned that some schools may not be following the IRC and could be jeopardizing the tax qualification of the School plan. The PERB and School Districts would not want this to happen.

NPERS would like to draw your attention to the following important points.

1. A plan that does not comply with the IRC may have its status as a qualified pension revoked by the IRS. A loss of qualified status has significant tax consequences for the plan, the schools, and the employees. Though qualification failures can in many cases be corrected, correction can be very costly.

2. A plan must operate in accordance with the terms of the laws that created the plan (enabling legislation). A plan that violates its enabling legislation does not comply with the IRC. The definition of "compensation" appears in both Nebraska Rev. Stat. 79-902 (35) and in Neb. Administrative Code Title 303, Chapter 13 (a/k/a as NPERS' Rule and Regulation #13). Schools should be remitting retirement contributions on compensation according to the laws.

3. A plan must be objective and "definitely determinable" to comply with the IRC. If the IRS cannot determine how the plan applies to each employee after reviewing all of the plan documents (i.e., statutes, rules and regulations, and employment contracts), then the plan may not be objective and definitely determinable. Thus, all employment contracts should be in writing, clear and consistent with the law.

4. Groom Law Group provided NPERS with a memorandum on "Treatment of Fringe Benefits as Compensation under the School Plan". The memo includes information on "fringe benefits" which are generally taxable unless a specific IRC exemption applies, but are not includible in compensation under NPERS. IRS Publication 15-B, though not legal authority, provides a list of both taxable and nontaxable "fringe benefits", as well as which fringe benefits can be paid for by pre-tax salary reduction under Section 125 plans. In general, health care benefits are considered "fringe benefits" and are not considered compensation under NPERS unless paid for by the employee through a Section 125 plan. Schools should be extremely cautious when contributing to an employee's health care, Section 125, 403(b) or 457(b) plans. Such contributions could have adverse tax consequences if not properly structured, particularly if employees are given an election.

5. Some Schools have a "flat salary" benefit structure. A "flat salary" is considered compensation for retirement purposes because all employees receive the same amount of compensation paid to them to use for any purpose. The employer should make the decision to provide a "flat salary" and there should be no choice by the employee to receive it. The employer may not offer an employee a choice or election between a "flat salary" or a "fringe benefit stipend", because the "flat salary" qualifies as compensation for retirement contributions and benefits, while the "fringe benefit stipend" does not. Under IRC rules, a public employer may not give an employee a choice of cash or a tax deferred contribution to a retirement plan unless it is through a Section 125, 403(b) or 457(b) plan, and NPERS is not such a plan. Similarly, if an employee is given an election to take cash in lieu of other benefits such as health care this would be taxable to the employee because an employee has a choice between health care or a cash payment, unless it is done meeting the requirements of a Section 125 plan. However, when doing so, if the contribution to the Section 125 plan is "mandatorily deposited at the employer's direction" into the Section 125 Plan, it is not includible as compensation for NPERS retirement benefit or contribution purposes. Please keep this in mind when you are negotiating benefits for employee contracts.

6. School districts should have a separate, written plan document for their Section 125 plans. Contributions to Section 125, 403(b) and 457 plans are considered compensation by NPERS under Nebraska law if the amounts are voluntarily elected by the employee and contributed from the employee's salary, not by the employer. NPERS' Rule & Regulation #13 excludes compensation amounts contributed to Section 125, 403(B) and 457 plans mandatorily deposited at the direction of the employer. Contributions to a 403(b) plan made by the employer as part of a contract to purchase an annuity for an employee are not "voluntarily contributed at the member's direction" and are not includible in compensation for retirement purposes.

7. Nebraska law does not allow Schools to pay employee retirement contributions for them to NPERS other than deducting them from the employee's salary.

    a. Nebraska law states:
        i. *Employees shall deposit* nine and seventy-eight hundredths percent of compensation into the School Retirement Fund;

ii. *Schools (employers) shall deposit* one hundred one percent of employee contributions into the School Retirement Fund;
iii. *Schools (employers) shall pick up* these contributions *by a compensation deduction through a reduction in the cash compensation* of the employees;
iv. *Schools (employers) shall pick up* the member contributions made *through irrevocable payroll deduction authorizations*; and

b. The law says "shall", not "may". Employees must pay their own retirement contributions. Thus, Schools should not pay an employee's retirement contributions into the plan without deducting them from salary. If Schools are engaging in this practice, they should stop as soon as possible in order to comply with Nebraska law. Schools should not allow this to be negotiated into employment contracts.

8. Schools should conduct their own internal audits to ensure they are complying with both Nebraska law and the IRC. Schools should advise their accountants to audit retirement contributions and make sure that only those items that are includible under compensation for purposes of the State and Federal laws and those employees eligible to participate under State law are being reported and contributed. The most common mistakes we see at NPERS are including ineligible employees or not including eligible employees in the plan, and misreporting fringe benefits and expenses in compensation. This causes reporting issues for Schools, the employees and NPERS; as well as unnecessary work to correct the problems. It is important that Schools are auditing these items every year.

9. Schools should consult with their attorney(s) and tax advisor(s) to determine if they are complying with State and Federal laws. The Schools, not NPERS, are responsible for properly reporting taxable wages to the IRS, performing income tax withholding, and paying FICA. Schools should take steps to insure their contracts, withholding, and reporting of compensation and retirement contributions are following the law. Schools failing to satisfy their responsibilities may be subject to tax consequences, including back taxes, fines and penalties.

If you have questions or would like to receive a copy of the Groom Law Group memorandum, please contact me or NPERS' attorney, Orron Hill at 402-471-2053. Protecting the tax qualification status of the School plan is important to the Schools, the employees and the State. Thank you for helping us to do so.

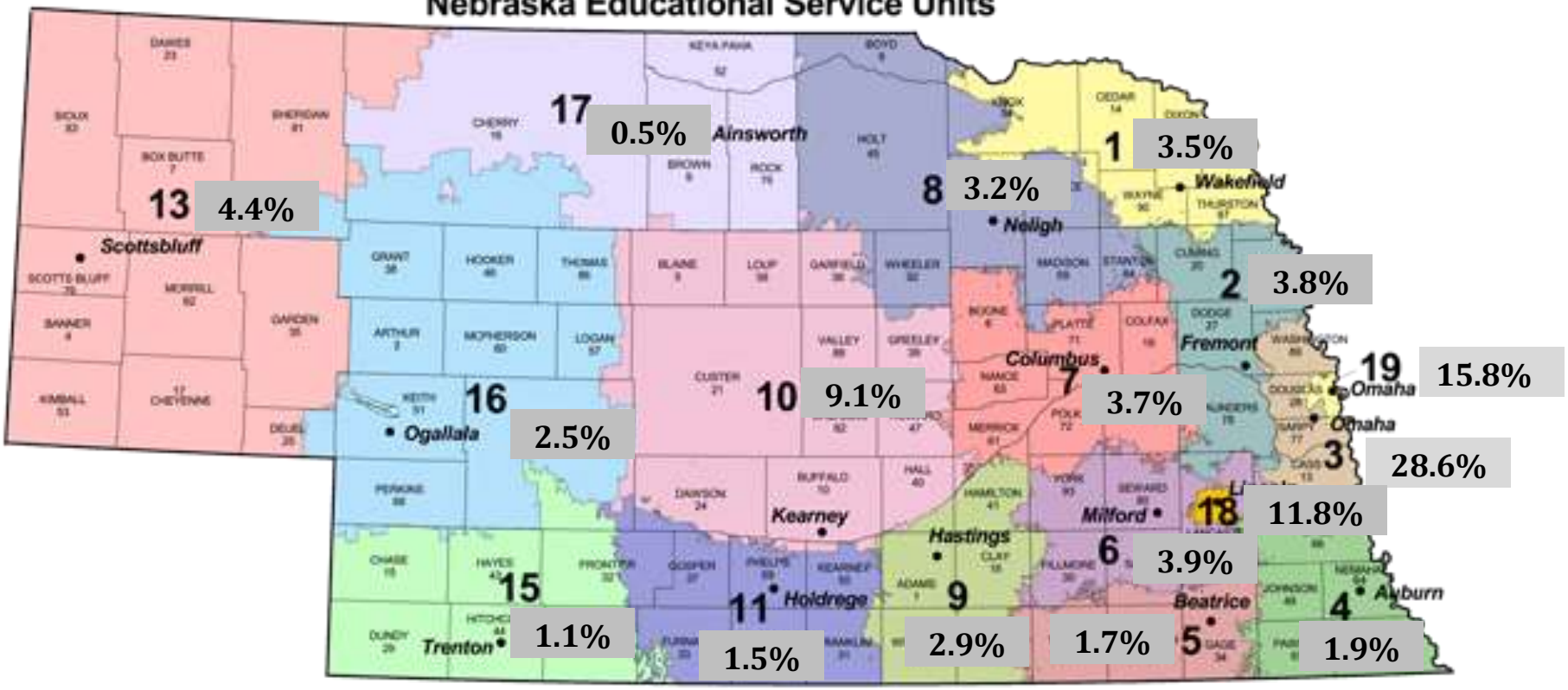
Sincerely,

Phyllis G. Chambers

Phyllis G. Chambers
Director

cc: Denis Blank, PERB Chairman
Senator Jeremy Nordquist, Legislative Retirement Committee Chairman
Dr. Michael Dulaney, Nebraska Council of School Administrators

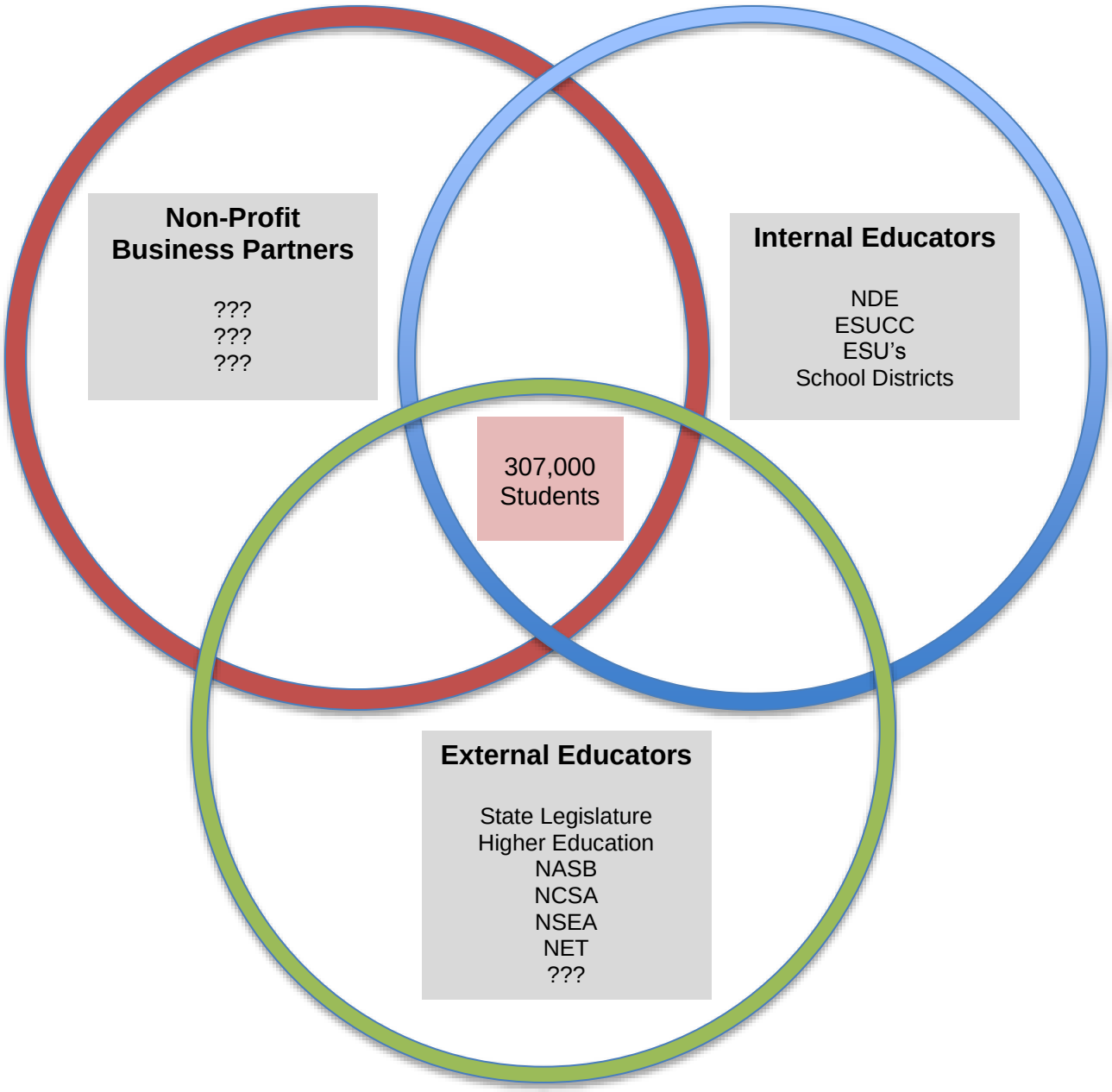
Nebraska Educational Service Units



ESU	Student Count	Percent
ESU 1	11374	3.5%
ESU 2	12414	3.8%
ESU 3	94202	28.6%
ESU 4	6287	1.9%
ESU 5	5686	1.7%
ESU 6	12977	3.9%
ESU 7	12169	3.7%
ESU 8	10506	3.2%

ESU 9	9627	2.9%
ESU 10	30042	9.1%
ESU 11	4990	1.5%
ESU 13	14488	4.4%
ESU 15	3705	1.1%
ESU 16	8294	2.5%
ESU 17	1575	0.5%
ESU 18	38978	11.8%
ESU 19	51928	15.8%
Total Student Count	329242	100.0%

Nebraska Statewide School Community



Statewide Educational Technology Plan
January 2015

12/16/2014 Drafters: Dave Ludwig, Bob Uhing, Mike Danahy, Jordan Clark, Ron Cone, Ben Anthony, Scott Isaacson

Purpose: (DRAFT) *To support the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and resources are easy to access and work seamlessly together by securely sharing data.*

To provide statewide leadership and resources for the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and content are easy to access and work seamlessly together through securely sharing data.

	Project Deliverables	Progress Updates	Person(s) Responsible	Completion Date
Cloud Learning Environment				
MOU	Submit draft to Karen Haase for legal review; IlliniCloud is OK with draft Review with ESUCC Technology Committee ESUCC Presentation/Demo ESUCC Board Approval			12-18-14 1-7-15 ~~1-8-15~~ 2-5-2015 February 5, 2015
Single Sign On (Identity Management)	Implement multi-tenant IdP for pilot districts & ESUs, using local districts' existing directories/authentication mechanisms Full statewide implementation			2-15-2015 January 2016 ???
K-12 Federation	Ability to federate with other states and outside vendors Key components developed with Scott, Mike, Jord Ben, Ron			January 2016 ???
Student Privacy	COSN data privacy toolkit. Join COSN. Include within the 15-16 MSA. Call for statewide quote for membership within the 2015-16 MSA (Ludwig)			March 2015 ~~January~~ February 2015
Statewide Support Model	Cooperation with the development of the Cloud. Data Dashboard support will enhance this approach. Additional FTE or restructured FTE to be determined.			In development with statewide efforts. March 2015

Statewide Data Centers (ESU 2 and 10 +) Statewide Infrastructure/Backup/Redundancy	ESU 3 may be difficult to consider due in part to their partial membership with Network NE. An RFP is in place for possible full-bandwidth membership. Consideration to be provided for ESU 18 and 19 - investigate willingness to participate and connectivity to Network NE..... Design initial OpenStack environment OpenStack test environment live in 2 data centers..... Production OpenStack environment live in 2 data centers Addition of 3rd data center to production environment			3-2015 1-2015 1-2015 2-15-2015 6-1-2015 late 2015
Security Plan	CISSP Notebook. The Technology Team of 5 technicians to manage in sections statewide. Determine certification for CISSP of staff statewide. NITC is currently working on security issues.			Ongoing
Vendor Management	Scott Isaacson and Dean Folkers are attending a conference January 13/14, 2015. Active ESUCC engagement process of Vendor Management to be developed.			January 2015 February 2015 with the Executive Committee
ICE Conference - Feb 24-26	The Four Technicans will attend.			February 2015
Production Demonstrator (June ???)	Necessary for grant funding sources			June 2015
Portal System	Install uPortal with IlliniCloud extensions for pilot districts & ESUs			2-15-2015
Cost Analysis -	Develop a cost analysis for the statewide projects related to the Illini Cloud project. (Data center space, hardware, network connectivity, software licenses, staffing)			February 2015
Branding/Marketing	Five Technicians develop a one-page talking document for ESU Administrators, affiliates, NDE, and School Districts			1-7-15
Data Dashboard				
Student Information Systems - Vendor Management				

Power School (Statewide Model)	Discuss within the ESUCC Technology Meeting on 12-19-14. Target PowerSchool hosting integration into NE Cloud (future)			12-19-14 Summer 2016
Infinite Campus				
School Master				
SIMS (ESU 3)				
Go Edustar				
???				
Nebraska Repository for Online BlendED Learning				
	BlendEd Learning Graphic (PDF) Closing the Gap: Turning SIS/LMS Data into Action Report (PDF) Financial support TBD by the legislature -			Ongoing
Learning Object Repository				
	Still in implementation stage, ongoing work and negotiations			2015 - 2016
Safari Contract Negotiations	Complete basic 2014-15 support agreement Determine needs and negotiate 2-year agreement for 2015-2017			12-31-2014 3-31-2015
Safari Implementation	Connect to SSO federation, CAS, LDAP or local accounts Google authentication			3-31-2015 TBD
Content to fill LOR? added by Ron	resources and/or statewide subscription service(s) [videos, ebooks, etc.]		IMAT	
Learning Management System				
	Canvas; Schoology; Blackboard; Moodle will determine statewide support			March 2015

Items for discussion:

- Long-range plan (long-term purpose and sustainability)
- Cost-sharing plan
- Statewide purchase protocol
- Identification of resources/needs protocol (personnel & product)
- Administrative password management & coordination (LastPass)
- LOR content
- Skills inventory, staffing needs

ESUCC – ESU 10
Agreement for Application Development & Website Updates

January 28, 2015

This agreement is entered into by and between Educational Service Unit 10 (ESU 10), 76 Plaza Blvd., P.O. Box 850, Kearney, Nebraska 68848 and ESUCC, 455 South 11th St., Ste. C, Lincoln, NE 68508 for the purpose of providing mutually agreed upon service and support for issues and items related to websites and hosted services.

In exchange for the dollar amount below, **ESU 10 agrees to:**

1. Develop hosted application and website as detailed within the project estimate or scope of work

All other software maintenance and development projects for websites and web applications will be determined through estimation and budgeting process (using the attached or similar form) and will be mutually agreed upon before service is delivered.

ESUCC agrees to be responsible for:

1. Identifying a primary point of contact (POC) and to communicate all service requests through the POC to ESU 10.
2. Request web changes with a formal change request with the understanding that additions to the existing agreement are not covered by the fees. (See change request form.)

Fees for services provided by ESU 10:

NVIS Clearinghouse Application Development $9,690

Other Costs:

Additional Programming - $85 per Hour

This agreement shall be binding upon the successors and assigns of the parties hereto, and shall be construed in accordance with the laws of the state of Nebraska. ESU 10 and ESUCC reserve the right to terminate any and all contracts with a ninety (90) day notice.

Educational Service Unit 10		ESUCC	
Approved by:	_____	Approved by:	_____
Printed Name:	_____	Printed Name:	_____
Date:	_____	Date:	_____

Primary Point of Contact

Name	Address	City, State, Zip
Work Phone	Cell Phone	FAX Number
Email Address		

Secondary Point of Contact

Name	Address	City, State, Zip
Work Phone	Cell Phone	FAX Number
Email Address		

Project Estimates for Software Development

Work Items	Hours	Cost
1. Cosmetic Update	12	$1020
2. Virtual Field Trip Updates	30	$2550
3. Virtual Field Trip Subscription Support	20	$1700
4. Virtual Field Trip Notification Application	8	$680
5. Notification Tracking Support	24	$2040
6. Integration of Identity Management	20	$1700
	114	$9690

Projected completion time – March 25, 2015

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0110100000 - GENERAL ESUCC/ADM							
21000	SALARIES	.00	.00	.00	.00	.00	.00
21100	REGULAR SALARIES	115,291.00	9,607.57	.00	48,037.86	67,253.14	41.67
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	35.63	.00	249.38	-249.38	.00
22100	SOCIAL SECURITY	8,370.00	698.31	.00	3,480.63	4,889.37	41.58
22200	RETIREMENT	11,388.00	949.02	.00	4,745.10	6,642.90	41.67
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	2.10	.00	10.50	-10.50	.00
22400	WORK COMP	692.00	57.63	.00	288.15	403.85	41.64
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	186.00	-186.00	.00
23000	PURCHASED SERVICES	.00	.00	.00	.00	.00	.00
23140	LOBBYIST FEES	200.00	.00	.00	400.00	-200.00	200.00
23150	ACCOUNTING/AUDIT	12,040.00	.00	.00	.00	12,040.00	.00
23160	FISCAL MANAGEMENT FEE	3,600.00	206.00	.00	1,030.00	2,570.00	28.61
23170	LEGAL SERVICES	16,340.00	5,036.99	.00	16,338.16	1.84	99.99
23180	CONTRACTED SERVICES	3,000.00	.00	.00	1,500.00	1,500.00	50.00
23190	PROFESSIONAL DEVELOPMENT	2,000.00	.00	.00	.00	2,000.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	5,405.00	477.60	.00	3,045.13	2,359.87	56.34
23280	INSURANCE/BONDS	7,988.00	923.00	.00	1,871.00	6,117.00	23.42
23500	ADVERTISING	2,500.00	882.90	.00	2,414.10	85.90	96.56
23525	PRINTING	2,000.00	7.64	.00	345.41	1,654.59	17.27
23810	POSTAGE	750.00	51.35	.00	240.97	509.03	32.13
23820	PHONE	1,500.00	48.02	.00	263.34	1,236.66	17.56
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24000	SUPPLIES/MATERIALS	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	1,000.00	.00	.00	283.90	716.10	28.39
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	750.00	297.00	.00	297.00	453.00	39.60
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25000	CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	1,500.00	.00	.00	386.99	1,113.01	25.80
25600	COMPUTER HARDWARE	2,500.00	229.46	.00	264.45	2,235.55	10.58
26000	OTHER EXPENSES	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	15,050.00	.00	.00	12,957.04	2,092.96	86.09
26700	TRAVEL EXPENSES/MILEAGE	26,644.00	1,234.63	.00	7,899.59	18,744.41	29.65
26800	CONFERENCE/CONVENTION/MTG	7,500.00	1,065.05	.00	3,686.87	3,813.13	49.16
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
27000	TRANSFERS	27,220.00	.00	.00	.00	27,220.00	.00
TOTAL	GENERAL ESUCC/ADM	275,228.00	21,809.90	.00	110,221.57	165,006.43	40.05
ORG UNIT - 0120100000 - GENERAL ADM GENERAL							
21100	REGULAR SALARIES	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22100	SOCIAL SECURITY	.00	.00	.00	.00	.00	.00
22200	RETIREMENT	.00	.00	.00	.00	.00	.00
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.00	.00	.00	.00	.00
22400	WORK COMP	.00	.00	.00	.00	.00	.00
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	.00	.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	.00	.00	.00	.00	.00	.00
23280	INSURANCE/BONDS	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	.00	.00	.00	.00	.00	.00
23820	PHONE	.00	.00	.00	.00	.00	.00
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	.00	.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL ADM GENERAL	.00	.00	.00	.00	.00	.00

ORG UNIT - 0130300000 - COOP COOP GENERAL

21100	REGULAR SALARIES	231,627.00	10,664.31	.00	77,845.40	153,781.60	33.61
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	11.25	.00	78.75	-78.75	.00
22100	SOCIAL SECURITY	15,709.00	738.07	.00	5,437.82	10,271.18	34.62
22200	RETIREMENT	22,880.00	1,053.40	.00	6,120.24	16,759.76	26.75
22300	HEALTH INSURANCE	.00	.00	.00	1,636.22	-1,636.22	.00
22305	FLEX SPEND	.00	7.88	.00	39.39	-39.39	.00
22400	WORK COMP	1,390.00	63.96	.00	466.95	923.05	33.59
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	139.50	-139.50	.00
23150	ACCOUNTING/AUDIT	12,040.00	.00	.00	.00	12,040.00	.00
23160	FISCAL MANAGEMENT FEE	2,500.00	.00	.00	.00	2,500.00	.00
23170	LEGAL SERVICES	16,340.00	5,036.99	.00	16,338.15	1.85	99.99
23180	CONTRACTED SERVICES	3,115.00	4,137.13	.00	18,823.32	-15,708.32	604.28
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	5,100.00	.00	.00	.00	5,100.00	.00
23270	RENTAL/LEASES	11,397.00	1,194.65	.00	7,666.01	3,730.99	67.26
23280	INSURANCE/BONDS	5,800.00	32.00	.00	160.00	5,640.00	2.76
23500	ADVERTISING	3,000.00	.00	.00	1,545.50	1,454.50	51.52

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
23525	PRINTING	800.00	34.73	.00	211.75	588.25	26.47
23810	POSTAGE	7,000.00	106.92	.00	705.76	6,294.24	10.08
23820	PHONE	800.00	84.00	.00	596.91	203.09	74.61
23830	COMPUTER/INTERNET SERVICE	6,878.00	.00	.00	147.44	6,730.56	2.14
24100	SUPPLIES	3,000.00	.00	111.53	708.88	2,291.12	23.63
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	230,500.00	.00	429.15	429.15	230,070.85	.19
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	1,787.84	1,787.84	-1,787.84	.00
26300	DUES/FEES	3,000.00	.00	.00	.00	3,000.00	.00
26600	REPAYMENT MEMBER EQUITY	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	15,000.00	1,183.72	.00	6,559.31	8,440.69	43.73
26800	CONFERENCE/CONVENTION/MTG	5,000.00	.00	.00	1,679.84	3,320.16	33.60
26850	PROGRAM PURCHASES	1,700,000.00	.00	.00	25,332.45	1,674,667.55	1.49
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	COOP COOP GENERAL	2,302,876.00	24,349.01	2,328.52	174,456.58	2,128,419.42	7.58

ORG UNIT - 0140400000 - SRS SRS GENERAL

21100	REGULAR SALARIES	265,335.00	13,020.29	.00	65,101.41	200,233.59	24.54
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	1.88	.00	13.13	-13.13	.00
22100	SOCIAL SECURITY	18,190.00	940.20	.00	4,700.40	13,489.60	25.84
22200	RETIREMENT	26,209.00	1,286.11	.00	6,430.55	19,778.45	24.54
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.88	.00	4.39	-4.39	.00
22400	WORK COMP	1,592.00	78.11	.00	390.55	1,201.45	24.53
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	139.50	-139.50	.00
23150	ACCOUNTING/AUDIT	1,680.00	.00	.00	.00	1,680.00	.00
23170	LEGAL SERVICES	2,280.00	702.84	.00	2,279.75	.25	99.99
23180	CONTRACTED SERVICES	86,979.00	-29,493.25	.00	36,159.90	50,819.10	41.57
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	6,842.00	54.70	.00	3,408.38	3,433.62	49.82
23280	INSURANCE/BONDS	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	100.00	49.23	.00	90.96	9.04	90.96
23810	POSTAGE	50.00	4.32	.00	17.45	32.55	34.90
23820	PHONE	3,709.00	176.30	.00	1,321.52	2,387.48	35.63
23830	COMPUTER/INTERNET SERVICE	3,998.00	.00	.00	724.75	3,273.25	18.13
24100	SUPPLIES	500.00	.00	.00	77.36	422.64	15.47
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	3,900.00	.00	.00	.00	3,900.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26700	TRAVEL EXPENSES/MILEAGE	10,340.00	1,988.61	.00	4,563.83	5,776.17	44.14
26800	CONFERENCE/CONVENTION/MTG	3,030.00	.00	.00	64.09	2,965.91	2.12
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	SRS SRS GENERAL	434,734.00	-11,189.78	.00	125,487.92	309,246.08	28.87
ORG UNIT - 0150500000 - PROF DEV PD GENERAL							
21100	REGULAR SALARIES	23,133.00	675.37	.00	8,386.45	14,746.55	36.25
22000	EMPLOYEE BENEFITS	.00	5.25	.00	36.75	-36.75	.00
22100	SOCIAL SECURITY	1,663.00	54.14	.00	606.98	1,056.02	36.50
22200	RETIREMENT	2,285.00	66.70	.00	828.38	1,456.62	36.25
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	- .75	.00	4.85	-4.85	.00
22400	WORK COMP	139.00	4.04	.00	50.28	88.72	36.17
23525	PRINTING	.00	4.00	.00	4.00	-4.00	.00
23810	POSTAGE	.00	32.64	.00	116.37	-116.37	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
TOTAL	PROF DEV PD GENERAL	27,220.00	841.39	.00	10,034.06	17,185.94	36.86
ORG UNIT - 0150500200 - PROF DEV PD ESU							
23170	LEGAL SERVICES	1,000.00	.00	.00	.00	1,000.00	.00
23180	CONTRACTED SERVICES	4,000.00	.00	.00	.00	4,000.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23810	POSTAGE	250.00	.00	.00	.00	250.00	.00
24100	SUPPLIES	500.00	.00	.00	.00	500.00	.00
26700	TRAVEL EXPENSES/MILEAGE	1,000.00	.00	.00	.00	1,000.00	.00
26800	CONFERENCE/CONVENTION/MTG	12,699.00	2,461.50	.00	5,351.50	7,347.50	42.14
TOTAL	PROF DEV PD ESU	19,449.00	2,461.50	.00	5,351.50	14,097.50	27.52
ORG UNIT - 0150500400 - PROF DEV PD FEDERAL							
23180	CONTRACTED SERVICES	200,000.00	200.00	.00	800.00	199,200.00	.40
TOTAL	PROF DEV PD FEDERAL	200,000.00	200.00	.00	800.00	199,200.00	.40
ORG UNIT - 0150510200 - PROF DEV NOC ESU							
23190	PROFESSIONAL DEVELOPMENT	21,000.00	6,500.00	.00	6,500.00	14,500.00	30.95
24400	PERIODICALS	5,100.00	.00	.00	5,640.00	-540.00	110.59
26800	CONFERENCE/CONVENTION/MTG	1,500.00	.00	.00	612.25	887.75	40.82
TOTAL	PROF DEV NOC ESU	27,600.00	6,500.00	.00	12,752.25	14,847.75	46.20

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0150520200 - PROF DEV SDA ESU							
23190	PROFESSIONAL DEVELOPMENT	17,500.00	.00	.00	14,586.96	2,913.04	83.35
26800	CONFERENCE/CONVENTION/MTG	9,838.00	452.15	.00	3,510.75	6,327.25	35.69
TOTAL	PROF DEV SDA ESU	27,338.00	452.15	.00	18,097.71	9,240.29	66.20
ORG UNIT - 0150530200 - PROF DEV ESPD ESU							
23190	PROFESSIONAL DEVELOPMENT	12,500.00	.00	.00	.00	12,500.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	1,000.00	.00	.00	45.50	954.50	4.55
TOTAL	PROF DEV ESPD ESU	13,500.00	.00	.00	45.50	13,454.50	.34
ORG UNIT - 0150540200 - PROF DEV TAG ESU							
23190	PROFESSIONAL DEVELOPMENT	3,500.00	1,149.77	.00	1,149.77	2,350.23	32.85
26700	TRAVEL EXPENSES/MILEAGE	2,000.00	.00	.00	.00	2,000.00	.00
26800	CONFERENCE/CONVENTION/MTG	4,400.00	263.00	.00	2,055.50	2,344.50	46.72
TOTAL	PROF DEV TAG ESU	9,900.00	1,412.77	.00	3,205.27	6,694.73	32.38
ORG UNIT - 0150550200 - PROF DEV NWEA ESU							
23180	CONTRACTED SERVICES	35,000.00	.00	.00	48,000.00	-13,000.00	137.14
23190	PROFESSIONAL DEVELOPMENT	22,650.00	.00	.00	7,500.00	15,150.00	33.11
TOTAL	PROF DEV NWEA ESU	57,650.00	.00	.00	55,500.00	2,150.00	96.27
ORG UNIT - 0150555300 - INTEL GRANT							
21100	REGULAR SALARIES	7,263.00	.00	.00	.00	7,263.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	1,500.00	.00	.00	.00	1,500.00	.00
24100	SUPPLIES	1,000.00	940.00	.00	940.00	60.00	94.00
26700	TRAVEL EXPENSES/MILEAGE	8,000.00	2,856.32	.00	4,732.65	3,267.35	59.16
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	1,732.00	-1,732.00	.00
TOTAL	INTEL GRANT	17,763.00	3,796.32	.00	7,404.65	10,358.35	41.69
ORG UNIT - 0150560000 - PROF DEV CRISIS GENERAL							
23180	CONTRACTED SERVICES	30,600.00	.00	.00	14,775.67	15,824.33	48.29
23190	PROFESSIONAL DEVELOPMENT	9,400.00	.00	.00	4,045.89	5,354.11	43.04
TOTAL	PROF DEV CRISIS GENERAL	40,000.00	.00	.00	18,821.56	21,178.44	47.05

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0150570400 - PROF DEV NMPDS GR FEDERAL							
21100	REGULAR SALARIES	15,350.00	2,531.42	.00	7,647.50	7,702.50	49.82
22000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.00	.00
22100	SOCIAL SECURITY	1,041.00	170.75	.00	515.83	525.17	49.55
22200	RETIREMENT	1,516.00	250.06	.00	755.42	760.58	49.83
22305	FLEX SPEND	.00	3.90	.00	10.90	-10.90	.00
22400	WORK COMP	92.00	15.19	.00	45.87	46.13	49.86
23180	CONTRACTED SERVICES	252,601.00	10,066.66	.00	56,495.65	196,105.35	22.37
24100	SUPPLIES	11,000.00	101.40	.00	5,001.83	5,998.17	45.47
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	1,598.00	-1,598.00	.00
26700	TRAVEL EXPENSES/MILEAGE	18,560.00	1,030.37	.00	9,510.16	9,049.84	51.24
26800	CONFERENCE/CONVENTION/MTG	99,840.00	2,110.25	.00	23,037.00	76,803.00	23.07
26900	CONTINGENCY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	PROF DEV NMPDS GR FEDERAL	500,000.00	16,280.00	.00	104,618.16	395,381.84	20.92
ORG UNIT - 0150575400 - SLDS GRANT							
23180	CONTRACTED SERVICES	200,000.00	.00	.00	2,199.00	197,801.00	1.10
TOTAL	SLDS GRANT	200,000.00	.00	.00	2,199.00	197,801.00	1.10
ORG UNIT - 0150600200 - PROF DEV IMAT ESU							
23190	PROFESSIONAL DEVELOPMENT	1,250.00	.00	.00	.00	1,250.00	.00
24650	COMPUTER SOFTWARE/LICENSE	3,500.00	.00	.00	3,010.00	490.00	86.00
26800	CONFERENCE/CONVENTION/MTG	1,000.00	.00	.00	578.96	421.04	57.90
TOTAL	PROF DEV IMAT ESU	5,750.00	.00	.00	3,588.96	2,161.04	62.42
ORG UNIT - 0150620000 - PD BLENDED ESU							
24100	SUPPLIES	300.00	.00	.00	.00	300.00	.00
24650	COMPUTER SOFTWARE/LICENSE	750.00	.00	.00	.00	750.00	.00
26800	CONFERENCE/CONVENTION/MTG	6,000.00	892.70	.00	5,082.90	917.10	84.72
TOTAL	PD BLENDED ESU	7,050.00	892.70	.00	5,082.90	1,967.10	72.10
ORG UNIT - 0160100000 - BLENDED ADM GENERAL							
21100	REGULAR SALARIES	.00	.00	.00	.00	.00	.00
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22100	SOCIAL SECURITY	.00	.00	.00	.00	.00	.00
22200	RETIREMENT	.00	.00	.00	.00	.00	.00
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.00	.00	.00	.00	.00
22400	WORK COMP	.00	.00	.00	.00	.00	.00
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22830	UNEMPLOYMENT INS	.00	.00	.00	.00	.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	.00	.00	.00	.00	.00	.00
23820	PHONE	.00	.00	.00	.00	.00	.00
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	.00	.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED ADM GENERAL	.00	.00	.00	.00	.00	.00
ORG UNIT - 0160600000 - BLENDED IMAT GENERAL							
21100	REGULAR SALARIES	42,678.00	3,557.11	.00	17,785.58	24,892.42	41.67
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	6.75	.00	47.25	-47.25	.00
22100	SOCIAL SECURITY	3,055.00	252.88	.00	1,262.32	1,792.68	41.32
22200	RETIREMENT	4,216.00	351.37	.00	1,756.85	2,459.15	41.67
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	1.61	.00	8.05	-8.05	.00
22400	WORK COMP	256.00	21.34	.00	106.70	149.30	41.68
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	153.45	-153.45	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	312.38	.00	1,013.22	.78	99.92
23180	CONTRACTED SERVICES	29,429.00	80.00	.00	400.00	29,029.00	1.36
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	3,983.00	86.33	.00	3,525.35	457.65	88.51
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	100.00	8.16	.00	11.52	88.48	11.52
23820	PHONE	200.00	.00	.00	35.41	164.59	17.71
23830	COMPUTER/INTERNET SERVICE	1,134.00	.00	.00	.00	1,134.00	.00
24100	SUPPLIES	150.00	.00	.00	8.50	141.50	5.67
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	500.00	.00	.00	.00	500.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	2,500.00	.00	.00	937.27	1,562.73	37.49
26800	CONFERENCE/CONVENTION/MTG	150.00	.00	.00	60.00	90.00	40.00
26850	PROGRAM PURCHASES	345,750.00	57,200.00	.00	57,950.00	287,800.00	16.76

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED IMAT GENERAL	435,862.00	61,877.93	.00	85,061.47	350,800.53	19.52
ORG UNIT - 0160620000 - BLENDED DEC GENERAL							
21100	REGULAR SALARIES	158,502.00	13,212.30	.00	66,061.40	92,440.60	41.68
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	7.50	.00	52.50	-52.50	.00
22100	SOCIAL SECURITY	11,078.00	908.84	.00	4,541.88	6,536.12	41.00
22200	RETIREMENT	15,657.00	1,305.09	.00	6,525.45	9,131.55	41.68
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	8.12	.00	40.60	-40.60	.00
22400	WORK COMP	951.00	79.24	.00	396.20	554.80	41.66
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	711.45	-711.45	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	312.36	.00	1,013.20	.80	99.92
23180	CONTRACTED SERVICES	75,723.00	200.00	.00	28,150.00	47,573.00	37.17
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	2,344.00	200.27	.00	1,106.30	1,237.70	47.20
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	895.00	.00	.00	.00	895.00	.00
23810	POSTAGE	200.00	3.09	.00	14.13	185.87	7.07
23820	PHONE	200.00	.00	.00	7.65	192.35	3.83
23830	COMPUTER/INTERNET SERVICE	1,134.00	.00	.00	.00	1,134.00	.00
24100	SUPPLIES	150.00	.00	.00	255.88	-105.88	170.59
24400	PERIODICALS	250.00	.00	.00	.00	250.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	6,400.00	908.10	.00	6,872.10	-472.10	107.38
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	1,221.00	.00	.00	735.07	485.93	60.20
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	8,500.00	1,045.44	.00	2,720.06	5,779.94	32.00
26800	CONFERENCE/CONVENTION/MTG	11,400.00	966.70	.00	2,261.70	9,138.30	19.84
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED DEC GENERAL	296,366.00	19,157.05	.00	121,465.57	174,900.43	40.98
ORG UNIT - 0160641000 - BLENDED LMS GENERAL							
21100	REGULAR SALARIES	96,692.00	7,225.83	.00	36,129.13	60,562.87	37.37
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	6.75	.00	47.25	-47.25	.00
22100	SOCIAL SECURITY	6,118.00	503.69	.00	2,516.37	3,601.63	41.13
22200	RETIREMENT	8,563.00	713.75	.00	3,568.75	4,994.25	41.68
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	4.27	.00	21.35	-21.35	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22400	WORK COMP	520.00	43.34	.00	216.70	303.30	41.67
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	530.10	-530.10	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	312.36	.00	1,013.20	.80	99.92
23180	CONTRACTED SERVICES	15,573.00	200.00	.00	1,000.00	14,573.00	6.42
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	1,820.00	156.08	.00	876.73	943.27	48.17
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	250.00	.00	.00	.00	250.00	.00
23810	POSTAGE	50.00	.96	.00	19.20	30.80	38.40
23820	PHONE	525.00	48.02	.00	259.23	265.77	49.38
23830	COMPUTER/INTERNET SERVICE	5,046.00	200.00	.00	1,000.00	4,046.00	19.82
24100	SUPPLIES	250.00	.00	.00	.00	250.00	.00
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	101,460.00	.00	.00	110,962.62	-9,502.62	109.37
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	20,000.00	.00	.00	742.14	19,257.86	3.71
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	7,500.00	.00	.00	.00	7,500.00	.00
26800	CONFERENCE/CONVENTION/MTG	4,000.00	.00	.00	.00	4,000.00	.00
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED LMS GENERAL	270,128.00	9,415.05	.00	158,902.77	111,225.23	58.82
ORG UNIT - 0170100000 - ADMIN FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	ADMIN FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170300000 - COOP FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COOP FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170400000 - SRS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	SRS FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170500000 - PD FLOW THROUGH							

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26950	FLOW THROUGH - EXPENSES	235,000.00	.00	.00	215,000.00	20,000.00	91.49
TOTAL	PD FLOW THROUGH	235,000.00	.00	.00	215,000.00	20,000.00	91.49
ORG UNIT - 0170550000 - NWEA FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	NWEA FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170560000 - CRISIS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	CRISIS FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00
ORG UNIT - 0170600000 - IMAT FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IMAT FLOW THROUGH	20,000.00	.00	.00	.00	20,000.00	.00
ORG UNIT - 0170602000 - IMAT SP PROJ FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	IMAT SP PROJ FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170603000 - IMAT MED ACQ FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	IMAT MED ACQ FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170620000 - DEC FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	DEC FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00
ORG UNIT - 0170641000 - LMS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	LMS FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL REPORT	5,528,414.00	158,255.99	2,328.52	1,238,097.40	4,290,316.60	22.40

ESU COORDINATING COUNCIL
BUDGETS EXCEEDED

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

ORG UNIT	ACCOUNT	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	BUDGET BALANCE
0110100000	22000	.00	35.63	.00	249.38	-249.38
0110100000	22305	.00	2.10	.00	10.50	-10.50
0110100000	22830	.00	.00	.00	186.00	-186.00
0110100000	23140	200.00	.00	.00	400.00	-200.00
0130300000	22000	.00	11.25	.00	78.75	-78.75
0130300000	22300	.00	.00	.00	1,636.22	-1,636.22
0130300000	22305	.00	7.88	.00	39.39	-39.39
0130300000	22830	.00	.00	.00	139.50	-139.50
0130300000	23180	3,115.00	4,137.13	.00	18,823.32	-15,708.32
0130300000	25600	.00	.00	1,787.84	1,787.84	-1,787.84
0140400000	22000	.00	1.88	.00	13.13	-13.13
0140400000	22305	.00	.88	.00	4.39	-4.39
0140400000	22830	.00	.00	.00	139.50	-139.50
0150500000	22000	.00	5.25	.00	36.75	-36.75
0150500000	22305	.00	- .75	.00	4.85	-4.85
0150500000	23525	.00	4.00	.00	4.00	-4.00
0150500000	23810	.00	32.64	.00	116.37	-116.37
0150510200	24400	5,100.00	.00	.00	5,640.00	-540.00
0150550200	23180	35,000.00	.00	.00	48,000.00	-13,000.00
0150555300	26800	.00	.00	.00	1,732.00	-1,732.00
0150570400	22305	.00	3.90	.00	10.90	-10.90
0150570400	24650	.00	.00	.00	1,598.00	-1,598.00
0160600000	22000	.00	6.75	.00	47.25	-47.25
0160600000	22305	.00	1.61	.00	8.05	-8.05
0160600000	22830	.00	.00	.00	153.45	-153.45
0160620000	22000	.00	7.50	.00	52.50	-52.50
0160620000	22305	.00	8.12	.00	40.60	-40.60
0160620000	22830	.00	.00	.00	711.45	-711.45
0160620000	24100	150.00	.00	.00	255.88	-105.88
0160620000	24650	6,400.00	908.10	.00	6,872.10	-472.10
0160641000	22000	.00	6.75	.00	47.25	-47.25
0160641000	22305	.00	4.27	.00	21.35	-21.35
0160641000	22830	.00	.00	.00	530.10	-530.10
0160641000	24650	101,460.00	.00	.00	110,962.62	-9,502.62

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0110100000 - GENERAL ESUCC/ADM

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
01-10-100-000-0110100000 - GENERAL ESUCC/ADM									
21000 SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	13-1				.00				
09/12/14	13-1				.00				
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SALARIES					.00	.00	.00		.00
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				115,291.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		9,607.57	.00	ESUCC SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		9,607.58	.00	ESUCC SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		9,607.57	.00	ESUCC SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		9,607.57	.00	ESJUCC SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		9,607.57	.00	ESUCC SALARIES	
TOTAL REGULAR SALARIES					115,291.00	48,037.86	.00		67,253.14
21200 SUB OR TEMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUB OR TEMP					.00	.00	.00		.00
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		213.75	.00	ESUCC PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		35.63	.00	ESUCC PHONE STIPEND	
TOTAL EMPLOYEE BENEFITS					.00	249.38	.00		-249.38
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				8,370.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		695.58	.00	ESUCC SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		695.58	.00	ESUCC SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		695.58	.00	ESUCC SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		695.58	.00	ESUCC SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		698.31	.00	ESUCC SS/MEDICARE	
TOTAL SOCIAL SECURITY					8,370.00	3,480.63	.00		4,889.37
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				11,388.00			POSTED FROM BUDGET SYSTEM	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0110100000 - GENERAL ESUCC/ADM

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22200 RETIREMENT (cont'd)									
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		949.02	.00	ESUCC RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		949.02	.00	ESUCC RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		949.02	.00	ESUCC RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		949.02	.00	ESUCC RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		949.02	.00	ESUCC RETIREMENT	
TOTAL	RETIREMENT				11,388.00	4,745.10	.00		6,642.90
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	HEALTH INSURANCE				.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		4.20	.00	ESUCC WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		2.10	.00	ESUCC WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		2.10	.00	ESUCC WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		2.10	.00	ESUCC WAGE WORKS	
TOTAL	FLEX SPEND				.00	10.50	.00		-10.50
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				692.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		57.63	.00	ESUCC WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		57.63	.00	ESUCC WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		57.63	.00	ESUCC WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		57.63	.00	ESUCC WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		57.63	.00	ESUCC WORK COMP	
TOTAL	WORK COMP				692.00	288.15	.00		403.85
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LIFE INSURANCE				.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		186.00	.00	ESUCC UNEMPLOYEMENT	
TOTAL	UNEMPLOYMENT INS				.00	186.00	.00		-186.00
23000 PURCHASED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PURCHASED SERVICES				.00	.00	.00		.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23140 LOBBYIST FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		200.00	.00	ESUCC LOBBYIST FEE	
11/05/14	20-3		12539	1039 UNION BANK & TRU		200.00	.00	ESUCC LOBBYIST FEE	
TOTAL	LOBBYIST FEES				200.00	400.00	.00		-200.00
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				12,040.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ACCOUNTING/AUDIT				12,040.00	.00	.00		12,040.00
23160 FISCAL MANAGEMENT FEE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,600.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		206.00	.00	ESUCC FISCAL AGENT FEE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		206.00	.00	ESUCC FISCAL AGENT FEE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		206.00	.00	ESUCC FISCAL AGENT FEE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		206.00	.00	ESUCC FISCAL AGENT FEE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		206.00	.00	ESUCC FISCAL AGENT FEE	
TOTAL	FISCAL MANAGEMENT FEE				3,600.00	1,030.00	.00		2,570.00
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				16,340.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12492	1040 HARDING & SHULTZ		1,634.75	.00	ESUCC LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		6,581.14	.00	ESUCC LEGAL SERVICES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		7,768.81	.00	ESUCC LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		3,085.28	.00	ESUCC LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-7,768.81	.00	ESUCC LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		2,062.46	.00	ESUCC LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		2,974.53	.00	ESUCC LEGAL SERVICES	
TOTAL	LEGAL SERVICES				16,340.00	16,338.16	.00		1.84
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,000.00			POSTED FROM BUDGET SYSTEM	
01/15/15	20-5		12651	1053 NE EDUCATION TEC		1,500.00	.00	ESUCC EMEETINGS FEE	
TOTAL	CONTRACTED SERVICES				3,000.00	1,500.00	.00		1,500.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				2,000.00	.00	.00		2,000.00

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL UTILITIES					.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				5,405.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		1,134.73	.00	ESUCC RENT OMAHA	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		477.60	.00	ESUCC RENT OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		477.60	.00	ESUCC RENT OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		477.60	.00	ESUCC RENT OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		477.60	.00	ESUCC RENT OMAHA	
TOTAL RENTAL/LEASES					5,405.00	3,045.13	.00		2,359.87
23280 INSURANCE/BONDS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				7,988.00			POSTED FROM BUDGET SYSTEM	
09/29/14	20-1		EFT00004	1209 CINCINNATI INSUR		25.00	.00	ESUCC INSURANCE	
11/05/14	20-3		EFT00006	1209 CINCINNATI INSUR		923.00	.00	ESUCC INSURANCE	
02/03/15	20-6		EFT00013	1209 CINCINNATI INSUR		923.00	.00	ESUCC INSURANCE	
TOTAL INSURANCE/BONDS					7,988.00	1,871.00	.00		6,117.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,500.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12497	1065 OMAHA WORLD HERA		523.00	.00	ESUCC ADVERTISING	
11/05/14	20-3		12539	1039 UNION BANK & TRU		339.00	.00	ESUCC ADVERTISING	
12/03/14	20-4		EFT00010	1081 ISSUEVIEW.COM		421.20	.00	ESUCC ISSUU ANNUAL FEE	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		25.00	.00	ESUCC POSITION ADVERTISIN	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		99.00	.00	ESUCC POSITION AD	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		99.00	.00	ESUCC POSITION AD	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		25.00	.00	ESUCC POSITION AD	
02/03/15	20-6		12689	1039 UNION BANK & TRU		882.90	.00	ESUCC ADVERTISING POSITIO	
TOTAL ADVERTISING					2,500.00	2,414.10	.00		85.90
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,000.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		1.83	.00	ESUCC PRINTING OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		.13	.00	ESUCC PRINTING OMAHA	
12/05/14	20-4		12608	1050 BISHOP BUSINESS		270.21	.00	ESUCC PRINTING EXP	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		65.60	.00	ESUCC PRINTING OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		7.34	.00	ESUCC PRINTING/W2 ORDER	

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23525 PRINTING (cont'd)									
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		.30	.00	ESUCC COPIES/PRINTING	
TOTAL PRINTING					2,000.00	345.41	.00		1,654.59
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				750.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		36.83	.00	ESUCC POSTAGE OMAHA	
11/03/14	19-2		20150031			6.45		POSTAGE USAGE	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		10.69	.00	ESUCC POSTAGE OMAHA	
11/26/14	19-3		20150046			12.00		PREPAID POSTAGE USAGE	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		99.89	.00	ESUCC POSTAGE OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		18.96	.00	ESUCC POSTAGE OMAHA	
01/22/15	19-4		20150068			4.80		ESUCC POSTAGE AINSWORTH	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		27.91	.00	ESUCC POSTAGE OMAHA	
02/27/15	19-6		20150084			23.44		POSTAGE USAGE, JAN & FEB	
TOTAL POSTAGE					750.00	240.97	.00		509.03
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,500.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		67.41	.00	ESUCC PHONE OMAHA	
10/03/14	20-2		12494	1045 AT CONFERENCE		4.11	.00	ESUCC PHONE EXP	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		48.00	.00	ESUCC PHONE OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		46.66	.00	ESUCC PHONE OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		49.14	.00	ESUCC PHONE OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		48.02	.00	ESUCC PHONE OMAHA	
TOTAL PHONE					1,500.00	263.34	.00		1,236.66
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER/INTERNET SERVICE					.00	.00	.00		.00
24000 SUPPLIES/MATERIALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUPPLIES/MATERIALS					.00	.00	.00		.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		57.24	.00	ESUCC SUPPLIES	
10/03/14	20-2		12508	1062 STAPLES ADVANTAG		13.78	.00	ESUCC SUPPLIES	
10/03/14	20-2		12508	1062 STAPLES ADVANTAG		12.98	.00	ESUCC SUPPLIES	

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24100 SUPPLIES (cont'd)									
11/10/14	17-2	P1500011-01		1226 TPRINT			120.72	BUSINESS CARDS, PRINTING,	
11/05/14	20-3		12536	1062 STAPLES ADVANTAG		21.90	.00	ESUCC SUPPLIES	
11/05/14	20-3		12537	1221 METAL LOGOS		25.00	.00	ESUCC SUPPLIES/NAME PLATE	
11/11/14	20-3	P1500011-01	12578	1226 TPRINT		120.72	-120.72	BUSINESS CARDS, PRINTING,	
12/03/14	20-4		12603	1062 STAPLES ADVANTAG		15.28	.00	ESUCC OFFICE SUPPLIES	
12/03/14	20-4		12604	1230 ANDERSON AWARDS		17.00	.00	ESUCC SUPPLIES	
TOTAL	SUPPLIES				1,000.00	283.90	.00		716.10
24400 PERIODICALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PERIODICALS				.00	.00	.00		.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REPAIRS				.00	.00	.00		.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				750.00			POSTED FROM BUDGET SYSTEM	
02/03/15	20-6		12689	1039 UNION BANK & TRU		297.00	.00	ESUCC SOFTWARE	
TOTAL	COMPUTER SOFTWARE/LICENSE				750.00	297.00	.00		453.00
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LONG TERM PROJECTS				.00	.00	.00		.00
25000 CAPITAL OUTLAY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CAPITAL OUTLAY				.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,500.00			POSTED FROM BUDGET SYSTEM	
12/03/14	17-3	P1500015-01		1231 QUILL			386.99	901-M20 4LPY MBI 4-DRAW	
12/12/14	20-4	P1500015-01	12642	1231 QUILL		386.99	-386.99	901-M20 4LPY MBI 4-DRAW	
TOTAL	FURNITURE AND EQUIPMENT				1,500.00	386.99	.00		1,113.01
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,500.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		34.99	.00	ESUCC COMPUTER HARDWARE	
12/03/14	17-3	P1500014-01		1007 CDW GOVERNMENT I			254.72	2688909 LOGITECH CONFERE	

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25600 COMPUTER HARDWARE (cont'd)									
02/03/15	20-6	P1500014-01	12709	1007 CDW GOVERNMENT I		229.46	-254.72	2688909 LOGITECH CONFERE	
TOTAL COMPUTER HARDWARE					2,500.00	264.45	.00		2,235.55
26000 OTHER EXPENSES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL OTHER EXPENSES					.00	.00	.00		.00
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,050.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12464	1098 AESA		6,900.00	.00	ESUCC AESA DUES	
10/03/14	20-2		12500	1042 NE COUNCIL OF SC		6,000.00	.00	ESUCC NCSA SPONSORSHIP	
11/05/14	20-3		12539	1039 UNION BANK & TRU		900.00	.00	ESUCC NETA CONF DUES	
11/05/14	20-3		12539	1039 UNION BANK & TRU		57.04	.00	ESUCC FEES	
11/11/14	19-3		20150033			-900.00		ESUCC/INTEL EXP ADJUSTMEN	
TOTAL DUES/FEES					15,050.00	12,957.04	.00		2,092.96
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				26,644.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12470	1198 COMFORT INN		382.85	.00	ESUCC LODGING KEARNEY	
09/24/14	20-2		12475	1061 DEB HERICKS		52.08	.00	ESUCC TRAVEL REIMB	
09/24/14	20-2		12475	1061 DEB HERICKS		208.32	.00	ESUCC TRAVEL REIMB	
10/03/14	20-2		12491	1039 UNION BANK & TRU		5.00	.00	ESUCC TRAVEL	
10/03/14	20-2		12491	1039 UNION BANK & TRU		2.00	.00	ESUCC TRAVEL	
10/03/14	20-2		12491	1039 UNION BANK & TRU		42.36	.00	ESUCC TRAVEL	
10/03/14	20-2		12509	1155 DAVE LUDWIG		420.70	.00	ESUCC TRAVEL REIMBURSEMEN	
10/03/14	20-2		12509	1155 DAVE LUDWIG		1,283.52	.00	ESUCC TRAVEL REIMBURSEMEN	
10/03/14	20-2		12511	1076 PRISCILLA QUINTA		94.36	.00	COOP TRAVEL REIMBURSEMENT	
10/03/14	20-2		12512	1061 DEB HERICKS		200.48	.00	ESUCC TRAVEL REIMBURSEMEN	
11/05/14	20-3		12539	1039 UNION BANK & TRU		8.00	.00	ESUCC TRAVEL	
11/05/14	20-3		12539	1039 UNION BANK & TRU		8.00	.00	ESUCC TRAVEL	
11/05/14	20-3		12539	1039 UNION BANK & TRU		4.00	.00	ESUCC TRAVEL	
11/05/14	20-3		12539	1039 UNION BANK & TRU		13.75	.00	ESUCC TRAVEL	
11/05/14	20-3		12539	1039 UNION BANK & TRU		24.88	.00	ESUCC TRAVEL	
11/05/14	20-3		12555	1086 SCOTT ISAACSON		47.60	.00	ESUCC TRAVEL REIMB	
11/05/14	20-3		12556	1061 DEB HERICKS		73.92	.00	ESUCC TRAVEL/EXP REIMB	
11/11/14	20-3		12575	1155 DAVE LUDWIG		1,423.52	.00	ESUCC TRAVEL	
12/03/14	20-4		12597	1076 PRISCILLA QUINTA		154.05	.00	ESUCC TRAVEL/EXP REIMB	
12/12/14	20-4		12621	1039 UNION BANK & TRU		3.00	.00	ESUCC TRAVEL EXP	
12/12/14	20-4		12621	1039 UNION BANK & TRU		2.00	.00	ESUCC TRAVEL EXP	

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26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
12/12/14	20-4		12621	1039 UNION BANK & TRU		3.00	.00	ESUCC TRAVEL EXP	
12/12/14	20-4		12635	1072 HOLIDAY INN EXPR		83.00	.00	ESUCC TRAVEL/LODGING	
12/12/14	20-4		12636	1155 DAVE LUDWIG		102.34	.00	ESUCC TRAVEL EXP REIMB	
12/12/14	20-4		12645	1155 DAVE LUDWIG		714.00	.00	ESUCC TRAVEL/MILEAGE REIM	
12/12/14	20-4		12621	1039 UNION BANK & TRU		2.00	.00	ESUCC TRAVEL EXP	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		2.00	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		20.36	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		19.78	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		16.68	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		1,134.91	.00	ESUCC LODGING/TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		6.50	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		84.00	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		3.00	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		6.00	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		5.00	.00	ESUCC TRAVEL	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		8.00	.00	ESUCC TRAVEL	
01/26/15	20-6		12669	1155 DAVE LUDWIG		634.30	.00	ESUCC TRAVEL/REIMB	
01/26/15	20-6		12673	1076 PRISCILLA QUINTA		163.27	.00	ESUCC TRAVEL/EXP REIMB	
02/03/15	20-6		12689	1039 UNION BANK & TRU		4.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		3.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		4.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		1.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		1.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		2.00	.00	ESUCC TRAVEL/PARKING	
02/03/15	20-6		12689	1039 UNION BANK & TRU		81.01	.00	ESUCC TRAVEL EXP	
02/03/15	20-6		12689	1039 UNION BANK & TRU		39.08	.00	ESUCC TRAVEL EXP	
02/03/15	20-6		12689	1039 UNION BANK & TRU		88.07	.00	ESUCC TRAVEL EXP	
02/03/15	20-6		12703	1061 DEB HERICKS		213.90	.00	ESUCC TRAVEL EXP/REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				26,644.00	7,899.59	.00		18,744.41
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				7,500.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12490	1067 EDUCATIONAL SERV		322.52	.00	ESUCC MEETINGS, FACILITY	
11/11/14	20-3		12574	1070 COUNTRY INN & SU		1,370.09	.00	ESUCC MEETINGS	
12/01/14	19-4		20150048			140.00		ONSITE FEES/PDO MEETINGS	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		334.50	.00	ESUCC MEETINGS	
12/12/14	20-4		12621	1039 UNION BANK & TRU		93.85	.00	ESUCC ILLNIN CONF	
12/12/14	20-4		12621	1039 UNION BANK & TRU		176.02	.00	ESUCC MEETING	
01/15/15	20-5		12649	1042 NE COUNCIL OF SC		100.00	.00	ESUCC LEGISLATIVE REVIEW	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0110100000 - GENERAL ESUCC/ADM

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26800 CONFERENCE/CONVENTION/MTG (cont'd)									
01/15/15	20-5		12656	1056 EDUCATIONAL SERV		66.94	.00	ESUCC CATERING/MEETING	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		17.90	.00	ESUCC CONFERENCE	
01/26/15	20-6		12665	1057 EDUCATIONAL SERV		195.50	.00	ESUCC MEETING/CONF	
02/03/15	20-6		12702	1198 COMFORT INN		869.55	.00	ESUCC CONF/LODGING	
TOTAL	CONFERENCE/CONVENTION/MTG				7,500.00	3,686.87	.00		3,813.13
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROGRAM PURCHASES				.00	.00	.00		.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				.00	.00	.00		.00
27000 TRANSFERS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				27,220.00			POSTED FROM BUDGET SYSTEM	
TOTAL	TRANSFERS				27,220.00	.00	.00		27,220.00
TOTAL Program - ADMIN					275,228.00	110,221.57	.00		165,006.43
TOTAL Department - ESUCC/ADM					275,228.00	110,221.57	.00		165,006.43
01-20-100-000-0120100000 - GENERAL ADM GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REGULAR SALARIES				.00	.00	.00		.00
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	SOCIAL SECURITY				.00	.00	.00		.00
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	RETIREMENT				.00	.00	.00		.00
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	HEALTH INSURANCE				.00	.00	.00		.00

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

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PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0120100000 - GENERAL ADM GENERAL

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FLEX SPEND					.00	.00	.00		.00
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL WORK COMP					.00	.00	.00		.00
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LIFE INSURANCE					.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL UNEMPLOYMENT INS					.00	.00	.00		.00
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONTRACTED SERVICES					.00	.00	.00		.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PROFESSIONAL DEVELOPMENT					.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL UTILITIES					.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL RENTAL/LEASES					.00	.00	.00		.00
23280 INSURANCE/BONDS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL INSURANCE/BONDS					.00	.00	.00		.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL ADVERTISING					.00	.00	.00		.00

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0120100000 - GENERAL ADM GENERAL

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PRINTING					.00	.00	.00		.00
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL POSTAGE					.00	.00	.00		.00
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PHONE					.00	.00	.00		.00
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER/INTERNET SERVICE					.00	.00	.00		.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUPPLIES					.00	.00	.00		.00
24400 PERIODICALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PERIODICALS					.00	.00	.00		.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL REPAIRS					.00	.00	.00		.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER SOFTWARE/LICENSE					.00	.00	.00		.00
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LONG TERM PROJECTS					.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FURNITURE AND EQUIPMENT					.00	.00	.00		.00

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Fund - 01 - GENERAL FUND
Org Unit - 0120100000 - GENERAL ADM GENERAL

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER HARDWARE					.00	.00	.00		.00
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL DUES/FEES					.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL TRAVEL EXPENSES/MILEAGE					.00	.00	.00		.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONFERENCE/CONVENTION/MTG					.00	.00	.00		.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONTINGENCY					.00	.00	.00		.00
TOTAL Program - ADMIN					.00	.00	.00		.00
TOTAL Department - GENERAL					.00	.00	.00		.00
01-30-300-000-0130300000 - COOP COOP GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				231,627.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		19,302.21	.00	COOP SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		26,550.30	.00	COOP SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		10,664.29	.00	COOP SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		10,664.29	.00	COOP SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		10,664.31	.00	COOP SALARIES	
TOTAL REGULAR SALARIES					231,627.00	77,845.40	.00		153,781.60
21200 SUB OR TEMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUB OR TEMP					.00	.00	.00		.00

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			COOP EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		67.50	.00	COOP PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		11.25	.00	COOP PHONE STIPEND	
TOTAL EMPLOYEE BENEFITS					.00	78.75	.00		-78.75
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,709.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,272.84	.00	COOP SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,952.49	.00	COOP SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		737.21	.00	COOP SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		737.21	.00	COOP SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		738.07	.00	COOP SS/MEDICARE	
TOTAL SOCIAL SECURITY					15,709.00	5,437.82	.00		10,271.18
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				22,880.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,906.64	.00	COOP RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,053.40	.00	COOP RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,053.40	.00	COOP RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,053.40	.00	COOP RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,053.40	.00	COOP RETIREMENT	
TOTAL RETIREMENT					22,880.00	6,120.24	.00		16,759.76
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,636.22	.00	COOP HEALTH INSURANCE	
TOTAL HEALTH INSURANCE					.00	1,636.22	.00		-1,636.22
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		15.75	.00	COOP WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		7.88	.00	COOP WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		7.88	.00	COOP WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		7.88	.00	COOP WAGE WORKS	
TOTAL FLEX SPEND					.00	39.39	.00		-39.39
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22400 WORK COMP (cont'd)									
09/12/14	11-1				1,390.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		115.79	.00	COOP WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		159.28	.00	COOP WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		63.96	.00	COOP WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		63.96	.00	COOP WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		63.96	.00	COOP WORK COMP	
TOTAL	WORK COMP				1,390.00	466.95	.00		923.05
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LIFE INSURANCE				.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		139.50	.00	COOP UNEMPLOYMENT	
TOTAL	UNEMPLOYMENT INS				.00	139.50	.00		-139.50
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				12,040.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ACCOUNTING/AUDIT				12,040.00	.00	.00		12,040.00
23160 FISCAL MANAGEMENT FEE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,500.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FISCAL MANAGEMENT FEE				2,500.00	.00	.00		2,500.00
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				16,340.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12492	1040 HARDING & SHULTZ		1,634.75	.00	COOP LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		6,581.13	.00	COOP LEGAL SERVICES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		7,768.81	.00	COOP LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		3,085.28	.00	COOP LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-7,768.81	.00	COOP LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		2,062.46	.00	COOP LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		2,974.53	.00	COOP LEGAL SERVICES	
TOTAL	LEGAL SERVICES				16,340.00	16,338.15	.00		1.85
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,115.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		40.00	.00	COOP CONTRACTED SERVICES	

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23180 CONTRACTED SERVICES (cont'd)									
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		40.00	.00	COOP CONTRACTED SERVICES	
11/11/14	20-3		12569	1108 EDUCATIONAL SERV		5,607.13	.00	COOP CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		40.00	.00	COOP CONTRACTED SERVICE	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		40.00	.00	COOP CONTRACTED SERVICES	
12/12/14	20-4		12631	1108 EDUCATIONAL SERV		4,172.63	.00	COOP CONTRACTED SERVICES	
01/15/15	20-5		12658	1108 EDUCATIONAL SERV		4,746.43	.00	COOP CONTRACTED SERVICES	
01/26/15	20-6		12667	1108 EDUCATIONAL SERV		4,097.13	.00	COOP CONTRACTED SERVICES	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		40.00	.00	COOP CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				3,115.00	18,823.32	.00		-15,708.32
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				5,100.00			POSTED FROM BUDGET SYSTEM	
TOTAL	UTILITIES				5,100.00	.00	.00		5,100.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				11,397.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12463	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,104.00	.00	COOP RENT	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		233.39	.00	COOP RENT OMAHA	
10/03/14	20-2		12493	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN, SEPT	
10/03/14	20-2		12493	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN, OCT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,104.00	.00	COOP RENT AINSWORTH	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		90.65	.00	COOP RENT OMAHA	
11/11/14	20-3		12565	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		90.64	.00	COOP RENT OMAHA	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,104.00	.00	COOP RENT AINSWORTH	
12/12/14	20-4		12623	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		90.64	.00	COOP RENT OMAHA	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,104.00	.00	COOP RENT AINSWORTH	
01/15/15	20-5		12650	1041 NE ASSOCIATION O		258.34	.00	COOP RENT LINCOLN	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		90.65	.00	COOP RENT OMAHA	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,104.00	.00	COOP RENT AINSWORTH	
TOTAL	RENTAL/LEASES				11,397.00	7,666.01	.00		3,730.99
23280 INSURANCE/BONDS					.00	.00	.00	BEGINNING BALANCE	

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23280 INSURANCE/BONDS (cont'd)									
09/12/14	11-1				5,800.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		32.00	.00	COOP INSURANCE/BONDS	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		32.00	.00	COOP BOND/INSURANCE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		32.00	.00	COOP INSUR/BOND	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		32.00	.00	COOP BOND/INSUR	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		32.00	.00	COOP BOND/INSUR	
TOTAL	INSURANCE/BONDS				5,800.00	160.00	.00		5,640.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12497	1065 OMAHA WORLD HERA		752.50	.00	COOP BID ADVERTISING	
12/03/14	20-4		12581	1065 OMAHA WORLD HERA		793.00	.00	COOP BID ADVERTISING	
TOTAL	ADVERTISING				3,000.00	1,545.50	.00		1,454.50
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				800.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		17.50	.00	COOP COPIER/PRINTING	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		27.43	.00	COOP PRINTING/COPIER	
11/05/14	20-3		12534	1050 BISHOP BUSINESS		20.86	.00	COOP PRINTING LINCOLN	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		76.78	.00	COOP PRINTING/COPIER	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		34.45	.00	COOP PRINTING/COPIER	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		26.67	.00	COOP COPIER/PRINTING	
02/03/15	20-6		12698	1108 EDUCATIONAL SERV		8.06	.00	COOP PRINTING/COPIES	
TOTAL	PRINTING				800.00	211.75	.00		588.25
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				7,000.00			POSTED FROM BUDGET SYSTEM	
11/03/14	19-2		20150031			268.59		POSTAGE USAGE	
11/26/14	19-3		20150046			17.99		PREPAID POSTAGE USAGE	
12/03/14	20-4		12583	1196 MAILFINANCE		148.72	.00	COOP POSTAGE METER LEASE	
12/03/14	20-4		12605	1132 PYRAMID SCHOOL P		71.00	.00	COOP POSTAGE/SHIPPING	
01/22/15	19-4		20150068			55.87		COOP POSTAEG AINSWORTH	
01/15/15	20-5		12646	1049 TOTALFUNDS BY HA		536.67	.00	COOP POSTAGE FOR METER	
01/22/15	19-5		20150066			-500.00		COOP/POSTAGE ADJUSTMENT	
02/27/15	19-6		20150084			106.92		POSTAGE USAGE, JAN & FEB	
TOTAL	POSTAGE				7,000.00	705.76	.00		6,294.24
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				800.00			POSTED FROM BUDGET SYSTEM	

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23820 PHONE (cont'd)									
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		84.00	.00	COOP PHONE	
10/03/14	20-2		12494	1045 AT CONFERENCE		6.27	.00	COOP PHONE EXP	
10/03/14	20-2		12495	1044 TIME WARNER CABL		65.48	.00	COOP PHONE LINCOLN	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		84.00	.00	COOP PHONE AINSWORTH	
11/05/14	20-3		12532	1044 TIME WARNER CABL		66.84	.00	COOP PHONE LINCOLN	
11/11/14	20-3		12567	1045 AT CONFERENCE		38.32	.00	COOP PHONE CONF	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		84.00	.00	COOP PHONE AINSWORTH	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		84.00	.00	COOP PHONE AINWORTH	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		84.00	.00	COOP PHONE AINSWORTH	
TOTAL	PHONE				800.00	596.91	.00		203.09
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				6,878.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12495	1044 TIME WARNER CABL		73.05	.00	COOP INTERNET LINCOLN	
11/05/14	20-3		12532	1044 TIME WARNER CABL		74.39	.00	COOP INTERNET LINCOLN	
TOTAL	COMPUTER/INTERNET SERVICE				6,878.00	147.44	.00		6,730.56
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,000.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12477	1133 NATIONAL ART & S		16.02	.00	COOP SUPPLIES	
10/03/14	20-2		12507	1215 MIDWEST CONNECT		175.00	.00	COOP OFFICE SUPPLIES	
11/10/14	17-2	P1500011-01		1226 TPRINT			120.72	BUSINESS CARDS, PRINTING,	
11/05/14	20-3		12536	1062 STAPLES ADVANTAG		173.73	.00	COOP SUPPLIES	
11/05/14	20-3		12544	1215 MIDWEST CONNECT		50.00	.00	COOP SUPPLIES	
11/05/14	20-3		12564	1220 ACCO BRANDS DIRE		27.88	.00	COOP SUPPLIES	
11/11/14	20-3		12577	1215 MIDWEST CONNECT		17.00	.00	COOP SUPPLIES	
11/11/14	20-3	P1500011-01	12578	1226 TPRINT		120.72	-120.72	BUSINESS CARDS, PRINTING,	
12/03/14	20-4		12604	1230 ANDERSON AWARDS		17.00	.00	COOP SUPPLIES	
02/25/15	17-6	P1500018-04		1007 CDW GOVERNMENT I			64.52	1681950 TARGUS 15 8 CHEC	
02/25/15	17-6	P1500018-05		1007 CDW GOVERNMENT I			14.46	329305 FELLOWES MIGHTY S	
02/25/15	17-6	P1500018-06		1007 CDW GOVERNMENT I			32.55	1304366 LOGITECH USB STE	
TOTAL	SUPPLIES				3,000.00	597.35	111.53		2,291.12
24400 PERIODICALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PERIODICALS				.00	.00	.00		.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REPAIRS				.00	.00	.00		.00

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Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				230,500.00			POSTED FROM BUDGET SYSTEM	
02/25/15	17-6	P1500017-01		1031 SOFTCHOICE CORPO			53.13	NW3845 76P-04691 VL-Z	
02/25/15	17-6	P1500017-02		1031 SOFTCHOICE CORPO			325.02	MM7904 65177165AB03A00 D	
02/25/15	17-6	P1500017-03		1031 SOFTCHOICE CORPO			24.00	MM7917 65178060 DESIGN &	
02/25/15	17-6	P1500017-04		1031 SOFTCHOICE CORPO			27.00	NW8227 79P-04381 MS OFFIC	
TOTAL	COMPUTER SOFTWARE/LICENSE				230,500.00	.00	429.15		230,070.85
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LONG TERM PROJECTS				.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FURNITURE AND EQUIPMENT				.00	.00	.00		.00
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
02/25/15	17-6	P1500018-01		1007 CDW GOVERNMENT I			293.58	3268414 SAMSUNG S27C230B	
02/25/15	17-6	P1500018-02		1007 CDW GOVERNMENT I			979.10	2926592 FUJITSU SCANSNAP	
02/25/15	17-6	P1500018-03		1007 CDW GOVERNMENT I			515.16	2925742 FUJITSUS SCANSNA	
02/25/15	17-6	P1500019-01		1252 DELL			2,395.95	XPS 15 4TH GEN INTEL COR	
03/02/15	21-6	P1500019-01		1252 DELL		.00	-2,395.95	XPS 15 4TH GEN INTEL COR	
TOTAL	COMPUTER HARDWARE				.00	.00	1,787.84		-1,787.84
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	DUES/FEES				3,000.00	.00	.00		3,000.00
26600 REPAYMENT MEMBER EQUITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REPAYMENT MEMBER EQUITY				.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,000.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12474	1073 RODEWAY INN		125.98	.00	COOP LODGING SCHNEIDER	
10/03/14	20-2		12491	1039 UNION BANK & TRU		17.43	.00	COOP TRAVEL	
10/03/14	20-2		12511	1076 PRISCILLA QUINTA		94.36	.00	ESUCC TRAVEL REIMBURSEMEN	

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
10/03/14	20-2		12519	1211 KIP SCHNEIDER		3,322.32	.00	COOP TRAVEL/EXPENSE REIMB	
10/06/14	20-2		12519	1211 KIP SCHNEIDER		-3,322.32	.00	COOP TRAVEL/EXPENSE REIMB	
10/06/14	20-2		12519	1211 KIP SCHNEIDER		3,322.48	.00	COOP TRAVEL/EXPENSE REIMB	
11/05/14	20-3		12550	1073 RODEWAY INN		125.98	.00	COOP TRAVEL/LODGING	
11/05/14	20-3		12550	1073 RODEWAY INN		62.99	.00	COOP TRAVEL/LODGING	
11/05/14	20-3		12552	1072 HOLIDAY INN EXPR		83.00	.00	COOP TRAVEL/LODGING	
11/05/14	20-3		12559	1101 CRAIG PETERSON		27.77	.00	COOP TRAVEL/EXP REIMB	
11/05/14	20-3		12559	1101 CRAIG PETERSON		21.70	.00	COOP TRAVEL/EXP REIMB	
11/05/14	20-3		12560	1077 BRENDA KONKOLESK		176.96	.00	COOP TRAVEL/EXP REIMB	
11/26/14	20-3		12550	1073 RODEWAY INN		-125.98	.00	COOP TRAVEL/LODGING	
11/26/14	20-3		12550	1073 RODEWAY INN		-62.99	.00	COOP TRAVEL/LODGING	
12/03/14	20-4		12592	1073 RODEWAY INN		125.98	.00	COOP LODGING	
12/03/14	20-4		12596	1101 CRAIG PETERSON		236.32	.00	COOP TRAVEL/EXP REIMB	
12/03/14	20-4		12597	1076 PRISCILLA QUINTA		154.05	.00	COOP TRAVEL/EXP REIMB	
12/12/14	20-4		12632	1070 COUNTRY INN & SU		83.00	.00	COOP TRAVEL/LODGING	
12/12/14	20-4		12637	1101 CRAIG PETERSON		393.68	.00	COOP TRAVEL/MILEAGE REIMB	
12/12/14	20-4		12637	1101 CRAIG PETERSON		386.90	.00	COOP TRAVEL REIMB-AEPA	
01/15/15	20-5		12660	1073 RODEWAY INN		125.98	.00	COOP TRAVEL/LODGING	
01/26/15	20-6		12668	1073 RODEWAY INN		251.96	.00	COOP TRAVEL/LODGING	
01/26/15	20-6		12672	1101 CRAIG PETERSON		502.12	.00	COOP TRAVEL/EXP REIMB	
01/26/15	20-6		12673	1076 PRISCILLA QUINTA		163.27	.00	COOP TRAVEL/EXP REIMB	
01/26/15	20-6		12676	1102 SHANE GERHARTZ		266.37	.00	COOP TRAVEL/EXP REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				15,000.00	6,559.31	.00		8,440.69
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				5,000.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12539	1039 UNION BANK & TRU		350.00	.00	COOP AEPA CONF FEE	
11/05/14	20-3		12539	1039 UNION BANK & TRU		536.94	.00	AEPA CONF - SHARTON	
11/05/14	20-3		12539	1039 UNION BANK & TRU		934.20	.00	AEPA CONF/MEETING	
11/05/14	20-3		12547	1067 EDUCATIONAL SERV		211.20	.00	COOP SCHOOL ADVISORY MTG	
12/12/14	20-4		12621	1039 UNION BANK & TRU		542.70	.00	COOP AEPA CONF	
12/12/14	20-4		12621	1039 UNION BANK & TRU		39.00	.00	COOP AEPA CONF	
12/12/14	20-4		12621	1039 UNION BANK & TRU		-934.20	.00	COOP AEPA CONF	
TOTAL	CONFERENCE/CONVENTION/MTG				5,000.00	1,679.84	.00		3,320.16
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/10/14	17-1	P1500002-01		1038 WORLD BOOK			176.00	AMHERST PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-02		1038 WORLD BOOK			134.75	ANSELMO-MERNA PUBLIC SCHO	
09/10/14	17-1	P1500002-03		1038 WORLD BOOK			68.75	ARNOLD PUBLIC SCHOOLS	

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26850 PROGRAM PURCHASES (cont'd)									
09/10/14	17-1	P1500002-04	1038	WORLD BOOK			469.70	BROKEN BOW PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-05	1038	WORLD BOOK			84.15	BURWELL PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-06	1038	WORLD BOOK			255.75	CENTURA PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-07	1038	WORLD BOOK			462.55	COZAD COMMUNITY SCHOOLS	
09/10/14	17-1	P1500002-08	1038	WORLD BOOK			176.00	ELM CREEK PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-09	1038	WORLD BOOK			56.10	FAITH CHRISTIAN SCHOOL	
09/10/14	17-1	P1500002-10	1038	WORLD BOOK			322.30	GIBBON PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-11	1038	WORLD BOOK			495.00	GOTHENBURG PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-12	1038	WORLD BOOK			67.65	GREELEY-WOLBACH-NORTH LOU	
09/10/14	17-1	P1500002-13	1038	WORLD BOOK			178.75	KEARNEY CATHOLIC HIGH SCH	
09/10/14	17-1	P1500002-14	1038	WORLD BOOK			2,860.00	KEARNEY PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-15	1038	WORLD BOOK			1,650.00	LEXINGTON PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-16	1038	WORLD BOOK			55.00	LITCHFILED PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-17	1038	WORLD BOOK			165.00	LOUP CITY PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-18	1038	WORLD BOOK			160.60	OVERTON PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-19	1038	WORLD BOOK			121.00	PLEASANTON PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-20	1038	WORLD BOOK			247.50	RAVENNA PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-21	1038	WORLD BOOK			132.00	RIVERSIDE PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-22	1038	WORLD BOOK			57.75	SANDHILLS PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-23	1038	WORLD BOOK			96.25	SARGENT PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-24	1038	WORLD BOOK			165.00	SHELTON PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-25	1038	WORLD BOOK			374.00	ST. PAUL PUBLIC SCHOOLS	
09/10/14	17-1	P1500002-26	1038	WORLD BOOK			266.20	WOOD RIVER RURAL SCHOOLS	
09/10/14	17-1	P1500003-01	1038	WORLD BOOK			156.75	ALMA PUBLIC SCHOOL	
09/10/14	17-1	P1500003-02	1038	WORLD BOOK			156.75	ARAPAHOE PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-03	1038	WORLD BOOK			145.75	AXTELL PUBLIC SCHOOL	
09/10/14	17-1	P1500003-04	1038	WORLD BOOK			140.25	BERTRAND PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-05	1038	WORLD BOOK			115.50	ELWOOD PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-06	1038	WORLD BOOK			107.80	EUSTIS-FARNAM PUBLIC SCHO	
09/10/14	17-1	P1500003-07	1038	WORLD BOOK			165.00	FRANKLIN PUBIC SCHOOLS	
09/10/14	17-1	P1500003-08	1038	WORLD BOOK			598.40	HOLDREGE PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-09	1038	WORLD BOOK			121.00	LOOMIS PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-10	1038	WORLD BOOK			407.00	MINDEN PUBLIC SCHOOLS	
09/10/14	17-1	P1500003-11	1038	WORLD BOOK			244.75	SOUTHERN VALLEY SCHOOLS	
09/10/14	17-1	P1500003-12	1038	WORLD BOOK			115.50	WILCOX-HILDRETH PUBLIC SC	
09/10/14	17-1	P1500004-01	1038	WORLD BOOK			838.75	ALLIANCE PUBLIC SCHOOLS	
09/10/14	17-1	P1500004-02	1038	WORLD BOOK			236.50	BAYARD SCHOOL	
09/10/14	17-1	P1500004-03	1038	WORLD BOOK			27.50	BRIDGEPORT SCHOOL	
09/10/14	17-1	P1500004-04	1038	WORLD BOOK			488.95	CHADRON SCHOOLS	

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26850 PROGRAM PURCHASES (cont'd)									
09/10/14	17-1	P1500004-05	1038	WORLD BOOK			132.00	CRAWFORD SCHOOL	
09/10/14	17-1	P1500004-06	1038	WORLD BOOK			137.50	CREEK VALLEY SCHOOLS	
09/10/14	17-1	P1500004-07	1038	WORLD BOOK			57.75	GARDEN COUNTY SCHOOLS	
09/10/14	17-1	P1500004-08	1038	WORLD BOOK			1,122.55	GERING PUBLIC SCHOOLS	
09/10/14	17-1	P1500004-09	1038	WORLD BOOK			105.60	GORDON / RUSHVILLE HIGH	
09/10/14	17-1	P1500004-10	1038	WORLD BOOK			86.90	HAY SPRINGS SCHOOL	
09/10/14	17-1	P1500004-11	1038	WORLD BOOK			209.00	HEMINGFORD SCHOOL	
09/10/14	17-1	P1500004-12	1038	WORLD BOOK			115.50	LEYTON PUBLIC SCHOOLS	
09/10/14	17-1	P1500004-13	1038	WORLD BOOK			118.25	MINATARE HIGH SCHOOL	
09/10/14	17-1	P1500004-14	1038	WORLD BOOK			350.90	MITCHELL SCHOOL	
09/10/14	17-1	P1500004-15	1038	WORLD BOOK			192.50	MORRILL SCHOOL	
09/10/14	17-1	P1500004-16	1038	WORLD BOOK			107.80	POTTER-DIX PUBLIC SCHOOLS	
09/10/14	17-1	P1500004-17	1038	WORLD BOOK			1,650.00	SCOTTSBLUFF PUBLIC SCHOOL	
09/10/14	17-1	P1500004-18	1038	WORLD BOOK			59.95	SIOUX COUNTY SCHOOLS	
09/10/14	17-1	P1500005-01	1038	WORLD BOOK			206.25	DUNDY COUNTY-STRATTON PUB	
09/10/14	17-1	P1500005-02	1038	WORLD BOOK			54.45	HAYES CENTER PUBLIC SCHOO	
09/10/14	17-1	P1500005-03	1038	WORLD BOOK			82.50	MAYWOOD PUBLIC SCHOOLS	
09/10/14	17-1	P1500005-04	1038	WORLD BOOK			107.25	MEDICINE VALLEY PUBLIC SC	
09/10/14	17-1	P1500005-05	1038	WORLD BOOK			162.25	SOUTHWEST PUBLIC SCHOOLS	
09/10/14	17-1	P1500005-06	1038	WORLD BOOK			111.65	WAUNETA-PALISADE SCHOOLS	
09/10/14	17-1	P1500005-07	1038	WORLD BOOK			154.00	HITCHCOCK COUNTY SCHOOLS	
09/10/14	17-1	P1500006-01	1038	WORLD BOOK			55.00	ARTHUR COUNTY SCHOOLS	
09/10/14	17-1	P1500006-02	1038	WORLD BOOK			285.45	HERSHEY PUBLIC SCHOOLS	
09/10/14	17-1	P1500006-03	1038	WORLD BOOK			55.00	MCPHERSON COUNTY SCHOOLS	
09/10/14	17-1	P1500006-04	1038	WORLD BOOK			90.20	MULLEN PUBLIC SCHOOLS	
09/10/14	17-1	P1500006-05	1038	WORLD BOOK			2,260.50	NORTH PLATTE PUBLIC SCHOO	
09/10/14	17-1	P1500006-06	1038	WORLD BOOK			82.50	PAXTON CONSOLIDATED SCHOO	
09/10/14	17-1	P1500006-07	1038	WORLD BOOK			204.05	PERKINS COUNTY SCHOOLS	
09/10/14	17-1	P1500006-08	1038	WORLD BOOK			104.50	STAPLETON PUBLIC SCHOOLS	
09/10/14	17-1	P1500006-09	1038	WORLD BOOK			90.75	SUTHERLAND PUBLIC SCHOOLS	
09/10/14	17-1	P1500007-01	1038	WORLD BOOK			154.00	JOHNSON-BROCK PUBLIC SCHO	
09/10/14	17-1	P1500007-02	1038	WORLD BOOK			372.35	SYRACUSE PUBLIC SCHOOLS	
09/10/14	17-1	P1500007-03	1038	WORLD BOOK			283.80	JOHNSON COUNTY CENTRAL PU	
09/10/14	17-1	P1500007-04	1038	WORLD BOOK			553.30	NEBRASKA CITY SCHOOLS	
09/10/14	17-1	P1500008-01	1038	WORLD BOOK			1,210.00	BEATRICE PUBLIC SCHOOLS	
09/10/14	17-1	P1500008-02	1038	WORLD BOOK			93.50	BRUNING-DAVENPORT UNIFIED	
09/10/14	17-1	P1500008-03	1038	WORLD BOOK			137.50	DILLER-ODELL PUBLIC SCHOO	
09/10/14	17-1	P1500008-04	1038	WORLD BOOK			120.45	MERIDIAN PUBLIC SCHOOLS	
09/10/14	17-1	P1500008-05	1038	WORLD BOOK			206.25	SOUTHERN PUBLIC SCHOOLS	

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26850 PROGRAM PURCHASES (cont'd)									
09/10/14	17-1	P1500008-06		1038 WORLD BOOK			192.50	TRI COUNTY PUBLIC SCHOOLS	
09/10/14	17-1	P1500009-01		1038 WORLD BOOK			92.40	EXETER-MILLIGAN PUBLIC SC	
09/12/14	11-1				1,700,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2	P1500002-01	12524	1038 WORLD BOOK		176.00	-176.00	AMHERST PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-02	12524	1038 WORLD BOOK		134.75	-134.75	ANSELMO-MERNA PUBLIC SCHO	
10/03/14	20-2	P1500002-03	12524	1038 WORLD BOOK		68.75	-68.75	ARNOLD PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-04	12524	1038 WORLD BOOK		469.70	-469.70	BROKEN BOW PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-05	12524	1038 WORLD BOOK		84.15	-84.15	BURWELL PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-06	12524	1038 WORLD BOOK		255.75	-255.75	CENTURA PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-07	12524	1038 WORLD BOOK		462.55	-462.55	COZAD COMMUNITY SCHOOLS	
10/03/14	20-2	P1500002-08	12524	1038 WORLD BOOK		176.00	-176.00	ELM CREEK PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-09	12524	1038 WORLD BOOK		56.10	-56.10	FAITH CHRISTIAN SCHOOL	
10/03/14	20-2	P1500002-10	12524	1038 WORLD BOOK		322.30	-322.30	GIBBON PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-11	12524	1038 WORLD BOOK		495.00	-495.00	GOTHENBURG PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-12	12524	1038 WORLD BOOK		67.65	-67.65	GREELEY-WOLBACH-NORTH LOU	
10/03/14	20-2	P1500002-13	12524	1038 WORLD BOOK		178.75	-178.75	KEARNEY CATHOLIC HIGH SCH	
10/03/14	20-2	P1500002-14	12524	1038 WORLD BOOK		2,860.00	-2,860.00	KEARNEY PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-15	12524	1038 WORLD BOOK		1,650.00	-1,650.00	LEXINGTON PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-16	12524	1038 WORLD BOOK		55.00	-55.00	LITCHFILED PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-17	12524	1038 WORLD BOOK		165.00	-165.00	LOUP CITY PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-18	12524	1038 WORLD BOOK		160.60	-160.60	OVERTON PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-19	12524	1038 WORLD BOOK		121.00	-121.00	PLEASANTON PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-20	12524	1038 WORLD BOOK		247.50	-247.50	RAVENNA PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-21	12524	1038 WORLD BOOK		132.00	-132.00	RIVERSIDE PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-22	12524	1038 WORLD BOOK		57.75	-57.75	SANDHILLS PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-23	12524	1038 WORLD BOOK		96.25	-96.25	SARGENT PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-24	12524	1038 WORLD BOOK		165.00	-165.00	SHELTON PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-25	12524	1038 WORLD BOOK		374.00	-374.00	ST. PAUL PUBLIC SCHOOLS	
10/03/14	20-2	P1500002-26	12524	1038 WORLD BOOK		266.20	-266.20	WOOD RIVER RURAL SCHOOLS	
10/03/14	20-2	P1500003-01	12525	1038 WORLD BOOK		156.75	-156.75	ALMA PUBLIC SCHOOL	
10/03/14	20-2	P1500003-02	12525	1038 WORLD BOOK		156.75	-156.75	ARAPAHOE PUBLIC SCHOOLS	
10/03/14	20-2	P1500003-03	12525	1038 WORLD BOOK		145.75	-145.75	AXTELL PUBLIC SCHOOL	
10/03/14	20-2	P1500003-04	12525	1038 WORLD BOOK		140.25	-140.25	BERTRAND PUBLIC SCHOOLS	
10/03/14	20-2	P1500003-05	12525	1038 WORLD BOOK		115.50	-115.50	ELWOOD PUBLIC SCHOOLS	
10/03/14	20-2	P1500003-06	12525	1038 WORLD BOOK		107.80	-107.80	EUSTIS-FARNAM PUBLIC SCHO	
10/03/14	20-2	P1500003-07	12525	1038 WORLD BOOK		165.00	-165.00	FRANKLIN PUBIC SCHOOLS	
10/03/14	20-2	P1500003-08	12525	1038 WORLD BOOK		598.40	-598.40	HOLDREGE PUBLIC SCHOOLS	
10/03/14	20-2	P1500003-09	12525	1038 WORLD BOOK		121.00	-121.00	LOOMIS PUBLIC SCHOOLS	
10/03/14	20-2	P1500003-10	12525	1038 WORLD BOOK		407.00	-407.00	MINDEN PUBLIC SCHOOLS	

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Fund - 01 - GENERAL FUND
Org Unit - 0130300000 - COOP COOP GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26850 PROGRAM PURCHASES (cont'd)									
10/03/14	20-2	P1500003-11	12525	1038 WORLD BOOK		244.75	-244.75	SOUTHERN VALLEY SCHOOLS	
10/03/14	20-2	P1500003-12	12525	1038 WORLD BOOK		115.50	-115.50	WILCOX-HILDRETH PUBLIC SC	
10/03/14	20-2	P1500004-01	12527	1038 WORLD BOOK		838.75	-838.75	ALLIANCE PUBLIC SCHOOLS	
10/03/14	20-2	P1500004-02	12527	1038 WORLD BOOK		236.50	-236.50	BAYARD SCHOOL	
10/03/14	20-2	P1500004-03	12527	1038 WORLD BOOK		27.50	-27.50	BRIDGEPORT SCHOOL	
10/03/14	20-2	P1500004-04	12527	1038 WORLD BOOK		488.95	-488.95	CHADRON SCHOOLS	
10/03/14	20-2	P1500004-05	12527	1038 WORLD BOOK		132.00	-132.00	CRAWFORD SCHOOL	
10/03/14	20-2	P1500004-06	12527	1038 WORLD BOOK		137.50	-137.50	CREEK VALLEY SCHOOLS	
10/03/14	20-2	P1500004-07	12527	1038 WORLD BOOK		57.75	-57.75	GARDEN COUNTY SCHOOLS	
10/03/14	20-2	P1500004-08	12527	1038 WORLD BOOK		1,122.55	-1,122.55	GERING PUBLIC SCHOOLS	
10/03/14	20-2	P1500004-09	12527	1038 WORLD BOOK		105.60	-105.60	GORDON / RUSHVILLE HIGH	
10/03/14	20-2	P1500004-10	12527	1038 WORLD BOOK		86.90	-86.90	HAY SPRINGS SCHOOL	
10/03/14	20-2	P1500004-11	12527	1038 WORLD BOOK		209.00	-209.00	HEMINGFORD SCHOOL	
10/03/14	20-2	P1500004-12	12527	1038 WORLD BOOK		115.50	-115.50	LEYTON PUBLIC SCHOOLS	
10/03/14	20-2	P1500004-13	12527	1038 WORLD BOOK		118.25	-118.25	MINATARE HIGH SCHOOL	
10/03/14	20-2	P1500004-14	12527	1038 WORLD BOOK		350.90	-350.90	MITCHELL SCHOOL	
10/03/14	20-2	P1500004-15	12527	1038 WORLD BOOK		192.50	-192.50	MORRILL SCHOOL	
10/03/14	20-2	P1500004-16	12527	1038 WORLD BOOK		107.80	-107.80	POTTER-DIX PUBLIC SCHOOLS	
10/03/14	20-2	P1500004-17	12527	1038 WORLD BOOK		1,650.00	-1,650.00	SCOTTSBLUFF PUBLIC SCHOOL	
10/03/14	20-2	P1500004-18	12527	1038 WORLD BOOK		59.95	-59.95	SIOUX COUNTY SCHOOLS	
10/03/14	20-2	P1500005-01	12527	1038 WORLD BOOK		206.25	-206.25	DUNDY COUNTY-STRATTON PUB	
10/03/14	20-2	P1500005-02	12527	1038 WORLD BOOK		54.45	-54.45	HAYES CENTER PUBLIC SCHOO	
10/03/14	20-2	P1500005-03	12527	1038 WORLD BOOK		82.50	-82.50	MAYWOOD PUBLIC SCHOOLS	
10/03/14	20-2	P1500005-04	12527	1038 WORLD BOOK		107.25	-107.25	MEDICINE VALLEY PUBLIC SC	
10/03/14	20-2	P1500005-05	12527	1038 WORLD BOOK		162.25	-162.25	SOUTHWEST PUBLIC SCHOOLS	
10/03/14	20-2	P1500005-06	12527	1038 WORLD BOOK		111.65	-111.65	WAUNETA-PALISADE SCHOOLS	
10/03/14	20-2	P1500005-07	12527	1038 WORLD BOOK		154.00	-154.00	HITCHCOCK COUNTY SCHOOLS	
10/03/14	20-2	P1500006-01	12526	1038 WORLD BOOK		55.00	-55.00	ARTHUR COUNTY SCHOOLS	
10/03/14	20-2	P1500006-02	12526	1038 WORLD BOOK		285.45	-285.45	HERSHEY PUBLIC SCHOOLS	
10/03/14	20-2	P1500006-03	12526	1038 WORLD BOOK		55.00	-55.00	MCPHERSON COUNTY SCHOOLS	
10/03/14	20-2	P1500006-04	12526	1038 WORLD BOOK		90.20	-90.20	MULLEN PUBLIC SCHOOLS	
10/03/14	20-2	P1500006-05	12526	1038 WORLD BOOK		2,260.50	-2,260.50	NORTH PLATTE PUBLIC SCHOO	
10/03/14	20-2	P1500006-06	12526	1038 WORLD BOOK		82.50	-82.50	PAXTON CONSOLIDATED SCHOO	
10/03/14	20-2	P1500006-07	12526	1038 WORLD BOOK		204.05	-204.05	PERKINS COUNTY SCHOOLS	
10/03/14	20-2	P1500006-08	12526	1038 WORLD BOOK		104.50	-104.50	STAPLETON PUBLIC SCHOOLS	
10/03/14	20-2	P1500006-09	12526	1038 WORLD BOOK		90.75	-90.75	SUTHERLAND PUBLIC SCHOOLS	
10/03/14	20-2	P1500007-01	12527	1038 WORLD BOOK		154.00	-154.00	JOHNSON-BROCK PUBLIC SCHO	
10/03/14	20-2	P1500007-02	12527	1038 WORLD BOOK		372.35	-372.35	SYRACUSE PUBLIC SCHOOLS	
10/03/14	20-2	P1500007-03	12527	1038 WORLD BOOK		283.80	-283.80	JOHNSON COUNTY CENTRAL PU	

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Fund - 01 - GENERAL FUND
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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26850 PROGRAM PURCHASES (cont'd)									
10/03/14	20-2	P1500007-04	12527	1038 WORLD BOOK		553.30	-553.30	NEBRASKA CITY SCHOOLS	
10/03/14	20-2	P1500008-01	12527	1038 WORLD BOOK		1,210.00	-1,210.00	BEATRICE PUBLIC SCHOOLS	
10/03/14	20-2	P1500008-02	12527	1038 WORLD BOOK		93.50	-93.50	BRUNING-DAVENPORT UNIFIED	
10/03/14	20-2	P1500008-03	12527	1038 WORLD BOOK		137.50	-137.50	DILLER-ODELL PUBLIC SCHOO	
10/03/14	20-2	P1500008-04	12527	1038 WORLD BOOK		120.45	-120.45	MERIDIAN PUBLIC SCHOOLS	
10/03/14	20-2	P1500008-05	12527	1038 WORLD BOOK		206.25	-206.25	SOUTHERN PUBLIC SCHOOLS	
10/03/14	20-2	P1500008-06	12527	1038 WORLD BOOK		192.50	-192.50	TRI COUNTY PUBLIC SCHOOLS	
10/03/14	20-2	P1500009-01	12527	1038 WORLD BOOK		92.40	-92.40	EXETER-MILLIGAN PUBLIC SC	
TOTAL	PROGRAM PURCHASES				1,700,000.00	25,332.45	.00		1,674,667.55
26900	CONTINGENCY				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				.00	.00	.00		.00
TOTAL Program - COOP					2,302,876.00	172,128.06	2,328.52		2,128,419.42
TOTAL Department - COOP					2,302,876.00	172,128.06	2,328.52		2,128,419.42
01-40-400-000-0140400000 - SRS SRS GENERAL									
21100	REGULAR SALARIES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				265,335.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		13,020.28	.00	SRS SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		13,020.28	.00	SRS SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		13,020.28	.00	SRS SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		13,020.28	.00	SRS SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		13,020.29	.00	SRS SALARIES	
TOTAL	REGULAR SALARIES				265,335.00	65,101.41	.00		200,233.59
21200	SUB OR TEMP				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	SUB OR TEMP				.00	.00	.00		.00
22000	EMPLOYEE BENEFITS				.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			SRS EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		11.25	.00	SRS PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1.88	.00	SRS PHONE STIPEND	
TOTAL	EMPLOYEE BENEFITS				.00	13.13	.00		-13.13

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Fund - 01 - GENERAL FUND
Org Unit - 0140400000 - SRS SRS GENERAL

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				18,190.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		940.05	.00	SRS SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		940.05	.00	SRS SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		940.05	.00	SRS SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		940.05	.00	SRS SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		940.20	.00	SRS SS/MEDICARE	
TOTAL	SOCIAL SECURITY				18,190.00	4,700.40	.00		13,489.60
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				26,209.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,286.11	.00	SRS RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,286.11	.00	SRS RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,286.11	.00	SRS RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,286.11	.00	SRS RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,286.11	.00	SRS RETIREMENT	
TOTAL	RETIREMENT				26,209.00	6,430.55	.00		19,778.45
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	HEALTH INSURANCE				.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1.75	.00	SRS WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		.88	.00	SRS WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		.88	.00	SRS WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		.88	.00	SRS WAGE WORKS	
TOTAL	FLEX SPEND				.00	4.39	.00		-4.39
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,592.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		78.11	.00	SRS WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		78.11	.00	SRS WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		78.11	.00	SRS WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		78.11	.00	SRS WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		78.11	.00	SRS WORK COMP	
TOTAL	WORK COMP				1,592.00	390.55	.00		1,201.45
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	

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Fund - 01 - GENERAL FUND
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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22600 LIFE INSURANCE (cont'd)									
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LIFE INSURANCE				.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		139.50	.00	SRS UNEMPLOYMENT	
TOTAL	UNEMPLOYMENT INS				.00	139.50	.00		-139.50
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,680.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ACCOUNTING/AUDIT				1,680.00	.00	.00		1,680.00
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,280.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12492	1040 HARDING & SHULTZ		228.10	.00	SRS LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		918.30	.00	SRS LEGAL SERVICES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		1,084.02	.00	SRS LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		430.51	.00	SRS LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-1,084.02	.00	SRS LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		287.79	.00	SRS LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		415.05	.00	SRS LEGAL SERVICES	
TOTAL	LEGAL SERVICES				2,280.00	2,279.75	.00		.25
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				86,979.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12465	1052 SOLIANT CONSULTI		15,564.45	.00	SRS CONTRACTED SERVICES	
10/03/14	20-2		12498	1052 SOLIANT CONSULTI		5,334.45	.00	SRS CONTRACTED SERVICES	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		80.00	.00	SRS CONTRACTED SERVICES	
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		80.00	.00	SRS CONTRACTED SERVICES	
11/11/14	20-3		12566	1052 SOLIANT CONSULTI		1,736.00	.00	SRS CONTRACTED SERVICES	
11/11/14	20-3		12566	1052 SOLIANT CONSULTI		5,206.25	.00	SRS CONTRACTED SERVICES	
12/03/14	20-4		12584	1052 SOLIANT CONSULTI		7,934.50	.00	SRS CONTRACTED SERVICES	
12/03/14	20-4		12584	1052 SOLIANT CONSULTI		11,663.75	.00	SRS CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		80.00	.00	SRS CONTRACTED SERVICE	
12/05/14	20-4		12607	1052 SOLIANT CONSULTI		4,506.25	.00	SRS CONTRACTED SERVICES	
12/12/14	20-4		12626	1052 SOLIANT CONSULTI		1,312.50	.00	SRS CONTRACTED SERVICES	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		80.00	.00	SRS CONTRACTED SERVICES	
01/15/15	20-5		12655	1052 SOLIANT CONSULTI		7,962.50	.00	SRS CONTRACTED SERVICES	
01/15/15	20-5		12655	1052 SOLIANT CONSULTI		4,112.50	.00	SRS CONTRACTED SERVICES	

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Fund - 01 - GENERAL FUND
Org Unit - 0140400000 - SRS SRS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23180 CONTRACTED SERVICES (cont'd)									
02/03/15	20-6		12693	1052 SOLIANT CONSULTI		2,100.00	.00	SRS CONTRACTED SERVICES	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		80.00	.00	SRS CONTRACTED SERVICES	
02/27/15	20-6		12584	1052 SOLIANT CONSULTI		-11,663.75	.00	SRS CONTRACTED SERVICES	
02/27/15	20-6		12655	1052 SOLIANT CONSULTI		-7,962.50	.00	SRS CONTRACTED SERVICES	
02/27/15	20-6		12655	1052 SOLIANT CONSULTI		-4,112.50	.00	SRS CONTRACTED SERVICES	
02/27/15	20-6		12584	1052 SOLIANT CONSULTI		-7,934.50	.00	SRS CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				86,979.00	36,159.90	.00		50,819.10
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	UTILITIES				.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				6,842.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12463	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		89.62	.00	SRS RENT OMAHA	
10/03/14	20-2		12493	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN, SEPT	
10/03/14	20-2		12493	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN, OCT	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		54.70	.00	SRS RENT OMAHA	
11/11/14	20-3		12565	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		54.70	.00	SRS RENT OMAHA	
12/12/14	20-4		12623	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		54.70	.00	SRS RENT OMAHA	
01/15/15	20-5		12650	1041 NE ASSOCIATION O		516.66	.00	SRS RENT LINCOLN	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		54.70	.00	SRS RENT OMAHA	
TOTAL	RENTAL/LEASES				6,842.00	3,408.38	.00		3,433.62
23280 INSURANCE/BONDS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	INSURANCE/BONDS				.00	.00	.00		.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ADVERTISING				.00	.00	.00		.00
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	

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Org Unit - 0140400000 - SRS SRS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23525 PRINTING (cont'd)									
09/12/14	11-1				100.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12534	1050 BISHOP BUSINESS		41.73	.00	SRS PRINTING LINCOLN	
02/03/15	20-6		12691	1050 BISHOP BUSINESS		49.23	.00	SRS PRINTING/COPIES	
TOTAL	PRINTING				100.00	90.96	.00		9.04
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				50.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12514	1111 WADE FRUHLING		1.61	.00	SRS POSTAGE	
11/03/14	19-2		20150031			4.80		POSTAGE USAGE	
11/26/14	19-3		20150046			2.40		PREPAID POSTAGE USAGE	
01/22/15	19-4		20150068			4.32		SRS POSTAGE AINSWORTH	
02/27/15	19-6		20150084			4.32		POSTAGE USAGE, JAN & FEB	
TOTAL	POSTAGE				50.00	17.45	.00		32.55
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,709.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12495	1044 TIME WARNER CABL		130.98	.00	SRS PHONE LINCOLN	
10/03/14	20-2		12496	1047 AT&T MOBILITY		176.24	.00	SRS MOBILE PHONE EXPENSE	
11/05/14	20-3		12538	1047 AT&T MOBILITY		180.96	.00	SRS CELL PHONES	
11/05/14	20-3		12532	1044 TIME WARNER CABL		133.69	.00	SRS PHONE LINCOLN	
12/03/14	20-4		12582	1044 TIME WARNER CABL		39.84	.00	SRS PHONE LINCOLN	
12/12/14	20-4		12624	1047 AT&T MOBILITY		176.30	.00	SRS PHONE EXPENSE	
12/12/14	20-4		12625	1044 TIME WARNER CABL		65.90	.00	SRS PHONE LINCOLN	
01/15/15	20-5		12654	1044 TIME WARNER CABL		65.01	.00	SRS PHONE LINCOLN	
01/15/15	20-5		12647	1047 AT&T MOBILITY		176.30	.00	SRS PHONE EXPENSE	
02/03/15	20-6		12692	1047 AT&T MOBILITY		176.30	.00	SRS PHONE LINCOLN	
TOTAL	PHONE				3,709.00	1,321.52	.00		2,387.48
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,998.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12495	1044 TIME WARNER CABL		146.08	.00	SRS INTERNET LINCOLN	
11/05/14	20-3		12532	1044 TIME WARNER CABL		148.79	.00	SRS INTERNET LINCOLN	
12/03/14	20-4		12582	1044 TIME WARNER CABL		122.89	.00	SRS INTERNET LINCOLN	
12/12/14	20-4		12625	1044 TIME WARNER CABL		156.94	.00	SRS INTERNET LINCOLN	
01/15/15	20-5		12654	1044 TIME WARNER CABL		150.05	.00	SRS INTERNET LINCOLN	
TOTAL	COMPUTER/INTERNET SERVICE				3,998.00	724.75	.00		3,273.25
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				500.00			POSTED FROM BUDGET SYSTEM	

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Fund - 01 - GENERAL FUND
Org Unit - 0140400000 - SRS SRS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24100 SUPPLIES (cont'd)									
11/10/14	17-2	P1500011-01		1226 TPRINT			60.36	BUSINESS CARDS, PRINTING,	
11/11/14	20-3	P1500011-01	12578	1226 TPRINT		60.36	-60.36	BUSINESS CARDS, PRINTING,	
12/03/14	20-4		12604	1230 ANDERSON AWARDS		17.00	.00	SRS SUPPLIES	
TOTAL	SUPPLIES				500.00	77.36	.00		422.64
24400	PERIODICALS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PERIODICALS				.00	.00	.00		.00
24625	REPAIRS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REPAIRS				.00	.00	.00		.00
24650	COMPUTER SOFTWARE/LICENSE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,900.00			POSTED FROM BUDGET SYSTEM	
TOTAL	COMPUTER SOFTWARE/LICENSE				3,900.00	.00	.00		3,900.00
24675	LONG TERM PROJECTS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LONG TERM PROJECTS				.00	.00	.00		.00
25300	FURNITURE AND EQUIPMENT				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FURNITURE AND EQUIPMENT				.00	.00	.00		.00
25600	COMPUTER HARDWARE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	COMPUTER HARDWARE				.00	.00	.00		.00
26300	DUES/FEES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	DUES/FEES				.00	.00	.00		.00
26700	TRAVEL EXPENSES/MILEAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,340.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12473	1083 HOLIDAY INN EXPR		159.95	.00	SRS LODGING FRUHLING	
10/03/14	20-2		12504	1214 HOLIDAY INN EXPR		83.00	.00	SRS TRAVEL/LODGING	
10/03/14	20-2		12505	1074 HOLIDAY INN EXPR		93.00	.00	SRS TRAVEL/LODGING	
10/03/14	20-2		12514	1111 WADE FRUHLING		2,139.32	.00	SRS TRAVEL/EXPENSE REIMBU	

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Fund - 01 - GENERAL FUND
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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
12/12/14	20-4		12633	1085 HOLIDAY INN EXPR		99.95	.00	SRS TRAVEL/LODGING	
01/26/15	20-6		12674	1111 WADE FRUHLING		1,988.61	.00	SRS TRAVEL/EXP REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				10,340.00	4,563.83	.00		5,776.17
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,030.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12514	1111 WADE FRUHLING		64.09	.00	SRS CATERING, BOARD MTNG	
TOTAL	CONFERENCE/CONVENTION/MTG				3,030.00	64.09	.00		2,965.91
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROGRAM PURCHASES				.00	.00	.00		.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				.00	.00	.00		.00
TOTAL Program - SRS					434,734.00	125,487.92	.00		309,246.08
TOTAL Department - SRS					434,734.00	125,487.92	.00		309,246.08
01-50-500-000-0150500000 - PROF DEV PD GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				23,133.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,927.77	.00	PD SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,927.77	.00	PD SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,927.77	.00	PD SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,927.77	.00	PD SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,927.77	.00	PD SALARIES	
02/18/15	19-6		20150079			-1,252.40		NMPDS & PD SALARY ADJUSTM	
TOTAL	REGULAR SALARIES				23,133.00	8,386.45	.00		14,746.55
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			PD EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		31.50	.00	PD PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		5.25	.00	PD PHONE STIPEND	
TOTAL	EMPLOYEE BENEFITS				.00	36.75	.00		-36.75

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Fund - 01 - GENERAL FUND
Org Unit - 0150500000 - PROF DEV PD GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,663.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		138.21	.00	PD SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		138.21	.00	PD SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		138.21	.00	PD SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		138.21	.00	PD SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		138.62	.00	PD SS/MEDICARE	
02/18/15	19-6		20150079			-84.48		NMPDS & PD SALARY ADJUSTM	
TOTAL SOCIAL SECURITY					1,663.00	606.98	.00		1,056.02
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,285.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		190.42	.00	PD RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		190.42	.00	PD RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		190.42	.00	PD RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		190.42	.00	PD RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		190.42	.00	PD RETIREMENT	
02/18/15	19-6		20150079			-123.72		NMPDS & PD SALARY ADJUSTM	
TOTAL RETIREMENT					2,285.00	828.38	.00		1,456.62
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL HEALTH INSURANCE					.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
11/05/14	11-2				.00			PROF DEV PD FLEX SPEND	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		2.80	.00	PD WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1.40	.00	PD WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1.40	.00	PD WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1.40	.00	PD WAGE WORKS	
02/18/15	19-6		20150079			-2.15		NMPDS & PD SALARY ADJUSTM	
TOTAL FLEX SPEND					.00	4.85	.00		-4.85
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				139.00				
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		11.56	.00	PD WORK COMPE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		11.56	.00	PD WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		11.56	.00	PD WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		11.56	.00	PD WORK COMP	

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Org Unit - 0150500000 - PROF DEV PD GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22400 WORK COMP (cont'd)									
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		11.56	.00	PD WORK COMP	
02/18/15	19-6		20150079			-7.52		NMPDS & PD SALARY ADJUSTM	
TOTAL	WORK COMP				139.00	50.28	.00		88.72
23525	PRINTING				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
02/03/15	20-6		12697	1067 EDUCATIONAL SERV		4.00	.00	PD PRINTING/COPIES	
TOTAL	PRINTING				.00	4.00	.00		-4.00
23810	POSTAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/03/14	19-2		20150031			16.80		POSTAGE USAGE	
11/26/14	19-3		20150046			32.16		PREPAID POSTAGE USAGE	
01/22/15	19-4		20150068			34.77		PD POSTAGE AINSWORTH	
02/27/15	19-6		20150084			32.64		POSTAGE USAGE, JAN & FEB	
TOTAL	POSTAGE				.00	116.37	.00		-116.37
24100	SUPPLIES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	SUPPLIES				.00	.00	.00		.00
26700	TRAVEL EXPENSES/MILEAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	TRAVEL EXPENSES/MILEAGE				.00	.00	.00		.00
01-50-500-200-0150500200 - PROF DEV PD ESU									
23170	LEGAL SERVICES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	13-1				-3,000.00				
09/12/14	13-1				.00				
09/12/14	11-1				4,000.00				
TOTAL	LEGAL SERVICES				1,000.00	.00	.00		1,000.00
23180	CONTRACTED SERVICES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				4,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTRACTED SERVICES				4,000.00	.00	.00		4,000.00
23190	PROFESSIONAL DEVELOPMENT				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0150500200 - PROF DEV PD ESU

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23190 PROFESSIONAL DEVELOPMENT (cont'd)									
11/11/14	19-3		20150035			-7.00		ACCT PAY/EXP ADJUSTMENT	
11/11/14	20-3		12568	1223 EDUCATIONAL SERV		7.00	.00	OVERPAYMENT REIMB	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23810	POSTAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				250.00				
TOTAL	POSTAGE				250.00	.00	.00		250.00
24100	SUPPLIES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				500.00				
TOTAL	SUPPLIES				500.00	.00	.00		500.00
26700	TRAVEL EXPENSES/MILEAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,000.00				
TOTAL	TRAVEL EXPENSES/MILEAGE				1,000.00	.00	.00		1,000.00
26800	CONFERENCE/CONVENTION/MTG				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				12,699.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		2,890.00	.00	PD ESU PDO MEETINGS	
02/03/15	20-6		12697	1067 EDUCATIONAL SERV		2,461.50	.00	PD CONF/2 DAYS	
TOTAL	CONFERENCE/CONVENTION/MTG				12,699.00	5,351.50	.00		7,347.50
01-50-500-400-0150500400 - PROF DEV PD FEDERAL									
23180	CONTRACTED SERVICES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200,000.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		200.00	.00	PD CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		200.00	.00	PD PRO DEV CONTRACTED SER	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		200.00	.00	PD PROF DEV CONTRACTED SE	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		200.00	.00	PD FED CONTRACTED SERVICE	
TOTAL	CONTRACTED SERVICES				200,000.00	800.00	.00		199,200.00
TOTAL Program - PROF DEV					246,669.00	16,185.56	.00		230,483.44
01-50-510-200-0150510200 - PROF DEV NOC ESU									
23190	PROFESSIONAL DEVELOPMENT				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				21,000.00			POSTED FROM BUDGET SYSTEM	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0150510200 - PROF DEV NOC ESU

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23190 PROFESSIONAL DEVELOPMENT (cont'd)									
02/03/15	20-6		12700	1173 STREAKWAVE WIREL		6,500.00	.00	PD NOC UNBIQUITI TRAINING	
TOTAL	PROFESSIONAL DEVELOPMENT				21,000.00	6,500.00	.00		14,500.00
24400	PERIODICALS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				5,100.00			POSTED FROM BUDGET SYSTEM	
09/26/14	17-1	P1500010-01		1027 SAFARI BOOKS ONL			5,640.00	RENEWAL SUBSCRIPTION, 12	
11/05/14	20-3	P1500010-01	12540	1027 SAFARI BOOKS ONL		5,640.00	-5,640.00	RENEWAL SUBSCRIPTION, 12	
TOTAL	PERIODICALS				5,100.00	5,640.00	.00		-540.00
26800	CONFERENCE/CONVENTION/MTG				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,500.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12549	1069 LINCOLN PUBLIC S		164.10	.00	PD NOC CONF/MEETING	
12/03/14	20-4		12587	1151 EDUCATIONAL SERV		448.15	.00	PD NOC MEETINGS	
TOTAL	CONFERENCE/CONVENTION/MTG				1,500.00	612.25	.00		887.75
TOTAL Program - NOC					27,600.00	12,752.25	.00		14,847.75

01-50-520-200-0150520200 - PROF DEV SDA ESU

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23190	PROFESSIONAL DEVELOPMENT				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				17,500.00			POSTED FROM BUDGET SYSTEM	
12/03/14	20-4		12589	1227 HOUGHTON MIFFLIN		9,636.96	.00	PD SDA SUPPLIES/BOOKS	
12/12/14	20-4		12644	1227 HOUGHTON MIFFLIN		4,950.00	.00	SDA RCD TRAINING	
TOTAL	PROFESSIONAL DEVELOPMENT				17,500.00	14,586.96	.00		2,913.04
26800	CONFERENCE/CONVENTION/MTG				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				9,838.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		116.00	.00	PD SDA STRATEGIST MEETING	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		615.00	.00	PD SDA MEETING	
10/03/14	20-2		12491	1039 UNION BANK & TRU		197.60	.00	PD SDA MEETING MATERIAL	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		50.00	.00	PD SDA MEETING	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		1,040.00	.00	PD SDA MEETING	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		1,040.00	.00	PD SDA MEETING	
02/03/15	20-6		12697	1067 EDUCATIONAL SERV		452.15	.00	PD SDA CONF	
TOTAL	CONFERENCE/CONVENTION/MTG				9,838.00	3,510.75	.00		6,327.25
TOTAL Program - SDA					27,338.00	18,097.71	.00		9,240.29

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0150530200 - PROF DEV ESPD ESU

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23190 PROFESSIONAL DEVELOPMENT (cont'd)									
01-50-530-200-0150530200 - PROF DEV ESPD ESU									
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				12,500.00			POSTED FROM BUDGET SYSTEM	
TOTAL PROFESSIONAL DEVELOPMENT					12,500.00	.00	.00		12,500.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUPPLIES					.00	.00	.00		.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		45.50	.00	PD ESPD CONF/MEETINGS	
TOTAL CONFERENCE/CONVENTION/MTG					1,000.00	45.50	.00		954.50
TOTAL Program - ESPD					13,500.00	45.50	.00		13,454.50
01-50-540-200-0150540200 - PROF DEV TAG ESU									
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,500.00			POSTED FROM BUDGET SYSTEM	
02/03/15	20-6		12689	1039 UNION BANK & TRU		1,099.78	.00	PD TAG CONF/SUPPLIES	
02/03/15	20-6		12689	1039 UNION BANK & TRU		49.99	.00	PD TAG CONF/SUPPLIES	
TOTAL PROFESSIONAL DEVELOPMENT					3,500.00	1,149.77	.00		2,350.23
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL TRAVEL EXPENSES/MILEAGE					2,000.00	.00	.00		2,000.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				4,400.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		392.50	.00	PD TAG MEETING	
11/05/14	20-3		12547	1067 EDUCATIONAL SERV		750.00	.00	PD TAG DIGITAL CITIZENSHI	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		650.00	.00	PD TAG MEETINGS	
02/03/15	20-6		12697	1067 EDUCATIONAL SERV		263.00	.00	PD TAG CONF	
TOTAL CONFERENCE/CONVENTION/MTG					4,400.00	2,055.50	.00		2,344.50
TOTAL Program - TAG					9,900.00	3,205.27	.00		6,694.73

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0150550200 - PROF DEV NWEA ESU

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
01-50-550-200-0150550200 - PROF DEV NWEA ESU									
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				35,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12502	1026 NORTHWEST EVALUA		48,000.00	.00	NWEA CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				35,000.00	48,000.00	.00		-13,000.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				22,650.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12502	1026 NORTHWEST EVALUA		2,500.00	.00	NWEA TRAINING, EDIGER	
11/05/14	20-3		12543	1026 NORTHWEST EVALUA		5,000.00	.00	NWEA TRAINING, ESU 10	
TOTAL	PROFESSIONAL DEVELOPMENT				22,650.00	7,500.00	.00		15,150.00
TOTAL Program - NWEA					57,650.00	55,500.00	.00		2,150.00
01-50-555-300-0150555300 - INTEL GRANT									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				7,263.00				
TOTAL	REGULAR SALARIES				7,263.00	.00	.00		7,263.00
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTRACTED SERVICES				.00	.00	.00		.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,500.00				
TOTAL	ADVERTISING				1,500.00	.00	.00		1,500.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,000.00				
02/17/15	19-6		20150078			940.00		ANGEL LICENSES FOR INTEL	
TOTAL	SUPPLIES				1,000.00	940.00	.00		60.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				8,000.00			POSTED FROM BUDGET SYSTEM	
11/11/14	20-3		12571	1224 HAMPTON INN & SU		298.00	.00	INTEL TRAVEL PETERS	

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0150555300 - INTEL GRANT

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
12/05/14	20-4		12610	1109 KRISTINA PETERS		48.16	.00	INTEL TRAINING TRAVEL/EXP	
12/05/14	20-4		12611	1232 GERING PUBLIC SC		100.00	.00	INTEL COURSE REIMBURSEMEN	
12/12/14	20-4		12638	1060 ROBERT JENSEN		298.37	.00	INTEL TRAVEL/EXP REIMB	
12/12/14	20-4		12639	1156 BANNER COUNTY SC		200.00	.00	INTEL TRAVEL REIMB	
12/12/14	20-4		12640	1238 CRAWFORD PUBLIC		200.00	.00	INTEL TRAVEL REIMB	
01/15/15	20-5		12659	1198 COMFORT INN		332.00	.00	PD INTEL TRAINING/LODGING	
01/15/15	20-5		12661	1240 HOLIDAY INN EXPR		399.80	.00	PD INTEL TRAINING/LODGING	
01/26/15	20-6		12677	1109 KRISTINA PETERS		92.63	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12678	1241 CHRIS GOOD		345.57	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12679	1242 MOLLY ASCHOFF		218.12	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12680	1243 CENTRAL CITY PUB		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12680	1243 CENTRAL CITY PUB		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12681	1244 CENTENNIAL PUBLI		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12682	1245 POTTER-DIX PUBLI		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12683	1246 SUPERIOR PUBLIC		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
01/26/15	20-6		12684	1182 SCHUYLER COMMUNI		200.00	.00	PD INTEL TRAVEL/EXP REIMB	
02/03/15	20-6		12708	1250 ST. MICHAELS CAT		200.00	.00	INTEL TRAVEL/EXP REIMB	
02/03/15	20-6		12706	1248 LAKEVIEW COMMUNI		600.00	.00	INTEL TRAVEL/EXP REIMB	
02/03/15	20-6		12707	1249 ST. BONAVENTURE		200.00	.00	INTEL TRAVEL/EXP REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				8,000.00	4,732.65	.00		3,267.35
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
11/05/14	11-2				.00			INTEL MARKETING/CONF/MTG	
11/05/14	20-3		12539	1039 UNION BANK & TRU		832.00	.00	INTEL NCSA-NSAB CONF	
11/11/14	19-3		20150033			900.00		ESUCC/INTEL EXP ADJUSTMEN	
TOTAL	CONFERENCE/CONVENTION/MTG				.00	1,732.00	.00		-1,732.00
TOTAL Program - INTEL GRANT					17,763.00	7,404.65	.00		10,358.35
01-50-560-000-0150560000 - PROF DEV CRISIS GENERAL									
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				30,600.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12551	1083 HOLIDAY INN EXPR		83.00	.00	PD CRISIS, DUDLEY LODGING	
11/11/14	20-3		12573	1074 HOLIDAY INN EXPR		93.00	.00	CRISIS CONTRACTED SERVICE	
11/11/14	20-3		12576	1099 JOHN DUDLEY		14,599.67	.00	CRISIS CONTRACTED SERVICE	
TOTAL	CONTRACTED SERVICES				30,600.00	14,775.67	.00		15,824.33
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

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Fund - 01 - GENERAL FUND
Org Unit - 0150560000 - PROF DEV CRISIS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23190 PROFESSIONAL DEVELOPMENT (cont'd)									
09/12/14	11-1				9,400.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12539	1039 UNION BANK & TRU		483.00	.00	PD CRISIS SUPPLIES/BOOKS	
11/05/14	20-3		12539	1039 UNION BANK & TRU		762.50	.00	PD CRISIS SUPPLIES/BOOKS	
11/05/14	20-3		12539	1039 UNION BANK & TRU		130.45	.00	PD CRISIS SUPPLIES/BOOKS	
11/05/14	20-3		12539	1039 UNION BANK & TRU		169.50	.00	PD CRISIS SUPPLIES/BOOKS	
11/05/14	20-3		12547	1067 EDUCATIONAL SERV		1,633.24	.00	PD CRISIS TRAINING	
11/05/14	20-3		12548	1068 EDUCATIONAL SERV		444.64	.00	PD CRISIS TRAINING	
11/21/14	20-3		EFT00007	1222 AMAZON		25.00	.00	CRISIS TRAINING BOOKS	
11/21/14	20-3		EFT00008	1222 AMAZON		54.96	.00	CRISIS TRAINING BOOKS	
12/03/14	20-4		EFT00009	1222 AMAZON		25.00	.00	CRISIS TRAINING BOOKS	
12/12/14	20-4		12629	1150 EDUCATIONAL SERV		317.60	.00	CRISIS TRAINING HOSPITALI	
TOTAL PROFESSIONAL DEVELOPMENT					9,400.00	4,045.89	.00		5,354.11
TOTAL Program - CRISIS TRAINING					40,000.00	18,821.56	.00		21,178.44
01-50-570-400-0150570400 - PROF DEV NMPDS GR FEDERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,350.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,279.02	.00	NMPDS SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,279.02	.00	NMPDS SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,279.02	.00	NMPDS SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,279.02	.00	NMPDS SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,279.02	.00	NMPDS SALARIES	
02/18/15	19-6		20150079			1,252.40		NMPDS & PD SALARY ADJUSTM	
TOTAL REGULAR SALARIES					15,350.00	7,647.50	.00		7,702.50
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL EMPLOYEE BENEFITS					.00	.00	.00		.00
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,041.00				
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		86.27	.00	NMPDS SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		86.27	.00	NMPDS SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		86.27	.00	NMPDS SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		86.27	.00	NMPDS SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		86.27	.00	NMPDS SS/MEDICARE	

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SELECTION CRITERIA: ALL
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SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0150570400 - PROF DEV NMPDS GR FEDERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22100 SOCIAL SECURITY (cont'd)									
02/18/15	19-6		20150079			84.48		NMPDS & PD SALARY ADJUSTM	
TOTAL	SOCIAL SECURITY				1,041.00	515.83	.00		525.17
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,516.00				
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		126.34	.00	NMPDS RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		126.34	.00	NMPDS RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		126.34	.00	NMPDS RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		126.34	.00	NMPDS RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		126.34	.00	NMPDS RETIREMENT	
02/18/15	19-6		20150079			123.72		NMPDS & PD SALARY ADJUSTM	
TOTAL	RETIREMENT				1,516.00	755.42	.00		760.58
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
11/05/14	11-2				.00			PROF DEV NMPDS FLEX SPEND	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		3.50	.00	NMPDS WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1.75	.00	NMPDS WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1.75	.00	NMPDS WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1.75	.00	NMPDS WAGE WORKS	
02/18/15	19-6		20150079			2.15		NMPDS & PD SALARY ADJUSTM	
TOTAL	FLEX SPEND				.00	10.90	.00		-10.90
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				92.00				
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		7.67	.00	NMPDS WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		7.67	.00	NMPDS WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		7.67	.00	NMPDS WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		7.67	.00	NMPDS WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		7.67	.00	NMPDS WORK COMP	
02/18/15	19-6		20150079			7.52		NMPDS & PD SALARY ADJUSTM	
TOTAL	WORK COMP				92.00	45.87	.00		46.13
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				252,601.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12483	1126 MADISON PUBLIC S		280.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12484	1090 CRETE PUBLIC SCH		450.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12485	1089 FALLS CITY PUBLI		450.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12467	1054 RMC RESEARCH COR		9,479.00	.00	NMPDS CONSULTANTS	
09/24/14	20-2		12478	1142 WEST BOYD PUBLIC		280.00	.00	NMPDS TEACHER STIPEND	

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0150570400 - PROF DEV NMPDS GR FEDERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23180 CONTRACTED SERVICES (cont'd)									
09/24/14	20-2		12479	1122 COLUMBUS HIGH SC		840.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12480	1165 WAVERLY HIGH SCH		490.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12481	1096 EAST BUTLER PUBL		1,010.00	.00	NMPDS TEACHER STIPENDS	
09/24/14	20-2		12482	1167 MCCOOL JUNCTION		450.00	.00	NMPDS TEACHER STIPENDS	
10/03/14	20-2		12515	1176 HELEN BANZHAF		3,333.33	.00	NMPDS CONTRACTED SERVICES	
10/03/14	20-2		12517	1217 WINSIDE PUBLIC S		1,140.00	.00	NMPDS SUBSITUTE TEACHERS	
10/03/14	20-2		12517	1217 WINSIDE PUBLIC S		700.00	.00	NMPDS TEACHER STIPENDS	
10/03/14	20-2		12518	1137 O'NEILL PUBLIC S		560.00	.00	NMPDS TEACHER STIPENDS	
11/03/14	20-3		12530	1119 HUMBOLDT TABLE R		700.00	.00	NMPDS TEACHER STIPENDS	
11/03/14	20-3		12531	1204 FREMONT PUBLIC S		1,120.00	.00	NMPDS TEACHER STIPENDS	
11/05/14	20-3		12561	1176 HELEN BANZHAF		3,333.33	.00	NMPDS CONTRACTED SERVICES	
11/05/14	20-3		12562	1079 TECHNICAL EVALUL		1,500.00	.00	NMNPDS CONTRACTED SERVICE	
11/05/14	20-3		12563	1080 I-CUBED SOLUTION		1,500.00	.00	NMPDS CONTRACTED SERVICES	
12/03/14	20-4		12598	1176 HELEN BANZHAF		3,333.33	.00	NMPDS CONTRACTED SERVICES	
12/03/14	20-4		12599	1080 I-CUBED SOLUTION		1,500.00	.00	NMPDS CONTRACTED SERVICES	
12/03/14	20-4		12600	1079 TECHNICAL EVALUL		1,500.00	.00	NMPDS CONTRACTED SERVICES	
12/03/14	20-4		12601	1228 LEONA PENNER		3,000.00	.00	NMPDS CONTRACTED SERVICES	
01/15/15	20-5		12652	1054 RMC RESEARCH COR		9,480.00	.00	NMPDS CONSULTANTS	
01/26/15	20-6		12685	1096 EAST BUTLER PUBL		100.00	.00	NMPDS SUB REIMBURSEMENT	
01/26/15	20-6		12685	1096 EAST BUTLER PUBL		100.00	.00	NMPDS SUB REIMBURSEMENT	
01/26/15	20-6		12686	1234 OAKLAND-CRAIG PU		100.00	.00	NMPDS SUB REIMBURSEMENT	
01/26/15	20-6		12687	1142 WEST BOYD PUBLIC		100.00	.00	NMPDS SUB REIMBURSEMENT	
01/26/15	20-6		12675	1176 HELEN BANZHAF		3,333.33	.00	NMPDS CONTRACTED SERVICES	
01/26/15	20-6		12675	1176 HELEN BANZHAF		3,333.33	.00	NMPDS CONTRACTED SERVICES	
02/03/15	20-6		12704	1080 I-CUBED SOLUTION		1,500.00	.00	NMPDS CONTRACTED SEVICES	
02/03/15	20-6		12705	1079 TECHNICAL EVALUL		1,500.00	.00	NMPDS CONTRACTED SERVICES	
TOTAL CONTRACTED SERVICES					252,601.00	56,495.65	.00		196,105.35
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				11,000.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12476	1063 MNJ TECHNOLOGIES		67.20	.00	NMPDS SUPPLIES	
10/03/14	20-2		12491	1039 UNION BANK & TRU		68.66	.00	NMPDS SUPPLIES/BOOKS	
10/03/14	20-2		12501	1213 NATM		1,679.60	.00	NMPDS SUPPLIES/BOOKS	
10/03/14	20-2		12515	1176 HELEN BANZHAF		50.00	.00	NMPDS SUPPLIES/PHONE	
10/03/14	20-2		12520	1002 APPLE COMPUTER		2,198.00	.00	NMPDS SUPPLIES/LAPTOP	
10/03/14	20-2		12523	1031 SOFTCHOICE CORPO		43.00	.00	NMPDS SOFTWARE	
11/04/14	20-2		EFT00005	1222 AMAZON		544.00	.00	NMPDS SUPPLIES/BOOKS	
11/05/14	20-3		12536	1062 STAPLES ADVANTAG		53.49	.00	NMPDS SUPPLIES	
11/05/14	20-3		12536	1062 STAPLES ADVANTAG		146.48	.00	NMPDS SUPPLIES	

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Fund - 01 - GENERAL FUND
Org Unit - 0150570400 - PROF DEV NMPDS GR FEDERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24100 SUPPLIES (cont'd)									
12/03/14	20-4		12598	1176 HELEN BANZHAF		50.00	.00	NMPDS SUPPLIES/PHONE	
01/26/15	20-6		12675	1176 HELEN BANZHAF		51.40	.00	NMPDS SUPPLIES/PHONE	
01/26/15	20-6		12675	1176 HELEN BANZHAF		50.00	.00	NMPDS SUPPLIES/PHONE	
TOTAL SUPPLIES					11,000.00	5,001.83	.00		5,998.17
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
10/30/14	19-2		20150030			1,598.00		ANGEL LICENCES, NMPDS	
TOTAL COMPUTER SOFTWARE/LICENSE					.00	1,598.00	.00		-1,598.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				18,560.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12472	1074 HOLIDAY INN EXPR		83.00	.00	NMPDS LODGING ERIKSON	
09/24/14	20-2		12475	1061 DEB HERICKS		57.00	.00	NMPDS TRAVEL EXPENSE	
10/03/14	20-2		12512	1061 DEB HERICKS		220.61	.00	NMPDS TRAVEL EXPENSES	
10/03/14	20-2		12515	1176 HELEN BANZHAF		168.00	.00	NMPDS TRAVEL/MILEAGE	
10/03/14	20-2		12515	1176 HELEN BANZHAF		1,093.50	.00	NMPDS TRAVEL/FLIGHT	
10/03/14	20-2		12516	1216 DEB ROMANEK		1,093.50	.00	NMPDS TRAVEL/FLIGHT	
11/03/14	20-3		12528	1176 HELEN BANZHAF		775.37	.00	NMPDS TRAVEL REIMBURSEMEN	
11/03/14	20-3		12529	1216 DEB ROMANEK		146.65	.00	NMPDA TRAVEL REIMBURSEMEN	
11/05/14	20-3		12552	1072 HOLIDAY INN EXPR		83.00	.00	NMPDS TRAVEL/LODGING	
11/05/14	20-3		12552	1072 HOLIDAY INN EXPR		83.00	.00	NMPDS TRAVEL/LODGING	
11/05/14	20-3		12553	1085 HOLIDAY INN EXPR		249.00	.00	NMPDS TRAVEL/LODGING	
11/05/14	20-3		12553	1085 HOLIDAY INN EXPR		332.00	.00	NMPDS TRAVEL/LODGING	
11/05/14	20-3		12554	1198 COMFORT INN		474.75	.00	NMPDS TRAVEL/LODGING	
11/05/14	20-3		12556	1061 DEB HERICKS		323.17	.00	NMPDS TRAVEL/EXP REIMB	
11/05/14	20-3		12561	1176 HELEN BANZHAF		507.86	.00	NMPDS TRAVEL/EXP REIMB	
11/05/14	20-3		12562	1079 TECHNICAL EVALUL		327.04	.00	NMPDS TRAVEL/EXP REIMB	
11/05/14	20-3		12563	1080 I-CUBED SOLUTION		337.12	.00	NMPDS TRAVEL/EXP REIMB	
12/03/14	20-4		12594	1061 DEB HERICKS		214.33	.00	NMPDS EXP/TRAVEL REIMB	
12/03/14	20-4		12594	1061 DEB HERICKS		153.85	.00	NMPDS EXP/TRAVEL REIMB	
12/03/14	20-4		12598	1176 HELEN BANZHAF		388.05	.00	NMPDS TRAVEL/EXP REIMB	
12/03/14	20-4		12599	1080 I-CUBED SOLUTION		258.16	.00	NMPDS TRAVEL/EXP REIMB	
12/03/14	20-4		12600	1079 TECHNICAL EVALUL		264.32	.00	NMPDS TRAVEL/EXP REIMB	
12/03/14	20-4		12601	1228 LEONA PENNER		680.51	.00	NMPDS TRAVEL/EXP RIEMB	
12/12/14	20-4		12634	1074 HOLIDAY INN EXPR		166.00	.00	NMPDS TRAVEL/LODGING	
01/26/15	20-6		12685	1096 EAST BUTLER PUBL		100.00	.00	NMPDS TRAVEL STIPEND	
01/26/15	20-6		12687	1142 WEST BOYD PUBLIC		50.00	.00	NMPDS TRAVEL STIPEND	
01/26/15	20-6		12675	1176 HELEN BANZHAF		95.20	.00	NMPDS TRAVEL/EXP REIMB	

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Fund - 01 - GENERAL FUND
Org Unit - 0150570400 - PROF DEV NMPDS GR FEDERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
01/26/15	20-6		12675	1176 HELEN BANZHAF		10.07	.00	NMPDS TRAVEL/EXP REIMB	
01/26/15	20-6		12675	1176 HELEN BANZHAF		72.45	.00	NMPDS TRAVEL/EXP REIMB	
02/03/15	20-6		12704	1080 I-CUBED SOLUTION		355.35	.00	NMPDS TRAVEL EXP	
02/03/15	20-6		12705	1079 TECHNICAL EVALUL		347.30	.00	NMPDS TRAVEL EXP REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				18,560.00	9,510.16	.00		9,049.84
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				99,840.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12501	1213 NATM		7,800.00	.00	NMPDS NATM CONFERENCE	
11/05/14	20-3		12545	1066 CHARTWELLS DININ		140.63	.00	NMPDS CONF/ELEMENTARY	
11/05/14	20-3		12545	1066 CHARTWELLS DININ		166.80	.00	NMPDS CONF/SECONDARY	
11/05/14	20-3		12546	1219 BRANDEIS CATERIN		494.88	.00	NMPDS CONF/CATERING	
11/05/14	20-3		12547	1067 EDUCATIONAL SERV		431.20	.00	NMPDS CONF/WORKSHOP	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		187.50	.00	NMPDS CONF/CATERING	
11/11/14	20-3		12570	1106 NORTHEAST COMMUN		3,880.00	.00	NMPDS WORKSHOP	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		460.80	.00	NMPDS CATERING	
12/03/14	20-4		12590	1066 CHARTWELLS DININ		159.85	.00	NMPDS MEETING/CATERING	
12/03/14	20-4		12590	1066 CHARTWELLS DININ		176.40	.00	NMPDS MEETING/CATERINS	
12/03/14	20-4		12591	1198 COMFORT INN		581.00	.00	NMPDS LODGING	
12/03/14	20-4		12593	1085 HOLIDAY INN EXPR		249.00	.00	NMPDS LODGING	
12/05/14	20-4		12611	1232 GERING PUBLIC SC		100.00	.00	NMPDS SUB REIMBURSEMENT	
12/05/14	20-4		12612	1187 DESHLER PUBLIC S		100.00	.00	NMPDS SUB REIMBURSEMENT	
12/05/14	20-4		12613	1096 EAST BUTLER PUBL		600.00	.00	NMPDS SUB REIM / STIPENDS	
12/05/14	20-4		12614	1233 HIGH PLAINS COMM		200.00	.00	NMPDS SUB REIMBURSEMENT	
12/05/14	20-4		12615	1093 KIMBALL PUBLIC S		640.00	.00	NMPDS SUB REIMB /STIPENDS	
12/05/14	20-4		12616	1234 OAKLAND-CRAIG PU		200.00	.00	NMPDS SUB REIMBURSEMENT	
12/05/14	20-4		12617	1235 PLAINVIEW PUBLIC		100.00	.00	NMPDS SUB REIMBURSEMENT	
12/05/14	20-4		12618	1236 SOUTH PLATTE SCH		150.00	.00	NMPDS SUB REIMB /STIPENDS	
12/05/14	20-4		12619	1237 VALENTINE PUBLIC		50.00	.00	NMPDS TRAVEL STIPEND	
12/05/14	20-4		12620	1142 WEST BOYD PUBLIC		150.00	.00	NMPDS SUB REIMB /STIPENDS	
12/12/14	20-4		12630	1067 EDUCATIONAL SERV		124.99	.00	NMPDS CONFERENCE	
12/12/14	20-4		12630	1067 EDUCATIONAL SERV		299.20	.00	NMPDS CONFERENCE	
12/12/14	20-4		12633	1085 HOLIDAY INN EXPR		249.00	.00	NMPDS CONF/LODGING	
01/15/15	20-5		12653	1106 NORTHEAST COMMUN		3,152.50	.00	NMPDS WORKSHOPS	
01/15/15	20-5		12662	1072 HOLIDAY INN EXPR		83.00	.00	NMPDS MEETING/LODGING	
02/03/15	20-6		12695	1066 CHARTWELLS DININ		369.90	.00	NMPDS CONF/CATERING	
02/03/15	20-6		12696	1057 EDUCATIONAL SERV		460.80	.00	NMPDS CONF	
02/03/15	20-6		12697	1067 EDUCATIONAL SERV		404.80	.00	NMPDS CONF/WORKSHOP	
02/03/15	20-6		12701	1085 HOLIDAY INN EXPR		415.00	.00	NMPDS CONF/LODGING	

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Fund - 01 - GENERAL FUND
Org Unit - 0150570400 - PROF DEV NMPDS GR FEDERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26800 CONFERENCE/CONVENTION/MTG (cont'd)									
02/03/15	20-6		12702	1198 COMFORT INN		459.75	.00	NMPDS CONF/LODGING	
TOTAL	CONFERENCE/CONVENTION/MTG				99,840.00	23,037.00	.00		76,803.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				100,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				100,000.00	.00	.00		100,000.00
TOTAL Program - MATH GRANT					500,000.00	104,618.16	.00		395,381.84
01-50-575-400-0150575400 - SLDS GRANT									
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		200.00	.00	SLDS CONTRATED SERVICES	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		1,999.00	.00	SLDS JITBIT HELPDESK	
TOTAL	CONTRACTED SERVICES				200,000.00	2,199.00	.00		197,801.00
TOTAL Program - SLDS GRANT					200,000.00	2,199.00	.00		197,801.00
01-50-600-200-0150600200 - PROF DEV IMAT ESU									
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,250.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				1,250.00	.00	.00		1,250.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,500.00			POSTED FROM BUDGET SYSTEM	
10/30/14	19-2		20150029			3,010.00		ANGEL LICENCES, PD IMAT	
TOTAL	COMPUTER SOFTWARE/LICENSE				3,500.00	3,010.00	.00		490.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,000.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12469	1069 LINCOLN PUBLIC S		189.46	.00	PD IMAT MEETINGS	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		389.50	.00	PD IMAT MEETINGS	
TOTAL	CONFERENCE/CONVENTION/MTG				1,000.00	578.96	.00		421.04
TOTAL Program - IMAT					5,750.00	3,588.96	.00		2,161.04

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Fund - 01 - GENERAL FUND
Org Unit - 0150620000 - PD BLENDED ESU

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
01-50-620-000-0150620000 - PD BLENDED ESU									
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				300.00				
TOTAL SUPPLIES					300.00	.00	.00		300.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				750.00				
TOTAL COMPUTER SOFTWARE/LICENSE					750.00	.00	.00		750.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				6,000.00				
10/03/14	20-2		12491	1039 UNION BANK & TRU		300.00	.00	PD BLENDED INACOL MEMBERS	
10/03/14	20-2		12503	1218 THE FGR GROUP		849.10	.00	PD BLENDED MTG FACILITATO	
12/03/14	20-4		12588	1068 EDUCATIONAL SERV		1,641.76	.00	PD BLENDED INACOL CONF	
12/03/14	20-4		12602	1229 LINDA DICKESON		1,399.34	.00	PD BLENDED INACOL CONF	
02/03/15	20-6		12689	1039 UNION BANK & TRU		375.00	.00	PD NROC CONF	
02/03/15	20-6		12689	1039 UNION BANK & TRU		517.70	.00	PD NROC CONF	
TOTAL CONFERENCE/CONVENTION/MTG					6,000.00	5,082.90	.00		917.10
TOTAL Program - DEC					7,050.00	5,082.90	.00		1,967.10
TOTAL Department - PROF DEV					1,153,220.00	247,501.52	.00		905,718.48
01-60-100-000-0160100000 - BLENDED ADM GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL REGULAR SALARIES					.00	.00	.00		.00
21200 SUB OR TEMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUB OR TEMP					.00	.00	.00		.00
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SOCIAL SECURITY					.00	.00	.00		.00

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Fund - 01 - GENERAL FUND
Org Unit - 0160100000 - BLENDED ADM GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL RETIREMENT					.00	.00	.00		.00
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL HEALTH INSURANCE					.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FLEX SPEND					.00	.00	.00		.00
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL WORK COMP					.00	.00	.00		.00
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LIFE INSURANCE					.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL UNEMPLOYMENT INS					.00	.00	.00		.00
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONTRACTED SERVICES					.00	.00	.00		.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PROFESSIONAL DEVELOPMENT					.00	.00	.00		.00
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL ADVERTISING					.00	.00	.00		.00
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PRINTING					.00	.00	.00		.00

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0160100000 - BLENDED ADM GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL POSTAGE					.00	.00	.00		.00
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PHONE					.00	.00	.00		.00
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER/INTERNET SERVICE					.00	.00	.00		.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUPPLIES					.00	.00	.00		.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL REPAIRS					.00	.00	.00		.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER SOFTWARE/LICENSE					.00	.00	.00		.00
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LONG TERM PROJECTS					.00	.00	.00		.00
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER HARDWARE					.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL TRAVEL EXPENSES/MILEAGE					.00	.00	.00		.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONFERENCE/CONVENTION/MTG					.00	.00	.00		.00

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0160100000 - BLENDED ADM GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
TOTAL Program - ADMIN					.00	.00	.00		.00
01-60-600-000-0160600000 - BLENDED IMAT GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				42,678.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		3,557.11	.00	IMAT SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		3,557.12	.00	IMAT SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		3,557.12	.00	IMAT SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		3,557.12	.00	IMAT SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		3,557.11	.00	IMAT SALARIES	
TOTAL REGULAR SALARIES					42,678.00	17,785.58	.00		24,892.42
21200 SUB OR TEMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUB OR TEMP					.00	.00	.00		.00
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			IMAT EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		40.50	.00	IMAT PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		6.75	.00	IMAT PHONE STIPEND	
TOTAL EMPLOYEE BENEFITS					.00	47.25	.00		-47.25
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,055.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		252.36	.00	IMAT SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		252.36	.00	IMAT SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		252.36	.00	IMAT SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		252.36	.00	IMAT SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		252.88	.00	IMAT SS/MEDICARE	
TOTAL SOCIAL SECURITY					3,055.00	1,262.32	.00		1,792.68
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				4,216.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		351.37	.00	IMAT RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		351.37	.00	IMAT RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		351.37	.00	IMAT RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		351.37	.00	IMAT RETIREMENT	

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SELECTION CRITERIA: ALL
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PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0160600000 - BLENDED IMAT GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22200 RETIREMENT (cont'd)									
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		351.37	.00	IMAT RETIREMENT	
TOTAL RETIREMENT					4,216.00	1,756.85	.00		2,459.15
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL HEALTH INSURANCE					.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		3.22	.00	IMAT WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1.61	.00	IMAT WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1.61	.00	IMAT WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1.61	.00	IMAT WAGE WORKS	
TOTAL FLEX SPEND					.00	8.05	.00		-8.05
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				256.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		21.34	.00	IMAT WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		21.34	.00	IMAT WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		21.34	.00	IMAT WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		21.34	.00	IMAT WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		21.34	.00	IMAT WORK COMP	
TOTAL WORK COMP					256.00	106.70	.00		149.30
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LIFE INSURANCE					.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		153.45	.00	IMAT UNEMPLOYMENT	
TOTAL UNEMPLOYMENT INS					.00	153.45	.00		-153.45
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				747.00			POSTED FROM BUDGET SYSTEM	
TOTAL ACCOUNTING/AUDIT					747.00	.00	.00		747.00
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,014.00			POSTED FROM BUDGET SYSTEM	

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0160600000 - BLENDED IMAT GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23170 LEGAL SERVICES (cont'd)									
10/03/14	20-2		12492	1040 HARDING & SHULTZ		101.38	.00	IMAT LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		408.13	.00	IMAT LEGAL SERVICES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		481.78	.00	IMAT LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		191.33	.00	IMAT LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-481.78	.00	IMAT LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		127.91	.00	IMAT LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		184.47	.00	IMAT LEGAL SERVICES	
TOTAL	LEGAL SERVICES				1,014.00	1,013.22	.00		.78
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				29,429.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		80.00	.00	IMAT CONTRACTED SERVICES	
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		80.00	.00	IMAT CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		80.00	.00	IMAT CONTRACTED SERVICE	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		80.00	.00	IMAT CONTRACTED SERVICES	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		80.00	.00	IMAT CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				29,429.00	400.00	.00		29,029.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	UTILITIES				.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				3,983.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		180.00	.00	IMAT RENT OMAHA	
10/03/14	20-2		12489	1150 EDUCATIONAL SERV		3,000.00	.00	IMAT RENT BEATRICE	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		86.34	.00	IMAT RENT OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		86.34	.00	IMAT RENT OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		86.34	.00	IMAT RENT OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		86.33	.00	IMAT RENT OMAHA	
TOTAL	RENTAL/LEASES				3,983.00	3,525.35	.00		457.65
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ADVERTISING				.00	.00	.00		.00

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0160600000 - BLENDED IMAT GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23525	PRINTING				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PRINTING				.00	.00	.00		.00
23810	POSTAGE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				100.00			POSTED FROM BUDGET SYSTEM	
11/03/14	19-2		20150031			1.92		POSTAGE USAGE	
11/26/14	19-3		20150046			.48		PREPAID POSTAGE USAGE	
01/22/15	19-4		20150068			.96		IMAT POSTAGE AINSWORTH	
02/27/15	19-6		20150084			8.16		POSTAGE USAGE, JAN & FEB	
TOTAL	POSTAGE				100.00	11.52	.00		88.48
23820	PHONE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12494	1045 AT CONFERENCE		7.12	.00	IMAT PHONE EXP	
10/03/14	20-2		12494	1045 AT CONFERENCE		14.57	.00	IMAT PHONE CONF EXP	
11/11/14	20-3		12567	1045 AT CONFERENCE		13.72	.00	IMAT PHONE CONF	
TOTAL	PHONE				200.00	35.41	.00		164.59
23830	COMPUTER/INTERNET SERVICE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,134.00			POSTED FROM BUDGET SYSTEM	
TOTAL	COMPUTER/INTERNET SERVICE				1,134.00	.00	.00		1,134.00
24100	SUPPLIES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				150.00			POSTED FROM BUDGET SYSTEM	
12/03/14	20-4		12604	1230 ANDERSON AWARDS		8.50	.00	IMAT SUPPLIES	
TOTAL	SUPPLIES				150.00	8.50	.00		141.50
24400	PERIODICALS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PERIODICALS				.00	.00	.00		.00
24625	REPAIRS				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	REPAIRS				.00	.00	.00		.00
24650	COMPUTER SOFTWARE/LICENSE				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				500.00			POSTED FROM BUDGET SYSTEM	
TOTAL	COMPUTER SOFTWARE/LICENSE				500.00	.00	.00		500.00

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

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Fund - 01 - GENERAL FUND
Org Unit - 0160600000 - BLENDED IMAT GENERAL

ACCOUNT / DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LONG TERM PROJECTS					.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FURNITURE AND EQUIPMENT					.00	.00	.00		.00
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER HARDWARE					.00	.00	.00		.00
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL DUES/FEES					.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,500.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12506	1072 HOLIDAY INN EXPR		83.00	.00	IMAT TRAVEL/LODGING	
10/03/14	20-2		12513	1087 RHONDA EIS		396.19	.00	IMAT TRAVEL/EXPENSE REIMB	
11/05/14	20-3		12558	1087 RHONDA EIS		209.44	.00	IMAT TRAVEL/EXP REIMB	
12/05/14	20-4		12609	1087 RHONDA EIS		248.64	.00	IMAT TRAVEL/EXP REIMB	
TOTAL TRAVEL EXPENSES/MILEAGE					2,500.00	937.27	.00		1,562.73
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				150.00			POSTED FROM BUDGET SYSTEM	
12/01/14	19-4		20150048			60.00		ONSITE FEES/PDO MEETINGS	
TOTAL CONFERENCE/CONVENTION/MTG					150.00	60.00	.00		90.00
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				345,750.00			POSTED FROM BUDGET SYSTEM	
11/10/14	17-2	P1500012-01		1020 MARSHALL MEMO LL			750.00	THE MARSHALL MEMO, SUBSCR	
12/03/14	20-4	P1500012-01	12606	1020 MARSHALL MEMO LL		720.00	-750.00	THE MARSHALL MEMO, SUBSCR	
01/13/15	17-4	P1500016-01		1028 SAFARI MONTAGE			57,200.00	SAFARI MONTAGE, BRIDGE S	
02/03/15	20-5		EFT00012	1195 NEBRASKA DEPARTM		30.00	.00	NE WITHHOLDING	
01/26/15	20-6	P1500016-01	12688	1028 SAFARI MONTAGE		57,200.00	-57,200.00	SAFARI MONTAGE, BRIDGE S	
TOTAL PROGRAM PURCHASES					345,750.00	57,950.00	.00		287,800.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	

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Fund - 01 - GENERAL FUND
Org Unit - 0160600000 - BLENDED IMAT GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26900 CONTINGENCY (cont'd)									
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				.00	.00	.00		.00
TOTAL Program - IMAT					435,862.00	85,061.47	.00		350,800.53
01-60-620-000-0160620000 - BLENDED DEC GENERAL									
21100	REGULAR SALARIES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				158,502.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		13,212.28	.00	DEC SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		13,212.27	.00	DEC SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		13,212.28	.00	DEC SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		13,212.27	.00	DEC SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		13,212.30	.00	DEC SALARIES	
TOTAL	REGULAR SALARIES				158,502.00	66,061.40	.00		92,440.60
21200	SUB OR TEMP				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	SUB OR TEMP				.00	.00	.00		.00
22000	EMPLOYEE BENEFITS				.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			DEC EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		45.00	.00	DEC PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		7.50	.00	DEC PHONE STIPEND	
TOTAL	EMPLOYEE BENEFITS				.00	52.50	.00		-52.50
22100	SOCIAL SECURITY				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				11,078.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		908.26	.00	DEC SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		908.26	.00	DEC SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		908.26	.00	DEC SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		908.26	.00	DEC SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		908.84	.00	DEC SS/MEDICARE	
TOTAL	SOCIAL SECURITY				11,078.00	4,541.88	.00		6,536.12
22200	RETIREMENT				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,657.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		1,305.09	.00	DEC RETIREMENT	

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0160620000 - BLENDED DEC GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22200 RETIREMENT (cont'd)									
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		1,305.09	.00	DEC RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		1,305.09	.00	DEC RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		1,305.09	.00	DEC RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		1,305.09	.00	DEC RETIREMENT	
TOTAL	RETIREMENT				15,657.00	6,525.45	.00		9,131.55
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	HEALTH INSURANCE				.00	.00	.00		.00
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		16.24	.00	DEC WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		8.12	.00	DEC WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		8.12	.00	DEC WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		8.12	.00	DEC WAGE WORKS	
TOTAL	FLEX SPEND				.00	40.60	.00		-40.60
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				951.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		79.24	.00	DEC WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		79.24	.00	DEC WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		79.24	.00	DEC WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		79.24	.00	DEC WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		79.24	.00	DEC WORK COMP	
TOTAL	WORK COMP				951.00	396.20	.00		554.80
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LIFE INSURANCE				.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		711.45	.00	DEC UNEMPLOYMENT	
TOTAL	UNEMPLOYMENT INS				.00	711.45	.00		-711.45
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				747.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ACCOUNTING/AUDIT				747.00	.00	.00		747.00

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Fund - 01 - GENERAL FUND
Org Unit - 0160620000 - BLENDED DEC GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,014.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12492	1040 HARDING & SHULTZ		101.38	.00	DEC LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		408.13	.00	DEC LEGAL SERVICES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		481.79	.00	DEC LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		191.33	.00	DEC LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-481.79	.00	DEC LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		127.90	.00	DEC LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		184.46	.00	DEC LEGAL SERIVCES	
TOTAL	LEGAL SERVICES				1,014.00	1,013.20	.00		.80
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				75,723.00			POSTED FROM BUDGET SYSTEM	
09/22/14	19-1		20150009			2,150.00		LMS ANGEL FOR DEC	
09/24/14	20-2		12466	1212 MONTEREY INSTITU		25,000.00	.00	DEC NROC MEMBERSHIP	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		200.00	.00	DEC CONTRACTED SERVICES	
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		200.00	.00	DEC CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		200.00	.00	DEC CONTRACTED SERVICE	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		200.00	.00	DEC CONTRACTED SERVICES	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		200.00	.00	DEC CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				75,723.00	28,150.00	.00		47,573.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	UTILITIES				.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				2,344.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		305.22	.00	DEC RENT OMAHA	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		200.27	.00	DEC RENT OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		200.27	.00	DEC RENT OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		200.27	.00	DEC RENT OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		200.27	.00	DEC RENT OMAHA	
TOTAL	RENTAL/LEASES				2,344.00	1,106.30	.00		1,237.70
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	

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ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23500 ADVERTISING (cont'd)									
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL ADVERTISING					.00	.00	.00		.00
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				895.00			POSTED FROM BUDGET SYSTEM	
TOTAL PRINTING					895.00	.00	.00		895.00
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200.00			POSTED FROM BUDGET SYSTEM	
11/03/14	19-2		20150031			9.12		POSTAGE USAGE	
11/26/14	19-3		20150046			1.44		PREPAID POSTAGE USAGE	
01/22/15	19-4		20150068			.48		DEC POSTAGE AINSWORTH	
02/27/15	19-6		20150084			3.09		POSTAGE USAGE, JAN & FEB	
TOTAL POSTAGE					200.00	14.13	.00		185.87
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				200.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12494	1045 AT CONFERENCE		7.65	.00	DEC PHONE CONF EXP	
TOTAL PHONE					200.00	7.65	.00		192.35
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,134.00			POSTED FROM BUDGET SYSTEM	
TOTAL COMPUTER/INTERNET SERVICE					1,134.00	.00	.00		1,134.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				150.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12476	1063 MNJ TECHNOLOGIES		67.20	.00	DEC SUPPLIES	
10/03/14	20-2		12508	1062 STAPLES ADVANTAG		50.98	.00	DEC SUPPLIES, ISAACSON	
11/10/14	17-2	P1500011-01		1226 TPRINT			120.70	BUSINESS CARDS, PRINTING,	
11/11/14	20-3	P1500011-01	12578	1226 TPRINT		120.70	-120.70	BUSINESS CARDS, PRINTING,	
12/03/14	20-4		12604	1230 ANDERSON AWARDS		17.00	.00	DEC SUPPLIES	
TOTAL SUPPLIES					150.00	255.88	.00		-105.88
24400 PERIODICALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				250.00			POSTED FROM BUDGET SYSTEM	
TOTAL PERIODICALS					250.00	.00	.00		250.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL REPAIRS					.00	.00	.00		.00

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Fund - 01 - GENERAL FUND
Org Unit - 0160620000 - BLENDED DEC GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/10/14	17-1	P1500001-01		1082 ZOOM			2,970.00	ZOOM NAMED HOST EDUCATION	
09/10/14	17-1	P1500001-02		1082 ZOOM			2,994.00	ZOOM CLOUD ROOM CONNECTOR	
09/10/14	17-1	P1500001-03		1082 ZOOM			.00	ZOOM CLOUD ROOM CONNECTOR	
09/12/14	11-1				6,400.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2	P1500001-01	12486	1082 ZOOM		2,970.00	-2,970.00	ZOOM NAMED HOST EDUCATION	
09/24/14	20-2	P1500001-02	12486	1082 ZOOM		2,994.00	-2,994.00	ZOOM CLOUD ROOM CONNECTOR	
02/03/15	20-6		12699	1082 ZOOM		908.10	.00	DEC ZOOM LICENSES	
TOTAL COMPUTER SOFTWARE/LICENSE					6,400.00	6,872.10	.00		-472.10
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LONG TERM PROJECTS					.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FURNITURE AND EQUIPMENT					.00	.00	.00		.00
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,221.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		69.95	.00	DEC COMPUTER HARDWARE	
10/03/14	20-2		12522	1007 CDW GOVERNMENT I		485.12	.00	DEC COMPUTER MONITORS	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		180.00	.00	DEC POWER ADAPTORS	
TOTAL COMPUTER HARDWARE					1,221.00	735.07	.00		485.93
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL DUES/FEES					.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				8,500.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12471	1072 HOLIDAY INN EXPR		83.00	.00	DEC LODGING ROETHEMEYER	
10/03/14	20-2		12491	1039 UNION BANK & TRU		20.11	.00	DEC TRAVEL	
10/03/14	20-2		12506	1072 HOLIDAY INN EXPR		83.00	.00	DEC TRAVEL/LODGING	
10/03/14	20-2		12510	1100 GORDON ROETHEMEY		227.92	.00	DEC TRAVEL REIMBURSEMENT	
10/03/14	20-2		12510	1100 GORDON ROETHEMEY		134.40	.00	DEC TRAVEL REIMBURSEMENT	
11/05/14	20-3		12555	1086 SCOTT ISAACSON		222.20	.00	DEC TRAVEL REIMB	
11/05/14	20-3		12557	1100 GORDON ROETHEMEY		203.28	.00	DEC TRAVEL/EXP REIMB	

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Fund - 01 - GENERAL FUND
Org Unit - 0160620000 - BLENDED DEC GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26700 TRAVEL EXPENSES/MILEAGE (cont'd)									
11/05/14	20-3		12557	1100 GORDON ROETHEMEY		147.28	.00	DEC TRAVEL/EXP REIMB	
11/05/14	20-3		12557	1100 GORDON ROETHEMEY		96.32	.00	DEC TRAVEL/EXP REIMB	
11/11/14	20-3		12572	1105 HOLIDAY INN LINC		166.00	.00	DEC TRAVEL/LODGING	
12/03/14	20-4		12595	1100 GORDON ROETHEMEY		162.52	.00	DEC TRAVEL/EXP REIMB	
12/03/14	20-4		12595	1100 GORDON ROETHEMEY		118.72	.00	DEC TRAVEL/EXP REIMB	
01/15/15	20-5		12657	1067 EDUCATIONAL SERV		9.87	.00	DEC TRAVEL/MEALS	
01/26/15	20-6		12670	1086 SCOTT ISAACSON		967.60	.00	DEC TRAVEL/REIMB	
01/26/15	20-6		12671	1100 GORDON ROETHEMEY		77.84	.00	DEC TRAVEL/EXP REIMB	
TOTAL	TRAVEL EXPENSES/MILEAGE				8,500.00	2,720.06	.00		5,779.94
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				11,400.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		200.00	.00	DEC INACOL MEMBERSHIP	
11/05/14	20-3		12539	1039 UNION BANK & TRU		107.96	.00	DEC CONF/MEETING	
11/05/14	20-3		12547	1067 EDUCATIONAL SERV		146.18	.00	DEC BLENDED CONF/MTG	
12/01/14	19-4		20150048			60.00		ONSITE FEES/PDO MEETINGS	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		85.50	.00	DEC IIINICLOUD MEETING	
12/12/14	20-4		12621	1039 UNION BANK & TRU		190.00	.00	DEC NDLA CONFERENCE	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		261.70	.00	DEC ISAACSON CONF	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		219.06	.00	DEC ISAACSON CONF	
01/21/15	20-5		EFT00011	1039 UNION BANK & TRU		24.60	.00	DEC CONFERENCE	
02/03/15	20-6		12689	1039 UNION BANK & TRU		375.00	.00	DEC NROC CONF	
02/03/15	20-6		12689	1039 UNION BANK & TRU		517.70	.00	DEC NROC CONF	
02/03/15	20-6		12689	1039 UNION BANK & TRU		74.00	.00	DEC NROC CONF	
TOTAL	CONFERENCE/CONVENTION/MTG				11,400.00	2,261.70	.00		9,138.30
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROGRAM PURCHASES				.00	.00	.00		.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	CONTINGENCY				.00	.00	.00		.00
TOTAL Program - DEC					296,366.00	121,465.57	.00		174,900.43
01-60-641-000-0160641000 - BLENDED LMS GENERAL									
21100 REGULAR SALARIES					.00	.00	.00	BEGINNING BALANCE	

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Org Unit - 0160641000 - BLENDED LMS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
21100 REGULAR SALARIES (cont'd)									
09/12/14	11-1				96,692.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		7,225.84	.00	LMS SALARIES	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		7,225.82	.00	LMS SALARIES	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		7,225.82	.00	LMS SALARIES	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		7,225.82	.00	LMS SALARIES	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		7,225.83	.00	LMS SALARIES	
TOTAL	REGULAR SALARIES				96,692.00	36,129.13	.00		60,562.87
21200 SUB OR TEMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	SUB OR TEMP				.00	.00	.00		.00
22000 EMPLOYEE BENEFITS					.00	.00	.00	BEGINNING BALANCE	
01/15/15	11-4				.00			LMS EMPLOYEE BENEFITS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		40.50	.00	LMS PHONE STIPEND	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		6.75	.00	LMS PHONE STIPEND	
TOTAL	EMPLOYEE BENEFITS				.00	47.25	.00		-47.25
22100 SOCIAL SECURITY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				6,118.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		503.17	.00	LMS SS/MEDICARE	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		503.17	.00	LMS SS/MEDICARE	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		503.17	.00	LMS SS/MEDICARE	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		503.17	.00	LMS SS/MEDICARE	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		503.69	.00	LMS SS/MEDICARE	
TOTAL	SOCIAL SECURITY				6,118.00	2,516.37	.00		3,601.63
22200 RETIREMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				8,563.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		713.75	.00	LMS RETIREMENT	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		713.75	.00	LMS RETIREMENT	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		713.75	.00	LMS RETIREMENT	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		713.75	.00	LMS RETIREMENT	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		713.75	.00	LMS RETIREMENT	
TOTAL	RETIREMENT				8,563.00	3,568.75	.00		4,994.25
22300 HEALTH INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	HEALTH INSURANCE				.00	.00	.00		.00

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Fund - 01 - GENERAL FUND
Org Unit - 0160641000 - BLENDED LMS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
22305 FLEX SPEND					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		8.54	.00	LMS WAGE WORKS	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		4.27	.00	LMS WAGE WORKS	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		4.27	.00	LMS WAGE WORKS	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		4.27	.00	LMS WAGE WORKS	
TOTAL	FLEX SPEND				.00	21.35	.00		-21.35
22400 WORK COMP					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				520.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12487	1064 EDUCATIONAL SERV		43.34	.00	LMS WORK COMP	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		43.34	.00	LMS WORK COMP	
12/03/14	20-4		12579	1064 EDUCATIONAL SERV		43.34	.00	LMS WORK COMP	
01/15/15	20-5		12648	1064 EDUCATIONAL SERV		43.34	.00	LMS WORK COMP	
01/26/15	20-6		12663	1064 EDUCATIONAL SERV		43.34	.00	LMS WORK COMP	
TOTAL	WORK COMP				520.00	216.70	.00		303.30
22600 LIFE INSURANCE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	LIFE INSURANCE				.00	.00	.00		.00
22830 UNEMPLOYMENT INS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
11/05/14	20-3		12541	1064 EDUCATIONAL SERV		530.10	.00	LMS UNEMPLOYMENT	
TOTAL	UNEMPLOYMENT INS				.00	530.10	.00		-530.10
23150 ACCOUNTING/AUDIT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				747.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ACCOUNTING/AUDIT				747.00	.00	.00		747.00
23170 LEGAL SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,014.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12492	1040 HARDING & SHULTZ		101.38	.00	LMS LEGAL SERVICES	
11/05/14	20-3		12542	1040 HARDING & SHULTZ		408.13	.00	LMS LEGAL SERIVCES	
12/03/14	20-4		12580	1040 HARDING & SHULTZ		481.79	.00	LMS LEGAL FEES	
12/12/14	20-4		12622	1040 HARDING & SHULTZ		191.33	.00	LMS LEGAL FEES	
12/19/14	20-4		12580	1040 HARDING & SHULTZ		-481.79	.00	LMS LEGAL FEES	
01/26/15	20-6		12664	1040 HARDING & SHULTZ		127.90	.00	LMS LEGAL FEES	
02/03/15	20-6		12690	1247 KSB SCHOOL LAW		184.46	.00	LMS LEGAL SERVICES	
TOTAL	LEGAL SERVICES				1,014.00	1,013.20	.00		.80

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0160641000 - BLENDED LMS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23180 CONTRACTED SERVICES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,573.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12499	1051 HARVILL ENTERPRI		200.00	.00	LMS CONTRACTED SERVICES	
11/05/14	20-3		12533	1051 HARVILL ENTERPRI		200.00	.00	LMS CONTRACTED SERVICES	
12/03/14	20-4		12585	1051 HARVILL ENTERPRI		200.00	.00	LMS CONTRACTED SERVICE	
12/12/14	20-4		12627	1051 HARVILL ENTERPRI		200.00	.00	LMS CONTRACTED SERVICES	
02/03/15	20-6		12694	1051 HARVILL ENTERPRI		200.00	.00	LMS CONTRACTED SERVICES	
TOTAL	CONTRACTED SERVICES				15,573.00	1,000.00	.00		14,573.00
23190 PROFESSIONAL DEVELOPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PROFESSIONAL DEVELOPMENT				.00	.00	.00		.00
23240 UTILITIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	UTILITIES				.00	.00	.00		.00
23270 RENTAL/LEASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				1,820.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		252.41	.00	LMS RENT OMAHA	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		156.08	.00	LMS RENT OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		156.08	.00	LMS RENT OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		156.08	.00	LMS RENT OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		156.08	.00	LMS RENT OMAHA	
TOTAL	RENTAL/LEASES				1,820.00	876.73	.00		943.27
23500 ADVERTISING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL	ADVERTISING				.00	.00	.00		.00
23525 PRINTING					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				250.00			POSTED FROM BUDGET SYSTEM	
TOTAL	PRINTING				250.00	.00	.00		250.00
23810 POSTAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				50.00			POSTED FROM BUDGET SYSTEM	
11/03/14	19-2		20150031			17.28		POSTAGE USAGE	
01/22/15	19-4		20150068			.96		LMS POSTAGE AINSWORTH	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0160641000 - BLENDED LMS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
23810 POSTAGE (cont'd)									
02/27/15	19-6		20150084			.96		POSTAGE USAGE, JAN & FEB	
TOTAL POSTAGE					50.00	19.20	.00		30.80
23820 PHONE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				525.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12488	1057 EDUCATIONAL SERV		67.41	.00	LMS PHONE OMAHA	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		48.00	.00	LMS PHONE OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		46.66	.00	LMS PHONE OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		49.14	.00	LMS PHONE OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		48.02	.00	LMS PHONE OMAHA	
TOTAL PHONE					525.00	259.23	.00		265.77
23830 COMPUTER/INTERNET SERVICE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				5,046.00			POSTED FROM BUDGET SYSTEM	
09/24/14	20-2		12468	1057 EDUCATIONAL SERV		200.00	.00	LMS INTERNET SERVICE	
11/05/14	20-3		12535	1057 EDUCATIONAL SERV		200.00	.00	LMS INTERNET OMAHA	
12/03/14	20-4		12586	1057 EDUCATIONAL SERV		200.00	.00	LMS INTERENT OMAHA	
12/12/14	20-4		12628	1057 EDUCATIONAL SERV		200.00	.00	LMS INTERNET OMAHA	
01/26/15	20-6		12666	1057 EDUCATIONAL SERV		200.00	.00	LMS INTERNET OMAHA	
TOTAL COMPUTER/INTERNET SERVICE					5,046.00	1,000.00	.00		4,046.00
24100 SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				250.00			POSTED FROM BUDGET SYSTEM	
TOTAL SUPPLIES					250.00	.00	.00		250.00
24400 PERIODICALS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PERIODICALS					.00	.00	.00		.00
24625 REPAIRS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL REPAIRS					.00	.00	.00		.00
24650 COMPUTER SOFTWARE/LICENSE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				101,460.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12521	1006 BLACKBOARD		16,068.11	.00	LMS ANGEL LICENSES	
11/05/14	20-3		12539	1039 UNION BANK & TRU		299.99	.00	LMS SOFTWARE/GO DADDY	
11/17/14	17-3	P1500013-01		1006 BLACKBOARD			94,594.52	BLACKBOARD ANGEL LMS, REN	
12/12/14	20-4	P1500013-01	12641	1006 BLACKBOARD		94,594.52	-94,594.52	BLACKBOARD ANGEL LMS, REN	
TOTAL COMPUTER SOFTWARE/LICENSE					101,460.00	110,962.62	.00		-9,502.62

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SELECTION CRITERIA: ALL
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Fund - 01 - GENERAL FUND
Org Unit - 0160641000 - BLENDED LMS GENERAL

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
24675 LONG TERM PROJECTS					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL LONG TERM PROJECTS					.00	.00	.00		.00
25300 FURNITURE AND EQUIPMENT					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL FURNITURE AND EQUIPMENT					.00	.00	.00		.00
25600 COMPUTER HARDWARE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				20,000.00			POSTED FROM BUDGET SYSTEM	
10/03/14	20-2		12491	1039 UNION BANK & TRU		742.14	.00	LMS COMPUTER HARDWARE	
TOTAL COMPUTER HARDWARE					20,000.00	742.14	.00		19,257.86
26300 DUES/FEES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL DUES/FEES					.00	.00	.00		.00
26700 TRAVEL EXPENSES/MILEAGE					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				7,500.00			POSTED FROM BUDGET SYSTEM	
TOTAL TRAVEL EXPENSES/MILEAGE					7,500.00	.00	.00		7,500.00
26800 CONFERENCE/CONVENTION/MTG					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				4,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONFERENCE/CONVENTION/MTG					4,000.00	.00	.00		4,000.00
26850 PROGRAM PURCHASES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL PROGRAM PURCHASES					.00	.00	.00		.00
26900 CONTINGENCY					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				.00			POSTED FROM BUDGET SYSTEM	
TOTAL CONTINGENCY					.00	.00	.00		.00
TOTAL Program - LMS					270,128.00	158,902.77	.00		111,225.23
TOTAL Department - BLENDED					1,002,356.00	365,429.81	.00		636,926.19

01-70-100-000-0170100000 - ADMIN FLOW THROUGH

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0170100000 - ADMIN FLOW THROUGH

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26950 FLOW THROUGH - EXPENSES (cont'd)									
26950 FLOW THROUGH - EXPENSES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL FLOW THROUGH - EXPENSES					10,000.00	.00	.00		10,000.00
TOTAL Program - ADMIN					10,000.00	.00	.00		10,000.00
01-70-300-000-0170300000 - COOP FLOW THROUGH									
26950 FLOW THROUGH - EXPENSES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL FLOW THROUGH - EXPENSES					10,000.00	.00	.00		10,000.00
TOTAL Program - COOP					10,000.00	.00	.00		10,000.00
01-70-400-000-0170400000 - SRS FLOW THROUGH									
26950 FLOW THROUGH - EXPENSES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL FLOW THROUGH - EXPENSES					10,000.00	.00	.00		10,000.00
TOTAL Program - SRS					10,000.00	.00	.00		10,000.00
01-70-500-000-0170500000 - PD FLOW THROUGH									
26950 FLOW THROUGH - EXPENSES					.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				235,000.00			POSTED FROM BUDGET SYSTEM	
12/12/14	20-4		12643	1239 KUDER INC		215,000.00	.00	PD -NE CAREER CONNECTIONS	
TOTAL FLOW THROUGH - EXPENSES					235,000.00	215,000.00	.00		20,000.00
TOTAL Program - PROF DEV					235,000.00	215,000.00	.00		20,000.00
01-70-550-000-0170550000 - NWEA FLOW THROUGH									
26950 FLOW THROUGH - EXPENSES					.00	.00	.00	BEGINNING BALANCE	

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

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Fund - 01 - GENERAL FUND
Org Unit - 0170550000 - NWEA FLOW THROUGH

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
26950 FLOW THROUGH - EXPENSES (cont'd)									
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				10,000.00	.00	.00		10,000.00
TOTAL Program - NWEA					10,000.00	.00	.00		10,000.00
01-70-560-000-0170560000 - CRISIS FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				15,000.00	.00	.00		15,000.00
TOTAL Program - CRISIS TRAINING					15,000.00	.00	.00		15,000.00
01-70-600-000-0170600000 - IMAT FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				20,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				20,000.00	.00	.00		20,000.00
TOTAL Program - IMAT					20,000.00	.00	.00		20,000.00
01-70-602-000-0170602000 - IMAT SP PROJ FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				10,000.00	.00	.00		10,000.00
TOTAL Program - SPECIAL PROJECTS					10,000.00	.00	.00		10,000.00
01-70-603-000-0170603000 - IMAT MED ACQ FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				10,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				10,000.00	.00	.00		10,000.00

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SELECTION CRITERIA: ALL
ACCOUNTING PERIODS: 1/15 THRU 6/15

SORTED BY: Fund,Department,Program

TOTALED ON: Fund,Department,Program

PAGE BREAKS ON: Fund

Fund - 01 - GENERAL FUND
Org Unit - 0170603000 - IMAT MED ACQ FLOW THROUGH

ACCOUNT DATE	T/C	Purchase O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
TOTAL Program - MEDIA ACQUISITIONS					10,000.00	.00	.00		10,000.00
01-70-620-000-0170620000 - DEC FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				15,000.00	.00	.00		15,000.00
TOTAL Program - DEC					15,000.00	.00	.00		15,000.00
01-70-641-000-0170641000 - LMS FLOW THROUGH									
26950	FLOW THROUGH - EXPENSES				.00	.00	.00	BEGINNING BALANCE	
09/12/14	11-1				15,000.00			POSTED FROM BUDGET SYSTEM	
TOTAL	FLOW THROUGH - EXPENSES				15,000.00	.00	.00		15,000.00
TOTAL Program - LMS					15,000.00	.00	.00		15,000.00
TOTAL Department - FLOW THROUGH					360,000.00	215,000.00	.00		145,000.00
TOTAL Fund - GENERAL FUND					5,528,414.00	1,235,768.88	2,328.52		4,290,316.60
TOTAL REPORT					5,528,414.00	1,235,768.88	2,328.52		4,290,316.60

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SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

SORTED BY: Fund,Department,Program
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Fund-01 GENERAL FUND
Department-10 ESUCC/ADM

Program - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
100 ADMIN	275,228.00	.00	.00	275,282.97	-54.97	100.02
TOTAL ADMIN	275,228.00	.00	.00	275,282.97	-54.97	100.02
TOTAL ESUCC/ADM	275,228.00	.00	.00	275,282.97	-54.97	100.02
Department-30 COOP						
332 ANNUAL BUY	218,390.00	.00	.00	175,575.97	42,814.03	80.40
TOTAL ANNUAL BUY	218,390.00	.00	.00	175,575.97	42,814.03	80.40
333 PRIME VENDOR BUYS	135,000.00	10,676.03	.00	73,505.93	61,494.07	54.45
TOTAL PRIME VENDOR BUYS	135,000.00	10,676.03	.00	73,505.93	61,494.07	54.45
334 AEPA/SPECIAL BUYS	1,800,000.00	23,993.89	.00	191,502.81	1,608,497.19	10.64
TOTAL AEPA/SPECIAL BUYS	1,800,000.00	23,993.89	.00	191,502.81	1,608,497.19	10.64
TOTAL COOP	2,153,390.00	34,669.92	.00	440,584.71	1,712,805.29	20.46
Department-40 SRS						
400 SRS	392,723.00	.00	.00	96,903.75	295,819.25	24.67
TOTAL SRS	392,723.00	.00	.00	96,903.75	295,819.25	24.67
TOTAL SRS	392,723.00	.00	.00	96,903.75	295,819.25	24.67
Department-50 PROF DEV						
500 PROF DEV	325,307.00	350.88	.00	299,970.88	25,336.12	92.21
TOTAL PROF DEV	325,307.00	350.88	.00	299,970.88	25,336.12	92.21
530 ESPD	12,500.00	.00	.00	.00	12,500.00	.00
TOTAL ESPD	12,500.00	.00	.00	.00	12,500.00	.00
550 NWEA	57,650.00	.00	.00	60,500.00	-2,850.00	104.94
TOTAL NWEA	57,650.00	.00	.00	60,500.00	-2,850.00	104.94
560 CRISIS TRAINING	40,000.00	450.00	.00	20,575.00	19,425.00	51.44
TOTAL CRISIS TRAINING	40,000.00	450.00	.00	20,575.00	19,425.00	51.44
570 MATH GRANT	500,000.00	.00	.00	199,669.02	300,330.98	39.93
TOTAL MATH GRANT	500,000.00	.00	.00	199,669.02	300,330.98	39.93
575 SLDS GRANT	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL SLDS GRANT	200,000.00	.00	.00	.00	200,000.00	.00
TOTAL PROF DEV	1,135,457.00	800.88	.00	580,714.90	554,742.10	51.14
Department-60 BLENDED						

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

SORTED BY: Fund,Department,Program
TOTALED ON: Fund,Department,Program
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Fund-01 GENERAL FUND
Department-60 BLENDED

Program - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
600 IMAT	405,250.00	.00	.00	85,579.23	319,670.77	21.12
TOTAL IMAT	405,250.00	.00	.00	85,579.23	319,670.77	21.12
620 DEC	296,365.00	.00	.00	298,195.23	-1,830.23	100.62
TOTAL DEC	296,365.00	.00	.00	298,195.23	-1,830.23	100.62
640 MEL	200,855.00	940.00	.00	108,928.00	91,927.00	54.23
TOTAL MEL	200,855.00	940.00	.00	108,928.00	91,927.00	54.23
TOTAL BLENDED	902,470.00	940.00	.00	492,702.46	409,767.54	54.59
Department-70 FLOW THROUGH						
100 ADMIN	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL ADMIN	10,000.00	.00	.00	.00	10,000.00	.00
300 COOP	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL COOP	10,000.00	.00	.00	.00	10,000.00	.00
400 SRS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL SRS	10,000.00	.00	.00	.00	10,000.00	.00
500 PROF DEV	235,000.00	.00	.00	.00	235,000.00	.00
TOTAL PROF DEV	235,000.00	.00	.00	.00	235,000.00	.00
550 NWEA	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL NWEA	10,000.00	.00	.00	.00	10,000.00	.00
560 CRISIS TRAINING	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL CRISIS TRAINING	15,000.00	.00	.00	.00	15,000.00	.00
600 IMAT	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL IMAT	20,000.00	.00	.00	.00	20,000.00	.00
602 SPECIAL PROJECTS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL SPECIAL PROJECTS	10,000.00	.00	.00	.00	10,000.00	.00
603 MEDIA ACQUISITIONS	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL MEDIA ACQUISITIONS	10,000.00	.00	.00	.00	10,000.00	.00
620 DEC	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL DEC	15,000.00	.00	.00	.00	15,000.00	.00
641 LMS	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL LMS	15,000.00	.00	.00	.00	15,000.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 6/15

SORTED BY: Fund,Department,Program
TOTALED ON: Fund,Department,Program
PAGE BREAKS ON: Fund

Fund-01 GENERAL FUND
Department-70 FLOW THROUGH

Program - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
TOTAL FLOW THROUGH	360,000.00	.00	.00	.00	360,000.00	.00
Department-80 MISC CASH BROUGHT FWD						
300 COOP	149,486.00	.00	.00	.00	149,486.00	.00
TOTAL COOP	149,486.00	.00	.00	.00	149,486.00	.00
400 SRS	42,011.00	.00	.00	.00	42,011.00	.00
TOTAL SRS	42,011.00	.00	.00	.00	42,011.00	.00
555 INTEL GRANT	17,763.00	.00	.00	.00	17,763.00	.00
TOTAL INTEL GRANT	17,763.00	.00	.00	.00	17,763.00	.00
600 IMAT	30,611.00	.00	.00	.00	30,611.00	.00
TOTAL IMAT	30,611.00	.00	.00	.00	30,611.00	.00
641 LMS	69,275.00	.00	.00	.00	69,275.00	.00
TOTAL LMS	69,275.00	.00	.00	.00	69,275.00	.00
TOTAL MISC CASH BROUGHT FWD	309,146.00	.00	.00	.00	309,146.00	.00
TOTAL GENERAL FUND	5,528,414.00	36,410.80	.00	1,886,188.79	3,642,225.21	34.12
TOTAL REPORT	5,528,414.00	36,410.80	.00	1,886,188.79	3,642,225.21	34.12

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT - - - - - TITLE - - - - -	DEBITS	CREDITS
09000 CASH	1,500,787.44	.00
TOTAL CASH	1,500,787.44	.00
09296 PRE-PAID POSTAGE	362.75	.00
TOTAL PRE-PAID POSTAGE	362.75	.00
TOTAL ASSETS	1,501,150.19	.00
TOTAL REV CONT	.00	1,849,777.99
TOTAL EXP CONT	1,077,512.89	.00
TOTAL RES FOR ENC	.00	57,454.72
TOTAL ENC CONT	57,454.72	.00
TOTAL REV BUD CONTL	5,528,414.00	.00
TOTAL EXP BUD CONT	.00	5,528,414.00
TOTAL FUND BALANCE	.00	728,885.09
TOTAL EQUITIES	6,663,381.61	8,164,531.80
TOTAL REPORT	8,164,531.80	8,164,531.80

ESU COORDINATING COUNCIL
CASH RECEIPTS REPORT

SELECTION CRITERIA: transact.yr='15' and transact.period='5'

FUND - 01 - GENERAL FUND
ORG UNIT - 0130333000 - COOP PRIMEVEND BUY GEN

CASH ACCOUNT	DATE	ORG UNIT	ACCOUNT	ACCOUNT	RECEIPT	---RECEIVABLE--- NUMBER	ACCOUNT	DESCRIPTION/ PAYER	RECEIPT AMOUNT
09000	01/20/15	0130333000	12400			0		COOP, INTERLINE,	2,551.12
09000	01/21/15	0130333000	12400			0		COOP, SYSCO, CUST	44,587.56
09000	01/21/15	0130333000	12400			0		COOP, SYSCO, CUST	289.21
TOTAL ADMIN FEES									47,427.89
TOTAL COOP PRIMEVEND BUY GEN									47,427.89

SELECTION CRITERIA: transact.yr='15' and transact.period='5'

FUND - 01 - GENERAL FUND
ORG UNIT - 0130334000 - COOP AEPA/SPEC BUY GEN

CASH ACCOUNT	DATE	ORG UNIT	ACCOUNT	ACCOUNT	RECEIPT	---RECEIVABLE--- NUMBER	ACCOUNT	DESCRIPTION/ PAYER	RECEIPT AMOUNT
09000	01/21/15	0130334000	12400			0		COOP, AEPA, KONIC	529.68
09000	01/21/15	0130334000	12400			0		COOP, SB, VOSS LI	1,565.22
09000	01/29/15	0130334000	12400			0		COOP, JOUNEY ED,	1,230.69
09000	01/29/15	0130334000	12400			0		COOP, SCHOOL SPEC	1,764.66
09000	01/29/15	0130334000	12400			0		COOP, DAKTRONICS	839.50
TOTAL ADMIN FEES									5,929.75
TOTAL COOP AEPA/SPEC BUY GEN									5,929.75

SELECTION CRITERIA: transact.yr='15' and transact.period='5'

FUND - 01 - GENERAL FUND
ORG UNIT - 0150570400 - PROF DEV NMPDS GR FEDERAL

CASH ACCOUNT	DATE	ORG UNIT	ACCOUNT	ACCOUNT	RECEIPT	---RECEIVABLE--- NUMBER	ACCOUNT	DESCRIPTION/ PAYER	RECEIPT AMOUNT
09000	01/21/15	0150570400	14000			0		NMPDS, GRANT FUND	35,795.89
TOTAL GRANT REVENUE									35,795.89
TOTAL PROF DEV NMPDS GR FEDERAL									35,795.89
TOTAL GENERAL FUND									89,153.53
TOTAL REPORT									89,153.53

ESU COORDINATING COUNCIL
SUMMARY EXPENDITURE COMPARISON REPORT

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

Fund - 01 - GENERAL FUND

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL ESUCC/ADM	275,228.00	88,411.67	186,816.33	32.12	287,750.00	196,311.77	91,438.23	68.22
TOTAL GENERAL	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL COOP	2,302,876.00	147,779.05	2,155,096.95	6.42	9,026,500.00	118,346.64	8,908,153.36	1.31
TOTAL SRS	434,734.00	136,677.70	298,056.30	31.44	445,550.00	225,337.27	220,212.73	50.58
TOTAL PROF DEV	1,153,220.00	214,664.69	938,555.31	18.61	1,274,550.00	88,208.84	1,186,341.16	6.92
TOTAL BLENDED	1,002,356.00	274,979.78	727,376.22	27.43	1,240,900.00	552,032.48	688,867.52	44.49
TOTAL FLOW THROUGH	360,000.00	215,000.00	145,000.00	59.72	.00	.00	.00	.00
TOTAL GENERAL FUND	5,528,414.00	1,077,512.89	4,450,901.11	19.49	12,275,250.00	1,180,237.00	11,095,013.00	9.61
TOTAL REPORT	5,528,414.00	1,077,512.89	4,450,901.11	19.49	12,275,250.00	1,180,237.00	11,095,013.00	9.61

ESU COORDINATING COUNCIL
SUMMARY REVENUE COMPARISON REPORT

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

Fund - 01 - GENERAL FUND

		CURRENT YEAR				PRIOR YEAR			
	TITLE	BUDGET	REVENUE	BALANCE	%	BUDGET	REVENUE	BALANCE	%
TOTAL	ESUCC/ADM	275,228.00	275,282.97	-54.97	100.02	275,378.00	275,423.40	-45.40	100.02
TOTAL	COOP	2,153,390.00	405,914.79	1,747,475.21	18.85	8,902,250.00	81,825.35	8,820,424.65	.92
TOTAL	SRS	392,723.00	96,903.75	295,819.25	24.67	425,000.00	14,878.55	410,121.45	3.50
TOTAL	PROF DEV	1,135,457.00	579,914.02	555,542.98	51.07	1,311,200.00	152,003.58	1,159,196.42	11.59
TOTAL	BLENDED	902,470.00	491,762.46	410,707.54	54.49	1,177,965.00	367,018.33	810,946.67	31.16
TOTAL	FLOW THROUGH	360,000.00	.00	360,000.00	.00	.00	.00	.00	.00
TOTAL	MISC CASH BROUGHT FW	309,146.00	.00	309,146.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	5,528,414.00	1,849,777.99	3,678,636.01	33.46	12,091,793.00	891,149.21	11,200,643.79	7.37
TOTAL REPORT		5,528,414.00	1,849,777.99	3,678,636.01	33.46	12,091,793.00	891,149.21	11,200,643.79	7.37

ESU COORDINATING COUNCIL
INVOICE SHORT LISTING

SELECTION CRITERIA: cmropenitem.total_due>0.0

INV DATE	INVOICE NO	CUSTOMER #	CUSTOMER NAME	ORIG INVOICE	INVOICE ADJT	----PAYMENTS	PAYMENT ADJT	-WRITTEN OFF	---TOTAL DUE
09/18/2014	AEPA000005	BROKENBOW	BROKEN BOW PUBLIC	469.70	.00	.00	.00	.00	469.70
09/18/2014	AEPA000012	GOTHENBURG	GOTHENBURG PUBLIC	495.00	.00	.00	.00	.00	495.00
09/18/2014	AEPA000032	ELWOOD	ELWOOD PUBLIC SCHO	115.50	.00	.00	.00	.00	115.50
09/18/2014	AEPA000041	BAYARD	BAYARD PUBLIC SCHO	236.50	.00	.00	.00	.00	236.50
09/18/2014	AEPA000042	BRIDGEPORT	BRIDGEPORT PUBLIC	27.50	.00	.00	.00	.00	27.50
09/18/2014	AEPA000053	MORRILL	MORRILL PUBLIC SCH	192.50	.00	.00	.00	.00	192.50
09/18/2014	AEPA000057	DUNDYCOSTR	DUNDY COUNTY-STRAT	206.25	.00	.00	.00	.00	206.25
09/18/2014	AEPA000068	NOPLATTE	NORTH PLATTE PUBLI	2,260.50	.00	.00	.00	.00	2,260.50
07/18/2014	COOP000983	STANDARD	STANDARD STATIONER	687.03	.00	.00	.00	.00	687.03
10/31/2014	CRIS000047	BRIDGEPORT	BRIDGEPORT PUBLIC	100.00	.00	.00	.00	.00	100.00
09/17/2014	LMS0000021	MUNROEMEYE	MUNROE-MEYER INSTI	470.00	.00	.00	.00	.00	470.00
09/17/2014	LMS0000026	PAWNEECITY	PAWNEE CITY PUBLIC	1,645.00	.00	.00	.00	.00	1,645.00
09/17/2014	LMS0000027	PIERCE	PIERCE PUBLIC SCHO	2,580.00	.00	.00	.00	.00	2,580.00
10/30/2014	LMS0000042	WAVERLY	WAVERLY SCHOOL DIS	9,720.00	.00	.00	.00	.00	9,720.00
05/22/2014	PDO0000061	ESU07	EDUCATIONAL SERVIC	240.00	.00	-220.00	.00	.00	20.00
05/22/2014	PDO0000077	ESU10	EDUCATIONAL SERVIC	380.00	-40.00	-300.00	.00	.00	40.00
06/05/2014	PDO0000099	ESU03	EDUCATIONAL SERVIC	20.00	.00	.00	.00	.00	20.00
07/24/2014	PDO0000106	NDE	NEBRASKA DEPT OF E	20.00	.00	.00	.00	.00	20.00
11/24/2014	PDO0000146	ESU18	EDUCATIONAL SERVIC	4,550.00	.00	.00	.00	.00	4,550.00
12/01/2014	PDO0000159	FALLSCITY	FALLS CITY PUBLIC	100.00	.00	.00	.00	.00	100.00
12/01/2014	PDO0000165	ESU07	EDUCATIONAL SERVIC	960.00	-20.00	-880.00	.00	.00	60.00
12/01/2014	PDO0000178	NDE	NEBRASKA DEPT OF E	500.00	.00	.00	.00	.00	500.00
12/01/2014	PDO0000182	UNL	UNIVERSITY OF NEBR	20.00	.00	.00	.00	.00	20.00
12/10/2014	PDO0000184	ESU07	EDUCATIONAL SERVIC	40.00	.00	.00	.00	.00	40.00
TOTAL REPORT:	24			26,035.48	-60.00	-1,400.00	.00	.00	24,575.48

Checking Account Summary: As Of January 31, 2015 (Beginning when ESUCC Formed)

	Beginning Balance	Receipts	Disbursements	Ending Balance
Beginning Balance:	**$1,489,639.94**			
ESUCC Admin.	*$114,883.48*	$12.62	($14,970.72)	*$99,925.38*
COOP	*$692,740.34*	$53,464.29	($19,516.11)	*$726,688.52*
DEC	*$292,554.38*	$405.71	($16,073.21)	*$276,886.88*
IMAT	*$98,887.60*	$10,626.00	($4,254.30)	*$105,259.30*
LMS	*($189,344.39)*	$0.00	($8,530.85)	*($197,875.24)*
SRS	*$232,018.58*	$10,000.00	($28,319.70)	*$213,698.88*
PDO	*($2,100.05)*	$48,545.89	($20,242.12)	*$26,203.72*
ESUCC Reserve	*$250,000.00*			*$250,000.00*
Ending Balance:				**$1,500,787.44**

Fiscal Year Summary (beginning with zero balance as of Sept. 1, 2014)

	End of December	January Receipts	January Disbursements	FY Balance To Date
ESUCC Admin.	*$219,697.72*	$12.62	($14,970.72)	*$204,739.62*
COOP	*$217,184.17*	$53,464.29	($19,516.11)	*$251,132.35*
DEC	*$226,467.85*	$405.71	($16,073.21)	*$210,800.35*
IMAT	*$15,690.30*	$10,626.00	($4,254.30)	*$22,062.00*
LMS	*$72,359.53*	$0.00	($8,530.85)	*$63,828.68*
SRS	*($43,804.91)*	$10,000.00	($28,319.70)	*($62,124.61)*
PDO	*$78,196.92*	$48,545.89	($20,242.12)	*$106,500.69*

Outstanding Receipts

ESUCC Admin.	***$0.00***
COOP	***$14,190.48***
2013-2014 Coop Annual Buy (Standard Stationery)	*$687.03*
World Book, Billed 9/18/14	*$4,003.45*
Coop Food Program	*$8,000.00*
Coop AEPA/Special Buys	*$1,500.00*
DEC	***$0.00***
IMAT	***$0.00***
LMS	***$14,415.00***
Angel/Blackboard (MMi, Pawnee, Pierce, Waverly)	*$14,415.00*
SRS	***$0.00***
PDO	***$5,470.00***
PDO Onsite Registration Fees	*$820.00*
MSA Fee, Billed 11/24/14 (ESU 18)	*$4,550.00*
Crisis Training (Bridgeport)	*$100.00*
Total:	**$34,075.48**

UNION BANK & TRUST COMPANY.
PO BOX 82535
LINCOLN, NE 68501-2535

Account Number: 20611699
Statement Date: 01/30/2015

6310 0300 0 RP 31 0001715 20150131 NNNNNN 01 001715
NEBRASKA EDUCATIONAL SERVICE
UNIT COORDINATING COUNCIL
DBA COOPERATIVE PURCHASING
1292 E 4TH ST
AINSWORTH NE 69210-1225

01-30-2015 RVD

Union Bank & Trust Company
238 East 4th Street
Ainsworth NE 69210
402-387-1350

Add security to your business account with e-Statements. Business e-statements can reduce your risk of fraud, through the mail or from paper left unattended in an office. Best of all, they are free! Contact Treasury Management at 402.323.1557 to get started.

BASIC BUSINESS ACCOUNT 20611699

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			12/31/14	50,418.61
DEPOSIT		3,643.48	01/05/15	54,062.09
NPAIT Sweep Purchase	4,000.00		01/06/15	50,062.09
CHECK # 12585	800.00		01/06/15	49,262.09
CHECK # 12627	800.00		01/06/15	48,462.09
NPAIT Sweep Redemption		2,000.00	01/07/15	50,462.09
STATE OF NE ST PAYMENT 262415220		35,795.89	01/09/15	86,257.98
SYSCO PAYMENTS 061CA000118592		44,587.56	01/09/15	130,845.54
DEPOSIT		50.00	01/12/15	130,895.54
NPAIT Sweep Purchase	80,000.00		01/12/15	50,895.54
CHECK # 12618	150.00		01/12/15	50,745.54
DEPOSIT		1,069.68	01/15/15	51,815.22
DEPOSIT		200.00	01/16/15	52,015.22
SYSCO RESOURCE S PAYMENT		289.21	01/16/15	52,304.43
NPAIT Sweep Purchase	1,000.00		01/16/15	51,304.43
Visa PAYMENT 486551XXXXX3870	4,076.49		01/16/15	47,227.94
CHECK # 12648	73,032.06		01/16/15	25,804.12-
DEPOSIT		5,427.22	01/20/15	20,376.90-
NPAIT Sweep Redemption		76,000.00	01/20/15	55,623.10
CHECK # 12650	775.00		01/20/15	54,848.10
CHECK # 12651	1,500.00		01/20/15	53,348.10
NPAIT Sweep Purchase	3,000.00		01/21/15	50,348.10
CHECK # 12647	176.30		01/21/15	50,171.80
CHECK # 12659	332.00		01/21/15	49,839.80

UNION BANK & TRUST COMPANY

NEBRASKA EDUCATIONAL SERVICE
UNIT COORDINATING COUNCIL
DBA COOPERATIVE PURCHASING

BASIC BUSINESS ACCOUNT 20611699

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECK # 12658	4,746.43		01/21/15	45,093.37
NPAIT Sweep Redemption		5,000.00	01/22/15	50,093.37
DEPOSIT		13,972.00	01/22/15	64,065.37
CORRECTION - DEPOSIT DATED 12/08/14				
	993.91		01/22/15	63,071.46
CHECK # 12657	9.87		01/22/15	63,061.59
CHECK # 12656	66.94		01/22/15	62,994.65
CHECK # 12649	100.00		01/22/15	62,894.65
CHECK # 12660	125.98		01/22/15	62,768.67
CHECK # 12654	215.06		01/22/15	62,553.61
DEPOSIT		13,372.00	01/23/15	75,925.61
NPAIT Sweep Purchase	12,000.00		01/23/15	63,925.61
CHECK # 12662	83.00		01/23/15	63,842.61
CHECK # 12652	9,480.00		01/23/15	54,362.61
DEPOSIT		3,834.85	01/26/15	58,197.46
NPAIT Sweep Purchase	4,000.00		01/26/15	54,197.46
CHECK # 12646	536.67		01/26/15	53,660.79
DEPOSIT		800.00	01/27/15	54,460.79
NPAIT Sweep Purchase	3,000.00		01/27/15	51,460.79
CHECK # 12653	3,152.50		01/27/15	48,308.29
NPAIT Sweep Redemption		2,000.00	01/28/15	50,308.29
CHECK # 12661	399.80		01/29/15	49,908.49
NPAIT Sweep Redemption		1,000.00	01/30/15	50,908.49
Nebraska Revenue Neb Epay NB1DOR002417004				
	30.00		01/30/15	50,878.49
BALANCE THIS STATEMENT			01/30/15	50,878.49

TOTAL CREDITS	(17)	209,041.89	MINIMUM BALANCE	25,804.12-
TOTAL DEBITS	(29)	208,582.01	AVG AVAILABLE BALANCE	50,458.90
			AVERAGE BALANCE	52,628.61

YOUR CHECKS SEQUENCED

DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
01/06	12585*	800.00	01/06	12627*	800.00	01/21	12647	176.30
01/12	12618*	150.00	01/26	12646	536.67	01/16	12648	73,032.06

* * * C O N T I N U E D * * *

Account Number: 20611699
Statement Date: 01/30/2015

UNION BANK & TRUST COMPANY

NEBRASKA EDUCATIONAL SERVICE
UNIT COORDINATING COUNCIL
DBA COOPERATIVE PURCHASING

YOUR CHECKS SEQUENCED

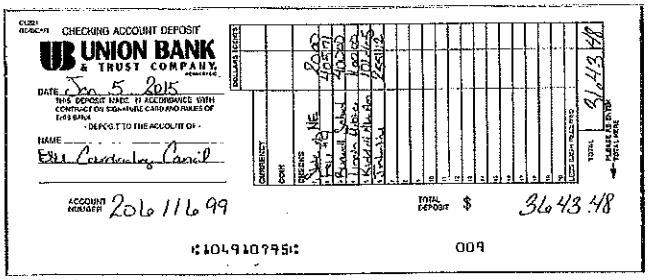
DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
01/22	12649	100.00	01/22	12654*	215.06	01/22	12660	125.98
01/20	12650	775.00	01/22	12656	66.94	01/29	12661	399.80
01/20	12651	1,500.00	01/22	12657	9.87	01/23	12662	83.00
01/23	12652	9,480.00	01/21	12658	4,746.43			
01/27	12653	3,152.50	01/21	12659	332.00			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

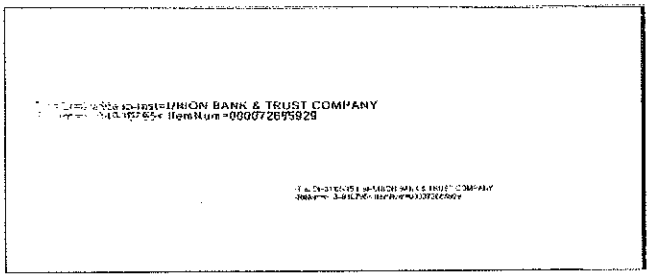
- - - - - - - - - - I N T E R E S T - - - - - - - - - -

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

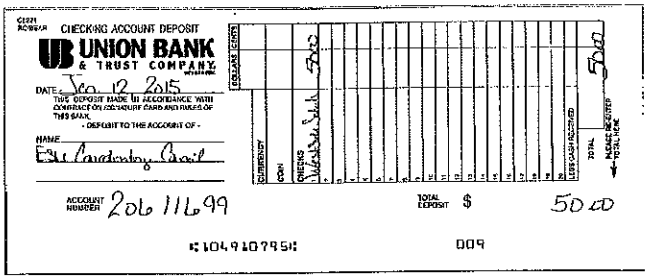
* * * C O N T I N U E D * * *


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 5 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 3643.48
⑆104910795⑆ 009

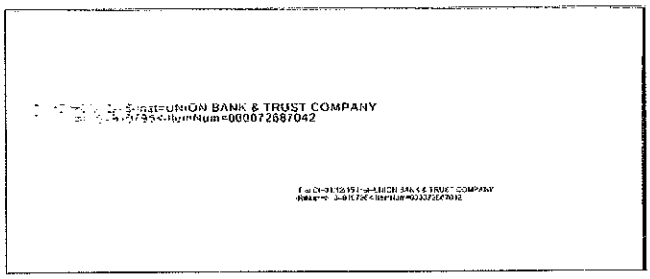
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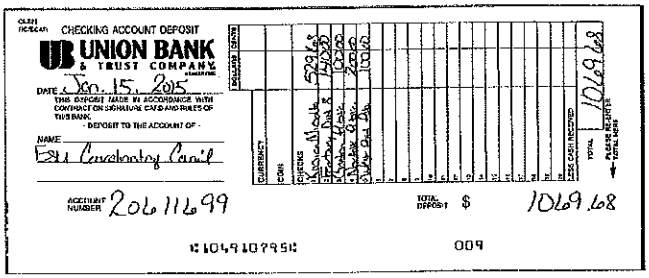
01/05/2015 $$3,643.48 0


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 12 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 50.00
⑆104910795⑆ 009

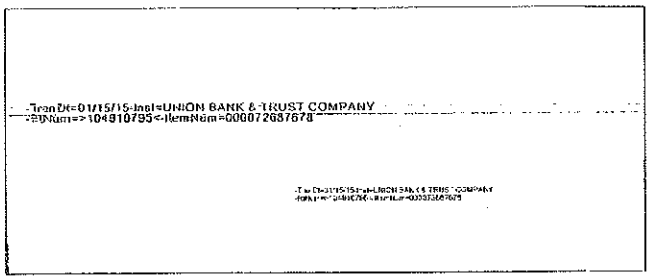
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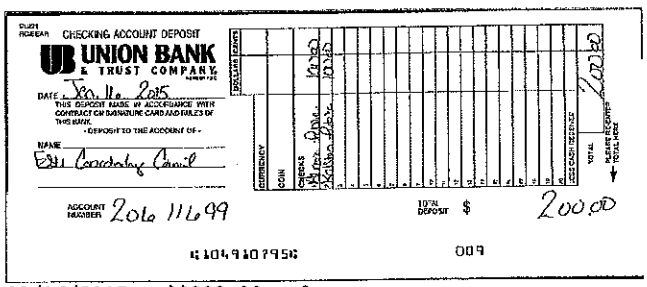
01/12/2015 $$50.00 0


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 15 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 1069.68
⑆104910795⑆ 009

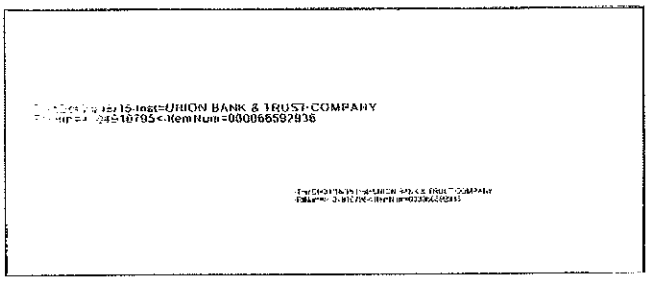
01/15/2015 $$1,069.68 0


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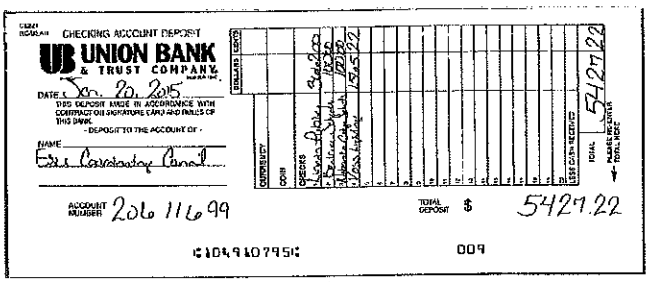
01/15/2015 $$1,069.68 0


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 16 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 200.00
⑆104910795⑆ 009

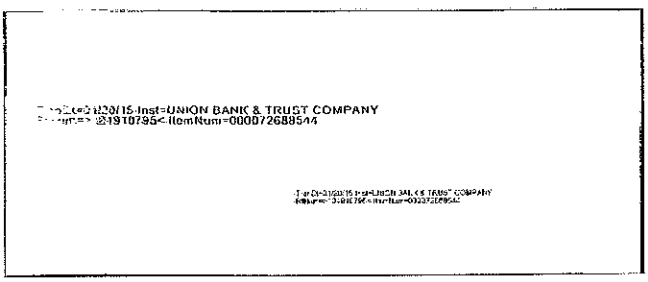
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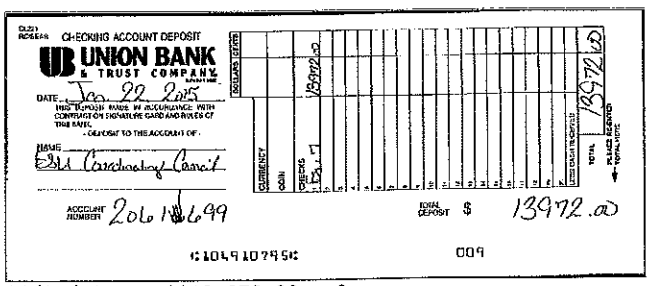
01/16/2015 $$200.00 0


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 20 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 5427.22
⑆104910795⑆ 009

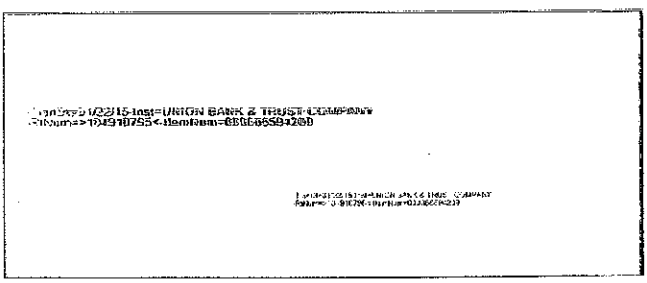
01/20/2015 $$5,427.22 0


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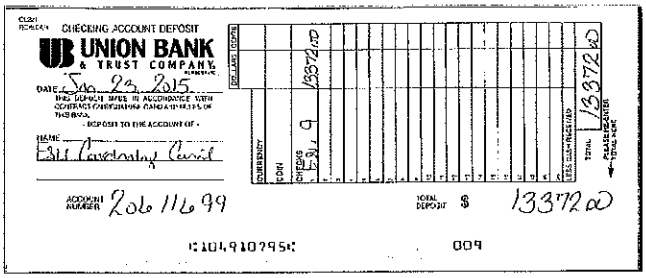
01/20/2015 $$5,427.22 0


CHECKING ACCOUNT DEPOSIT
UNION BANK & TRUST COMPANY
DATE Jan 22 2015
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK
- DEPOSIT TO THE ACCOUNT OF -
NAME Esu Cardenlay Carol
ACCOUNT NUMBER 206 116 99
TOTAL DEPOSIT $ 13972.00
⑆104910795⑆ 009

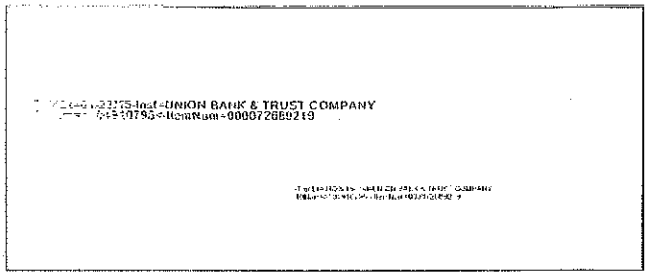
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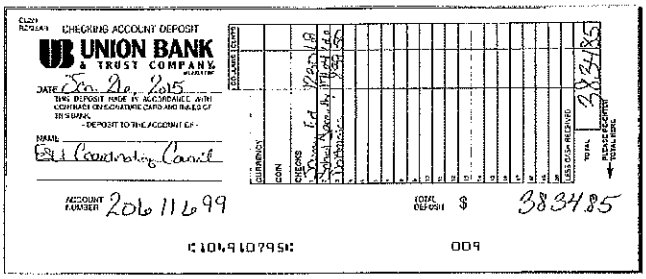
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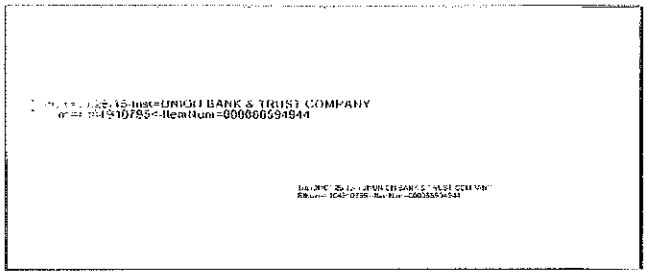
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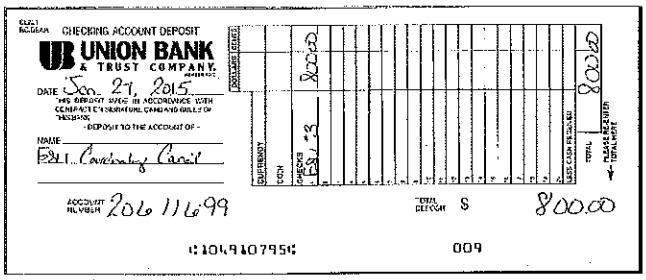
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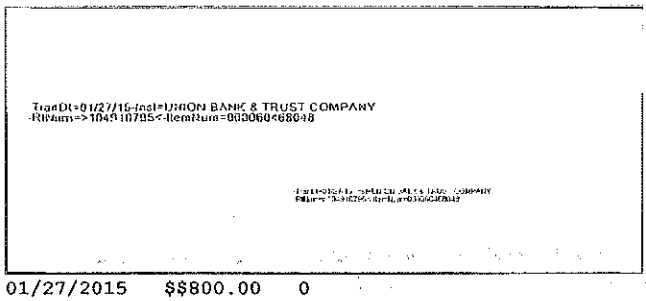
01/26/2015 $$3,834.85 0



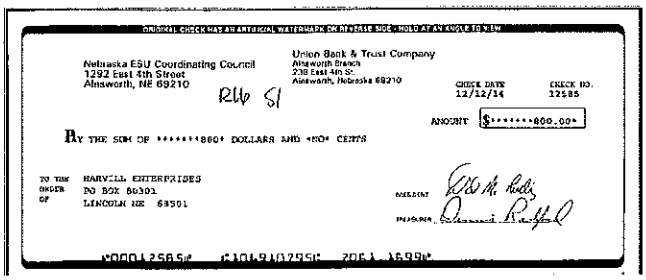
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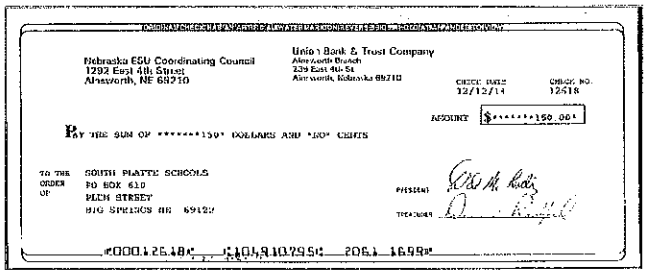
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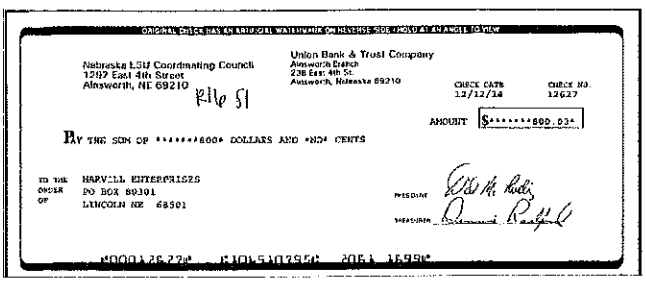
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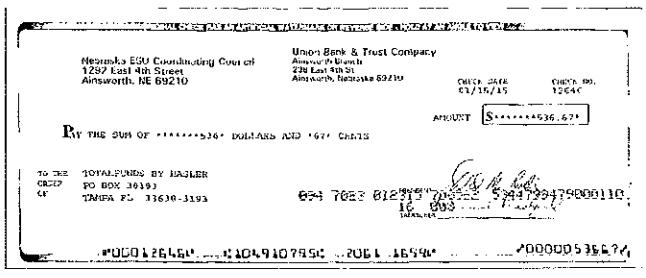
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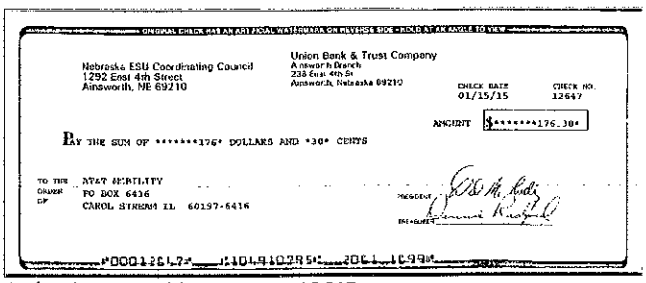
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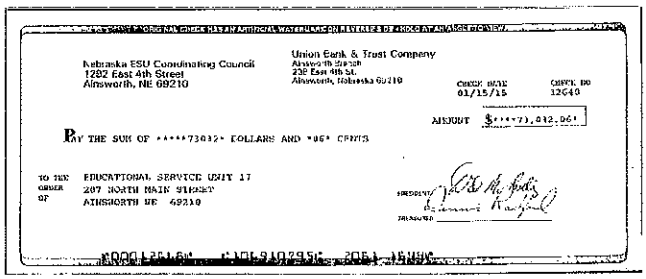
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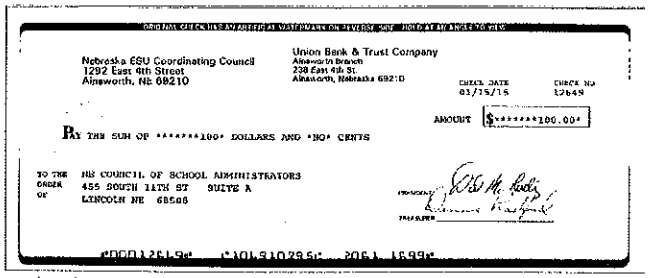
01/26/2015 $$536.67 12646



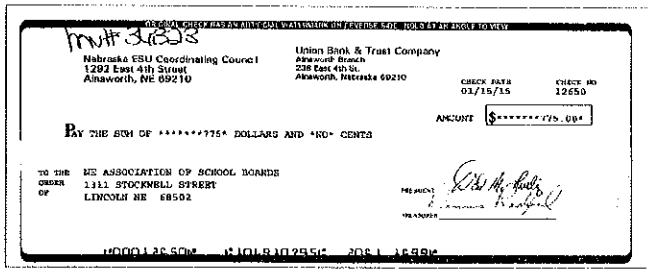
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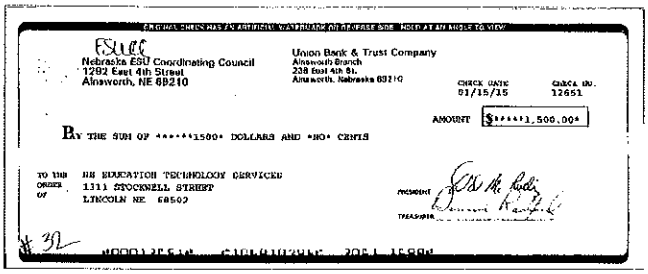
01/16/2015 $$73,032.06 12648



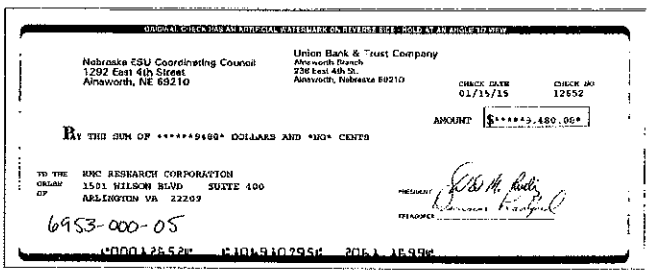
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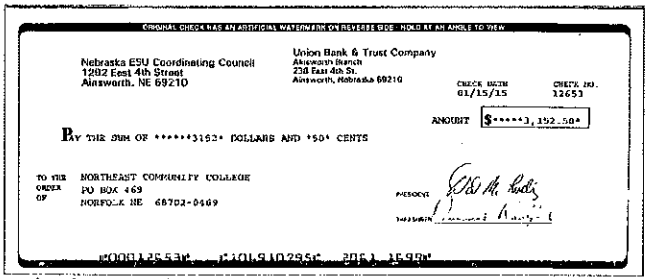
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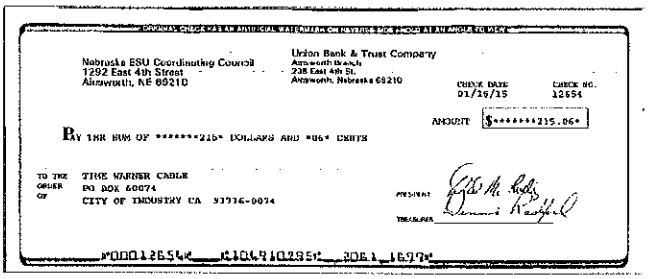
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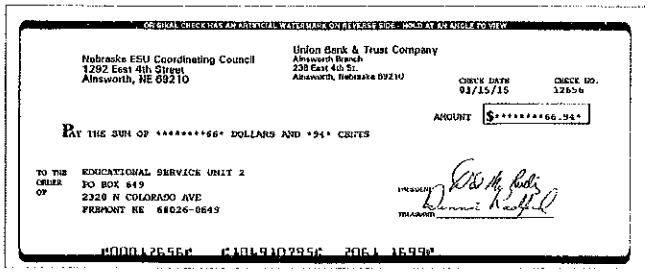
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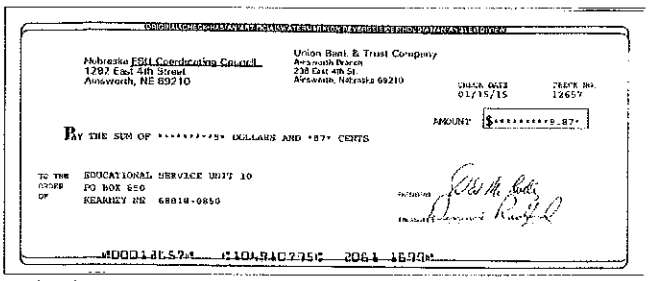
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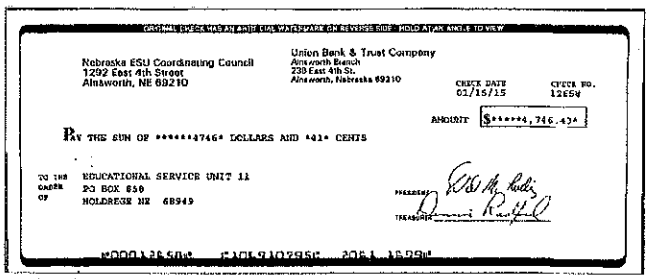
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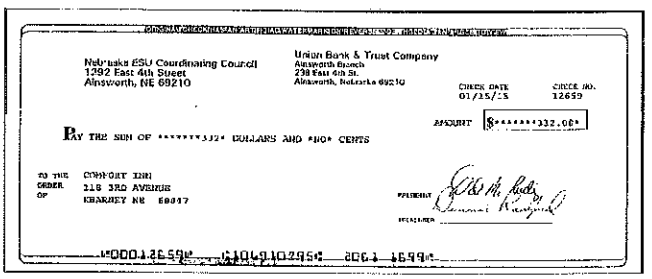
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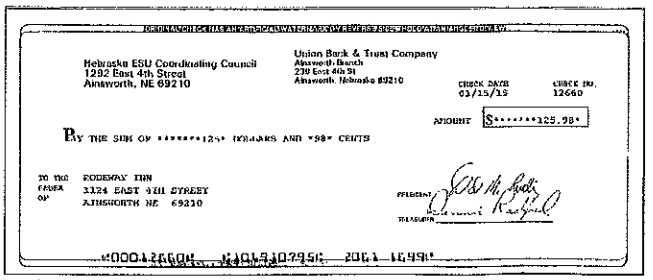
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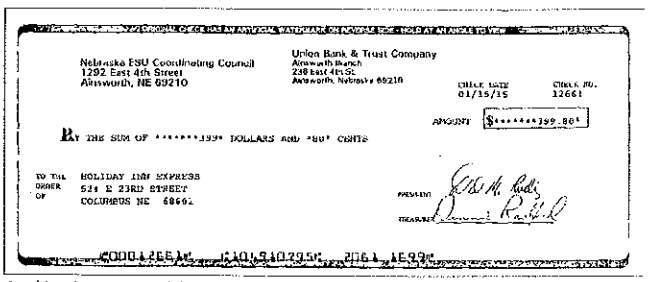
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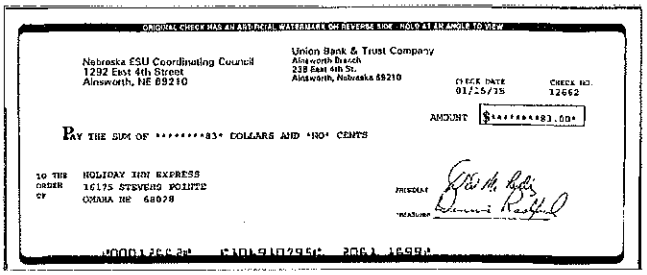
01/21/2015 $$332.00 12659



01/22/2015 $$125.98 12660



01/29/2015 $$399.80 12661



ORIGINAL CHECK HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

Nebraska ESU Coordinating Council
1292 East 4th Street
Ainsworth, NE 69210

Union Bank & Trust Company
Ainsworth Branch
238 East 4th St.
Ainsworth, Nebraska 69210

CHECK DATE 01/23/15

CHECK NO. 12662

AMOUNT $*******83.00*

PAY THE SUM OF ********83* DOLLARS AND *00* CENTS

TO THE ORDER OF HOLIDAY INN EXPRESS
16175 STEVENS POINTE
OMAHA NE 68028

PRESIDENT

TREASURER

0001266 2 *101911795* 2061 1698*

01/23/2015 $$83.00 12662

Nebraska Public Agency Investment Trust
Account Statement
January 1, 2015 to January 31, 2015

02-26-2015 10:10

NEBRASKA ESU COORDINATING COUNCIL
1292 E 4TH ST
AINSWORTH, NE 69210-1225

NPAIT
PO BOX 82529
Lincoln, NE 68501
Toll Free: (800) 640-8817
Local: (402) 323-1615

Account Number: XXXXX5-001

Fund Summary

	PRICE PER SHARE	SHARES OWNED	MARKET VALUE
Nebraska Public Agency Investment Trust			
XXXXX5-001	$1.00	1,483,302.20	$1,483,302.20

Transaction Summary

Nebraska Public Agency Investment Trust
XXXXX5-001

TRADE DATE	SETTLEMENT DATE	TRANSACTION DESCRIPTION	SHARES	AMOUNT
1/1/2015		Beginning Shares Balance	1,462,289.58	$1,462,289.58
1/6/2015	1/6/2015	Purchase	4,000.00	$4,000.00
1/7/2015	1/7/2015	Redemption	(2,000.00)	($2,000.00)
1/12/2015	1/12/2015	Purchase	80,000.00	$80,000.00
1/16/2015	1/16/2015	Purchase	1,000.00	$1,000.00
1/20/2015	1/20/2015	Redemption	(76,000.00)	($76,000.00)
1/21/2015	1/21/2015	Purchase	3,000.00	$3,000.00
1/22/2015	1/22/2015	Redemption	(5,000.00)	($5,000.00)
1/23/2015	1/23/2015	Purchase	12,000.00	$12,000.00
1/26/2015	1/26/2015	Purchase	4,000.00	$4,000.00
1/27/2015	1/27/2015	Purchase	3,000.00	$3,000.00
1/28/2015	1/28/2015	Redemption	(2,000.00)	($2,000.00)
1/30/2015	1/30/2015	Interest	12.62	$12.62
1/30/2015	1/30/2015	Redemption	(1,000.00)	($1,000.00)
		Total :	**1,483,302.20**	**$1,483,302.20**

Accrual Details for Holdings between 01/01/2015 and 01/31/2015

Fund: NPAIT

Account Number: 123885-001

NEBRASKA ESU COORDINATING COUNCIL

NEBRASKA ESU COORDINATING COUNCIL

Settlement Date	Price Cycle	Settled Shares	Accrual Factor	Accrual Dividend (USD)	Non-Div. Distribution Accrual Paid (USD)	Accrual Paid (USD)	Cumulative Accrual Dividend (USD)
01/02/2015	EOD	1,462,289.5800	0.0000010918	1.60	0.00	0.00	1.60
01/05/2015	EOD	1,462,289.5800	0.0000002696	0.39	0.00	0.00	1.99
01/06/2015	EOD	1,466,289.5800	0.0000002720	0.40	0.00	0.00	2.39
01/07/2015	EOD	1,464,289.5800	0.0000002763	0.40	0.00	0.00	2.79
01/08/2015	EOD	1,464,289.5800	0.0000002734	0.40	0.00	0.00	3.19
01/09/2015	EOD	1,464,289.5800	0.0000008223	1.20	0.00	0.00	4.40
01/12/2015	EOD	1,544,289.5800	0.0000002766	0.43	0.00	0.00	4.83
01/13/2015	EOD	1,544,289.5800	0.0000002773	0.43	0.00	0.00	5.25
01/14/2015	EOD	1,544,289.5800	0.0000002734	0.42	0.00	0.00	5.68
01/15/2015	EOD	1,544,289.5800	0.0000002752	0.42	0.00	0.00	6.10
01/16/2015	EOD	1,545,289.5800	0.0000010836	1.67	0.00	0.00	7.78
01/20/2015	EOD	1,469,289.5800	0.0000002726	0.40	0.00	0.00	8.18
01/21/2015	EOD	1,472,289.5800	0.0000002759	0.41	0.00	0.00	8.58
01/22/2015	EOD	1,467,289.5800	0.0000002732	0.40	0.00	0.00	8.98
01/23/2015	EOD	1,479,289.5800	0.0000008218	1.22	0.00	0.00	10.20
01/26/2015	EOD	1,483,289.5800	0.0000002717	0.40	0.00	0.00	10.60
01/27/2015	EOD	1,486,289.5800	0.0000002703	0.40	0.00	0.00	11.00
01/28/2015	EOD	1,484,289.5800	0.0000002765	0.41	0.00	0.00	11.41
01/29/2015	EOD	1,484,289.5800	0.0000002699	0.40	0.00	0.00	11.81
01/30/2015	EOD	1,483,302.2000	0.0000005440	0.81	0.00	12.62	0.00

Total: Accrual computed without daily compounding **12.62**

Accrued Dividend prior to 01/01/2015: 0.00

January 2015 Bank Reconciliation:

Beginning Bank Balance:		**$1,512,708.19**
Cleared Deposits/Cash Receipts:		$ 122,047.98
Deposits	$ 88,159.62	
Journal Entries	$ 33,888.36	
Interest Earned:		$ 12.62
Cleared Checks/Payments:		$ 100,588.10
Payments Cleared	$ 100,588.10	
Ending Bank Balance:		**$1,534,180.69**

Reconciliation Completed By: _____ 2/13/15

Reconcilation Reviewed By: _____

ESU COORDINATING COUNCIL
BANK ACCOUNT RECONCILIATION REPORT
PAYMENTS LIST

BANK ACCOUNT: UNION BANK AND TRUST

STATEMENT BEGIN DATE: 01/08/2015
STATEMENT END DATE: 02/05/2015

BEGINNING BALANCE: 1,512,708.19
ENDING BALANCE: 1,534,180.69

INTEREST EARNED: 12.62
FEES CHARGED: 0.00

CLEARED	CHECK DATE	CHECK NUMBER	AMOUNT	CHECK TYPE	CLEAR DATE	VENDOR	VENDOR NAME
N	11/20/2014	12531	1,120.00	MANUAL		1204	FREMONT PUBLIC SCHOOLS
N	12/12/2014	12584	19,598.25	MANUAL		1052	SOLIANT CONSULTING INC
Y	12/12/2014	12585	800.00	MANUAL	02/05/2015	1051	HARVILL ENTERPRISES
N	12/12/2014	12613	600.00	MANUAL		1096	EAST BUTLER PUBLIC SCHOOLS
Y	12/12/2014	12618	150.00	MANUAL	02/05/2015	1236	SOUTH PLATTE SCHOOLS
Y	12/12/2014	12627	800.00	MANUAL	02/05/2015	1051	HARVILL ENTERPRISES
Y	01/15/2015	12646	536.67	MANUAL	02/05/2015	1049	TOTALFUNDS BY HASLER
Y	01/15/2015	12647	176.30	MANUAL	02/05/2015	1047	AT&T MOBILITY
Y	01/15/2015	12648	73,032.06	MANUAL	02/05/2015	1064	EDUCATIONAL SERVICE UNIT 17
Y	01/15/2015	12649	100.00	MANUAL	02/05/2015	1042	NE COUNCIL OF SCHOOL ADMINISTRATORS
Y	01/15/2015	12650	775.00	MANUAL	02/05/2015	1041	NE ASSOCIATION OF SCHOOL BOARDS
Y	01/15/2015	12651	1,500.00	MANUAL	02/05/2015	1053	NE EDUCATION TECHNOLOGY SERVICES
Y	01/15/2015	12652	9,480.00	MANUAL	02/05/2015	1054	RMC RESEARCH CORPORATION
Y	01/15/2015	12653	3,152.50	MANUAL	02/05/2015	1106	NORTHEAST COMMUNITY COLLEGE
Y	01/15/2015	12654	215.06	MANUAL	02/05/2015	1044	TIME WARNER CABLE
N	01/15/2015	12655	12,075.00	MANUAL		1052	SOLIANT CONSULTING INC
Y	01/15/2015	12656	66.94	MANUAL	02/05/2015	1056	EDUCATIONAL SERVICE UNIT 2
Y	01/15/2015	12657	9.87	MANUAL	02/05/2015	1067	EDUCATIONAL SERVICE UNIT 10
Y	01/15/2015	12658	4,746.43	MANUAL	02/05/2015	1108	EDUCATIONAL SERVICE UNIT 11
Y	01/15/2015	12659	332.00	MANUAL	02/05/2015	1198	COMFORT INN
Y	01/15/2015	12660	125.98	MANUAL	02/05/2015	1073	RODEWAY INN
Y	01/15/2015	12661	399.80	MANUAL	02/05/2015	1240	HOLIDAY INN EXPRESS
Y	01/15/2015	12662	83.00	MANUAL	02/05/2015	1072	HOLIDAY INN EXPRESS
Y	01/16/2015	EFT00011	4,076.49	MANUAL	02/05/2015	1039	UNION BANK & TRUST COMPANY
Y	01/30/2015	EFT00012	30.00	MANUAL	02/05/2015	1195	NEBRASKA DEPARTMENT OF REVENUE
N	02/03/2015	EFT00013	923.00	MANUAL		1209	CINCINNATI INSURANCE COMPANY

TOTAL PAYMENTS	134,904.35
TOTAL CLEARED PAYMENTS	100,588.10
TOTAL UNCLEARED PAYMENTS	34,316.25

ESU COORDINATING COUNCIL
BANK ACCOUNT RECONCILIATION REPORT
DEPOSITS LIST

BANK ACCOUNT: UNION BANK AND TRUST

STATEMENT BEGIN DATE: 01/08/2015
STATEMENT END DATE: 02/05/2015

BEGINNING BALANCE: 1,512,708.19
ENDING BALANCE: 1,534,180.69

INTEREST EARNED: 12.62
FEES CHARGED: 0.00

CLEARED	DATE	RECEIPT	AMOUNT	DESCRIPTION	CONTROL NUMBER
DEPOSIT: BLANK		01/05/2015			
Y	01/20/2015		2,551.12	COOP, INTERLINE, CUSTODIA	010515PQ
Y	01/21/2015		44,587.56	COOP, SYSCO, CUSTODIAL	010915PQ
Y	01/21/2015		35,795.89	NMPDS, GRANT FUNDS REIMBU	010915PQ
Y	01/21/2015		529.68	COOP, AEPA, KONICA-MILOLT	011515PQ
Y	01/21/2015		289.21	COOP, SYSCO, CUSTODIAL	011615PQ
Y	01/21/2015		1,565.22	COOP, SB, VOSS LIGHTING	012015PQ
Y	01/29/2015		839.50	COOP, DAKTRONICS	012615PQ
Y	01/29/2015		1,230.69	COOP, JOUNEY ED, SP BUY	012615PQ
Y	01/29/2015		1,764.66	COOP, SCHOOL SPECIALTY	012615PQ
Y	02/03/2015		-993.91	PDO, TEKAMAH HERMAN, ADJU	012215PQ
DEPOSIT: BLANK		01/22/2015	88,159.62		

TOTAL DEPOSITS	88,159.62
TOTAL CLEARED DEPOSITS	88,159.62
TOTAL UNCLEARED DEPOSITS	0.00

ESU COORDINATING COUNCIL
BANK ACCOUNT RECONCILIATION REPORT
JOURNAL ENTRIES LIST

BANK ACCOUNT: UNION BANK AND TRUST

STATEMENT BEGIN DATE: 01/08/2015
STATEMENT END DATE: 02/05/2015

BEGINNING BALANCE: 1,512,708.19
ENDING BALANCE: 1,534,180.69

INTEREST EARNED: 12.62
FEES CHARGED: 0.00

CLEARED	DATE	JE NUMBER	AMOUNT	DESCRIPTION	CONTROL NO	JE DESCRIPTION
Y	01/20/2015	20150060	985.71	RECEIVABLE-RC- 010515PQ	010515PQ	
Y	01/20/2015	20150061	106.65	RECEIVABLE-RC- 010515PQ	010515PQ	
Y	01/21/2015	20150062	50.00	RECEIVABLE-RC- 011215PQ	011215PQ	
Y	01/21/2015	20150063	540.00	RECEIVABLE-RC- 011515PQ	011515PQ	
Y	01/21/2015	20150064	200.00	RECEIVABLE-RC- 011615PQ	011615PQ	
Y	01/21/2015	20150065	3,862.00	RECEIVABLE-RC- 012015PQ	012015PQ	
Y	01/22/2015	20150069	13,972.00	RECEIVABLE-RC- 012215PQ	012215PQ	
Y	01/23/2015	20150070	13,372.00	RECEIVABLE-RC- 012315PQ	012315PQ	
Y	01/29/2015	20150071	800.00	RECEIVABLE-RC- 012715PQ	012715PQ	

TOTAL JOURNAL ENTRIES	33,888.36
TOTAL CLEARED JOURNAL ENTRIES	33,888.36
TOTAL UNCLEARED JOURNAL ENTRIES	0.00

ESU COORDINATING COUNCIL
BANK ACCOUNT RECONCILIATION REPORT
VOIDS LIST

BANK ACCOUNT: UNION BANK AND TRUST

STATEMENT BEGIN DATE: 01/08/2015
STATEMENT END DATE: 02/05/2015

BEGINNING BALANCE: 1,512,708.19
ENDING BALANCE: 1,534,180.69

INTEREST EARNED: 12.62
FEES CHARGED: 0.00

CLEARED	CHECK DATE	CHECK NUMBER	AMOUNT	CHECK TYPE	VOID DATE	VENDOR	VENDOR NAME
Y	02/17/2014	12014	12,084.36	MANUAL	02/17/2014	1064	EDUCATIONAL SERVICE UNIT 17
Y	04/28/2014	12152	206.75	MANUAL	05/30/2014	1087	RHONDA EIS
Y	06/10/2014	12262	89.95	MANUAL	07/25/2014	1074	HOLIDAY INN EXPRESS
Y	06/13/2014	EFT00001	307.63	MANUAL	06/09/2014	1039	UNION BANK & TRUST COMPANY
Y	11/20/2014	12550	188.97	MANUAL	11/26/2014	1073	RODEWAY INN
Y	12/12/2014	12580	18,067.00	MANUAL	12/19/2014	1040	HARDING & SHULTZ

TOTAL VOIDS	30,944.66
TOTAL CLEARED VOIDS	30,944.66
TOTAL UNCLEARED VOIDS	0.00

Bank Account Reconciliation - ESU COORDINATING COUNCIL

https://finance.esu3.org/plus/ecclinplus50#/gas2.32/wa/sua/8a8e4735091de5ad258dadff012795b4/1/1

PLUS Series - Bank Account Reconciliation - ESU COORDINATING COUNCIL

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Date: 02/13/2015 Period: 5/15

Bank Statement Information

Bank Account *	UNION BANK AND TRUST				
Statement Begin Date *	01/08/2015	Beginning Balance *	1,512,708.19		
Statement End Date *	02/05/2015	Ending Balance *	1,534,180.69		

Interest/Fees

Date *	01/30/2015			Complete	
Period *	5	Interest Earned *	12.62		
Year *	2015	Fees Charged *	0.00		

Deposits | Payments | Journal Entries | Adjustments | Voids

Payments

Clear	Check Type	Check Date	Check Numbe	Name	Amount	Cleared Date
	Manual	11/20/2014	12531	FREMONT PUBLIC SCHOOLS	1,120.00	
	Manual	12/12/2014	12584	SOLIANT CONSULTING INC	19,598.25	
✓	Manual	12/12/2014	12585	HARVILL ENTERPRISES	800.00	
	Manual	12/12/2014	12613	EAST BUTLER PUBLIC SCHOOLS	600.00	
✓	Manual	12/12/2014	12618	SOUTH PLATTE SCHOOLS	150.00	
✓	Manual	12/12/2014	12627	HARVILL ENTERPRISES	800.00	
✓	Manual	01/15/2015	12646	TOTALFUNDS BY HASLER	536.67	
✓	Manual	01/15/2015	12647	AT&T MOBILITY	176.30	
✓	Manual	01/15/2015	12648	EDUCATIONAL SERVICE UNIT 17	73,032.06	
✓	Manual	01/15/2015	12649	NE COUNCIL OF SCHOOL ADMINISTRATORS	100.00	
✓	Manual	01/15/2015	12650	NE ASSOCIATION OF SCHOOL BOARDS	775.00	
✓	Manual	01/15/2015	12651	NE EDUCATION TECHNOLOGY SERVICES	1,500.00	
✓	Manual	01/15/2015	12652	RMC RESEARCH CORPORATION	9,480.00	
✓	Manual	01/15/2015	12653	NORTHEAST COMMUNITY COLLEGE	3,152.50	
✓	Manual	01/15/2015	12654	TIME WARNER CABLE	215.06	
	Manual	01/15/2015	12655	SOLIANT CONSULTING INC	12,075.00	
✓	Manual	01/15/2015	12656	EDUCATIONAL SERVICE UNIT 2	66.94	
✓	Manual	01/15/2015	12657	EDUCATIONAL SERVICE UNIT 10	9.87	
✓	Manual	01/15/2015	12658	EDUCATIONAL SERVICE UNIT 11	4,746.43	
✓	Manual	01/15/2015	12659	COMFORT INN	332.00	
✓	Manual	01/15/2015	12660	RODEWAY INN	125.98	
✓	Manual	01/15/2015	12661	HOLIDAY INN EXPRESS	399.80	
✓	Manual	01/15/2015	12662	HOLIDAY INN EXPRESS	83.00	
✓	Manual	01/16/2015	EFT00011	UNION BANK & TRUST COMPANY	4,076.49	
✓	Manual	01/30/2015	EFT00012	NEBRASKA DEPARTMENT OF REVENUE	30.00	
	Manual	02/03/2015	EFT00013	CINCINNATI INSURANCE COMPANY	923.00	

Transaction Totals

Deposits	88,159.62
Payments	134,904.35
Journal Entries	33,888.36
Book Balance	1,499,864.44
Bank Ending Balance	1,534,180.69

Cleared Amounts

Bank Beginning Balance	1,512,708.19
Deposits	88,159.62
Payments	100,588.10
Journal Entries	33,888.36
Adjustments Debits	0.00
Adjustments Credits	0.00
Interest Earned	12.62
Fees Charged	0.00
Reconciled Ending Balance	1,534,180.69

Uncleared Amounts

Deposits	0.00
Payments	34,316.25
Journal Entries	0.00
Difference	0.00

SELECTION CRITERIA: transact.period='5'
ACCOUNTING PERIOD: 5/15

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	11989	01/29/14	1039	UNION BANK & TRUST	0110100000	26800	AESA - MATT, HOTEL	0.00	837.22
09000	11989	01/29/14	1039	UNION BANK & TRUST	0160620000	26800	AESA - GORDON, HOTE	0.00	1,164.28
TOTAL CHECK								0.00	2,001.50
09000	11990	01/29/14	1040	HARDING & SHULTZ	0110100000	23170	ESUCC ADMIN, LEGAL	0.00	3,512.50
09000	11990	01/29/14	1040	HARDING & SHULTZ	0130300000	23170	COOP, LEGAL	0.00	118.00
TOTAL CHECK								0.00	3,630.50
09000	11991	01/29/14	1041	NE ASSOCIATION OF S	0130300000	23270	COOP, RENT	0.00	258.34
09000	11991	01/29/14	1041	NE ASSOCIATION OF S	0140400000	23270	SRS, RENT	0.00	516.66
TOTAL CHECK								0.00	775.00
09000	11992	01/29/14	1042	NE COUNCIL OF SCHOO	0110100000	23270	ESUCC - RENT, LINCO	0.00	1,107.75
09000	11992	01/29/14	1042	NE COUNCIL OF SCHOO	0110100000	23810	ESUCC - POSTAGE	0.00	3.76
TOTAL CHECK								0.00	1,111.51
09000	11993	01/29/14	1043	THE CINCINNATI INSU	0110100000	23280	ESUCC - INSURANCE	0.00	914.00
09000	11994	01/30/14	1049	TOTALFUNDS BY HASLE	01	09296	PREPAID POSTAGE	0.00	500.00
09000	11995	01/30/14	1044	TIME WARNER CABLE	0130300000	23820	COOP - PHONE	0.00	96.72
09000	11995	01/30/14	1044	TIME WARNER CABLE	0130300000	23830	COOP - INTERNET	0.00	136.98
09000	11995	01/30/14	1044	TIME WARNER CABLE	0140400000	23820	SRS - PHONE	0.00	193.43
09000	11995	01/30/14	1044	TIME WARNER CABLE	0140400000	23830	SRS -INTERNET	0.00	273.77
TOTAL CHECK								0.00	700.90
09000	11996	01/30/14	1045	AT CONFERENCE	0110100000	23820	ESUCC - PHONE	0.00	20.16
09000	11996	01/30/14	1045	AT CONFERENCE	0130300000	23820	COOP - PHONE	0.00	11.44
09000	11996	01/30/14	1045	AT CONFERENCE	0160620000	23820	BLENDED - PHONE	0.00	13.75
TOTAL CHECK								0.00	45.35
09000	11997	01/30/14	1046	AT&T MOBILITY	0160641000	23830	LMS - WIRELESS CARD	0.00	51.53
09000	11998	01/30/14	1048	FP MAILING SOLUTION	0130300000	25300	COOP - POSTAGE METE	0.00	65.79
09000	11999	01/30/14	1050	BISHOP BUSINESS	0130300000	23525	COOP- PRINTING/COPI	0.00	3.03
09000	11999	01/30/14	1050	BISHOP BUSINESS	0140400000	23525	SRS- PRINTING/COPIE	0.00	3.03
TOTAL CHECK								0.00	6.06
09000	12000	01/30/14	1028	SAFARI MONTAGE	0160600000	26850	IMAT- SAFARI MONTAG	0.00	46,345.00
09000	12001	01/30/14	1051	HARVILL ENTERPRISES	0140400000	23180	SRS- CONTRACTED SRV	0.00	800.00
09000	12002	01/30/14	1052	SOLIANT CONSULTING	0140400000	23180	SRS- CONTRACTED SRV	0.00	3,658.05
09000	12003	01/30/14	1053	NE EDUCATION TECHNO	0110100000	23180	ESUCC- NETS/EMEETIN	0.00	1,500.00
09000	12004	01/30/14	1054	RMC RESEARCH CORPOR	0150570400	23180	NMPDS CONSULTANT	0.00	9,480.00
09000	12005	01/30/14	1055	NAG	0160620000	26800	DEC- NAG CONFERENCE	0.00	137.50
09000	12006	01/30/14	1056	EDUCATIONAL SERVICE	0130300000	23810	COOP- AB POSTAGE/UP	0.00	11.78

SELECTION CRITERIA: transact.period='5'
ACCOUNTING PERIOD: 5/15

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12007	01/30/14	1057	EDUCATIONAL SERVICE	0110100000	23820	ESUCC- PHONE	0.00	84.64
09000	12007	01/30/14	1057	EDUCATIONAL SERVICE	0110100000	23810	ESUCC- POSTAGE	0.00	14.22
09000	12007	01/30/14	1057	EDUCATIONAL SERVICE	0160641000	23270	LMS- RENT	0.00	510.75
09000	12007	01/30/14	1057	EDUCATIONAL SERVICE	0160641000	23830	LMS- INTERNET SERVI	0.00	200.00
09000	12007	01/30/14	1057	EDUCATIONAL SERVICE	0150560000	23190	CRISIS TRAIN SUPPLI	0.00	3.50
TOTAL CHECK								0.00	813.11
09000	12008	01/30/14	1058	NEW VICTORIAN INN &	0160620000	26700	DEC- TRAVEL/LODGING	0.00	59.99
09000	12009	01/30/14	1059	JEFF BUNDY	0110100000	23180	ESUCC- CNTR SRV BUN	0.00	700.00
09000	12010	01/30/14	1061	DEB HERICKS	0110100000	26700	ESUCC- TRAVEL HERIC	0.00	251.39
09000	12011	01/30/14	1062	STAPLES ADVANTAGE	0110100000	24100	ESUCC - SUPPLIES	0.00	34.24
09000	12012	01/30/14	1060	ROBERT JENSEN	0150555300	26700	INTEL TRAVEL JENSEN	0.00	415.50
09000	12013	01/30/14	1007	CDW GOVERNMENT INC.	0130300000	25600	COOP- EQUIP PRINTER	0.00	749.52
09000	12014	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC SALARIES	0.00	12,084.36
09000	12014 V	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC SALARIES	0.00	-12,084.36
TOTAL CHECK								0.00	0.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC SALARIES	0.00	12,084.36
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC SS / MEDICARE	0.00	784.51
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC RETIREMENT	0.00	1,187.84
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	22305	ESUCC WAGE WORKS	0.00	7.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	23160	ESUCC FISCAL AGENT	0.00	300.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	21100	COOP SALARIES	0.00	19,085.95
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	22100	COOP SS / MEDICARE	0.00	1,224.08
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	22200	COOP RETIREMENT	0.00	1,883.03
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	22305	COOP WAGE WORKS	0.00	14.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23160	COOP FISCAL AGENT F	0.00	206.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23270	COOP RENT, AINSWORT	0.00	264.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23240	COOP UTILITIES	0.00	425.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23820	COOP PHONE	0.00	206.75
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	25300	COOP EQUIP SERVICE	0.00	17.50
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23830	COOP COMPUTER/INTER	0.00	486.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0130300000	23280	COOP INSURANCE/BOND	0.00	273.50
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160620000	21100	DEC SALARIES	0.00	13,645.49
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160620000	22100	DEC SS / MEDICARE	0.00	901.29
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160620000	22200	DEC RETIREMENT	0.00	1,342.98
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160600000	21100	IMAT SALARIES	0.00	2,943.15
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160600000	22100	IMAT SS / MEDICARE	0.00	194.40
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160600000	22200	IMAT RETIREMENT	0.00	289.67
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160641000	21100	LMS SALARIES	0.00	10,167.23
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160641000	22100	LMS SS / MEDICARE	0.00	671.54
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160641000	22200	LMS RETIREMENT	0.00	1,000.65
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160641000	22305	LMS WAGE WORKS	0.00	7.00
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0140400000	21100	SRS SALARIES	0.00	12,738.53
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0140400000	22100	SRS SS / MEDICARE	0.00	912.57

SELECTION CRITERIA: transact.period='5'
ACCOUNTING PERIOD: 5/15

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0140400000	22200	SRS RETIREMENT	0.00	1,257.34
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC PD SALARIES	0.00	3,546.73
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC PD SS / MEDIC	0.00	237.39
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC PD RETIREMENT	0.00	349.30
09000	12015	02/17/14	1064	EDUCATIONAL SERVICE	0160620000	22305	DEC WAGE WORKS	0.00	14.00
TOTAL CHECK								0.00	88,668.78
09000	12016	02/18/14	1040	HARDING & SHULTZ	0110100000	23170	ESUCC LEGAL SERVICE	0.00	11,773.17
09000	12017	02/18/14	1042	NE COUNCIL OF SCHOO	0110100000	23810	ESUCC POSTAGE	0.00	5.35
09000	12018	02/18/14	1041	NE ASSOCIATION OF S	0130300000	23270	COOP RENT LINCOLN	0.00	258.34
09000	12018	02/18/14	1041	NE ASSOCIATION OF S	0140400000	23270	SRS RENT LINCOLN	0.00	516.66
TOTAL CHECK								0.00	775.00
09000	12019	02/18/14	1043	THE CINCINNATI INSU	0110100000	23280	ESUCC INSURANCE	0.00	914.00
09000	12020	02/18/14	1065	OMAHA WORLD HERALD	0110100000	23500	ESUCC EMPOLYMENT AD	0.00	1,910.64
09000	12021	02/18/14	1046	AT&T MOBILITY	0160641000	23830	LMS WIRELESS CARD	0.00	52.28
09000	12022	02/18/14	1045	AT CONFERENCE	0110100000	23820	ESUCC PHONE CONFERE	0.00	4.54
09000	12022	02/18/14	1045	AT CONFERENCE	0160600000	23820	IMAT PHONE CONFEREN	0.00	21.19
09000	12022	02/18/14	1045	AT CONFERENCE	0160620000	23820	DEC PHONE CONFERENC	0.00	6.35
TOTAL CHECK								0.00	32.08
09000	12023	02/18/14	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	0.00	2,928.75
09000	12024	02/18/14	1066	CHARTWELLS DINING S	0150570400	26800	NMPDS CATERING ELEM	0.00	202.26
09000	12024	02/18/14	1066	CHARTWELLS DINING S	0150570400	26800	NMPDS CATERING SECO	0.00	251.60
TOTAL CHECK								0.00	453.86
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0110100000	23820	ESUCC PHONE, OMAHA	0.00	42.32
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0110100000	23525	ESUCC PRINTING/COPI	0.00	10.89
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0110100000	23810	ESUCC POSTAGE	0.00	9.68
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0160641000	23270	LMS RENT OMAHA MARC	0.00	510.75
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0160641000	23830	LMS INTERNET HOSTIN	0.00	200.00
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CATERING ELEM	0.00	354.90
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CATERING SECO	0.00	373.10
09000	12025	02/18/14	1057	EDUCATIONAL SERVICE	0160641000	23820	LMS PHONE, OMAHA OF	0.00	42.32
TOTAL CHECK								0.00	1,543.96
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CATERING ELEM	0.00	477.02
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150520200	26800	SDA FACILTY USE, DE	0.00	42.17
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150520200	26800	SDA FACILITY USE, J	0.00	31.52
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150520200	26800	SDA MEETING, FACILI	0.00	394.92
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150540200	26800	TAG MEETING, FACILT	0.00	394.93
09000	12026	02/18/14	1067	EDUCATIONAL SERVICE	0150500200	26800	PDO MEETING, FACILI	0.00	907.30
TOTAL CHECK								0.00	2,247.86
09000	12027	02/18/14	1068	EDUCATIONAL SERVICE	0150560000	23190	CRISIS TRAINING, CA	0.00	157.46

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12028	02/18/14	1070	COUNTRY INN & SUITE	0130300000	26700	COOP LODGING QUINTA	0.00	83.00
09000	12029	02/18/14	1069	LINCOLN PUBLIC SCHO	0110100000	26800	ESUCC MEETINGS, CAT	0.00	217.45
09000	12030	02/18/14	1071	SUPER 8 HOLDREGE	0130300000	26700	COOP, LODGING, SCHN	0.00	66.62
09000	12031	02/18/14	1072	HOLIDAY INN EXPRESS	0140400000	26700	COOP, LODGING, QUIN	0.00	83.00
09000	12031	02/18/14	1072	HOLIDAY INN EXPRESS	0150570400	26700	NMPDS, LODGING, OMA	0.00	332.00
TOTAL CHECK								0.00	415.00
09000	12032	02/18/14	1073	RODEWAY INN	0130300000	26700	COOP, LODGING, SCHN	0.00	188.97
09000	12033	02/18/14	1074	HOLIDAY INN EXPRESS	0110100000	26700	ESUCC, LODGING, HER	0.00	172.00
09000	12033	02/18/14	1074	HOLIDAY INN EXPRESS	0160600000	26700	IMAT, LODGING, EIS	0.00	89.00
09000	12033	02/18/14	1074	HOLIDAY INN EXPRESS	0160641000	26700	LMS, LODGING, SMITH	0.00	172.00
09000	12033	02/18/14	1074	HOLIDAY INN EXPRESS	0150570400	26700	NMPDS, LODGING, KEA	0.00	1,421.00
TOTAL CHECK								0.00	1,854.00
09000	12034	02/18/14	1059	JEFF BUNDY	0110100000	23180	ESUCC CNTRCT SRV, B	0.00	700.00
09000	12035	02/18/14	1061	DEB HERICKS	0110100000	26700	ESUCC TRAVEL/EXPENS	0.00	454.11
09000	12036	02/18/14	1075	ERIC SMITH	0160641000	26700	LMS TRAVEL/EXPENSE	0.00	242.76
09000	12037	02/18/14	1076	PRISCILLA QUINTANA	0110100000	26700	ESUCC TRAVEL/EXPENS	0.00	330.57
09000	12037	02/18/14	1076	PRISCILLA QUINTANA	0130300000	26700	COOP TRAVEL/EXPENSE	0.00	330.57
TOTAL CHECK								0.00	661.14
09000	12038	02/18/14	1077	BRENDA KONKOLESKI	0130300000	26700	COOP TRAVEL/EXPENSE	0.00	179.20
09000	12039	02/18/14	1078	LARRY DLUGOSH	0150500200	23180	PDO PRESENTER DLUGO	0.00	682.50
09000	12040	02/18/14	1079	TECHNICAL EVALULATI	0150570400	23180	NMPDS INSTURCTOR FE	0.00	1,500.00
09000	12040	02/18/14	1079	TECHNICAL EVALULATI	0150570400	26700	NMPDS TRAVEL/LODGIN	0.00	408.58
TOTAL CHECK								0.00	1,908.58
09000	12041	02/18/14	1080	I-CUBED SOLUTIONS	0150570400	23180	NMPDS PRESENTER FEE	0.00	1,500.00
09000	12041	02/18/14	1080	I-CUBED SOLUTIONS	0150570400	26700	NMPDS TRAVEL EXPENS	0.00	346.08
TOTAL CHECK								0.00	1,846.08
09000	12042	02/18/14	1063	MNJ TECHNOLOGIES	0130300000	26850	COOP AB PURCHASE, 2	0.00	310.98
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC SALARIES	0.00	7,958.41
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC SS/MEDICARE	0.00	458.14
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC RETIREMENT	0.00	786.11
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	23160	ESUCC FISCAL AGENT	0.00	300.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	21100	COOP SALARIES	0.00	9,683.74
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	22100	COOP SS/MEDICARE	0.00	1,121.01
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	22200	COOP RETIREMENT	0.00	1,721.07
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	22305	COOP WAGE WORKS	0.00	14.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23160	COOP FISCAL AGENT F	0.00	206.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23270	COOP RENT, AINSWORT	0.00	264.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23240	COOP UTILITIES, AIN	0.00	425.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23820	COOP PHONE, AINSWOR	0.00	206.75
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	25300	COOP EQUIP, POSTAGE	0.00	25.72
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23830	COOP COMP/INTERNET	0.00	486.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0130300000	23280	COOP INSURANCE/BOND	0.00	273.50
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160620000	21100	DEC SALARIES	0.00	11,913.87
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160620000	22100	DEC SS/MEDICARE	0.00	813.68
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160620000	22200	DEC RETIREMENT	0.00	1,176.83
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160620000	22305	DEC WAGE WORKS	0.00	14.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160600000	21100	IMAT SALARIES	0.00	2,569.66
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160600000	22100	IMAT SS/MEDICARE	0.00	175.50
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160600000	22200	IMAT RETIREMENT	0.00	253.83
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160641000	21100	LMS SALARIES	0.00	8,877.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160641000	22100	LMS SS/MEDICARE	0.00	606.28
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160641000	22200	LMS RETIREMENT	0.00	876.84
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0160641000	22305	LMS WAGE WORKS	0.00	7.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0140400000	21100	SRS SALARIES	0.00	12,399.00
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0140400000	22100	SRS SS/MEDICARE	0.00	895.39
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0140400000	22200	SRS RETIREMENT	0.00	1,224.75
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC PD SALARIES	0.00	2,488.58
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC PD SS/MEDICAR	0.00	168.68
09000	12043	02/27/14	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC PD RETIREMENT	0.00	245.81
TOTAL CHECK								0.00	68,636.15
09000	12044	02/27/14	1039	UNION BANK & TRUST	0160641000	24650	LMS SOFTWARE	0.00	199.99
09000	12044	02/27/14	1039	UNION BANK & TRUST	0140400000	23820	SRS CELL PHONE USAG	0.00	185.63
09000	12044	02/27/14	1039	UNION BANK & TRUST	0150570400	24100	NMPDS SUPPLIES	0.00	479.00
09000	12044	02/27/14	1039	UNION BANK & TRUST	0110100000	26300	FEES AND INTEREST	0.00	41.25
TOTAL CHECK								0.00	905.87
09000	12045	02/27/14	1049	TOTALFUNDS BY HASLE	0130300000	26300	FEES & INTEREST	0.00	36.93
09000	12046	02/27/14	1044	TIME WARNER CABLE	0130300000	23820	COOP PHONE, LINCOLN	0.00	65.81
09000	12046	02/27/14	1044	TIME WARNER CABLE	0130300000	23830	COOP INTERNET, LINC	0.00	73.36
09000	12046	02/27/14	1044	TIME WARNER CABLE	0140400000	23820	SRS PHONE	0.00	131.61
09000	12046	02/27/14	1044	TIME WARNER CABLE	0140400000	23830	SRS INTERNET	0.00	146.72
TOTAL CHECK								0.00	417.50
09000	12047	02/27/14	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SRVC	0.00	10,230.00
09000	12048	02/27/14	1051	HARVILL ENTERPRISES	0140400000	23180	SRS CONTRACTED SRVC	0.00	800.00
09000	12049	02/27/14	1066	CHARTWELLS DINING S	0150570400	26800	NMPDS CATERING	0.00	269.90
09000	12050	02/27/14	1083	HOLIDAY INN EXPRESS	0150560000	23190	CRISIS, LODGING, DU	0.00	219.90
09000	12051	02/27/14	1074	HOLIDAY INN EXPRESS	0150570400	26700	NMPDS PRESENTER LOD	0.00	166.00
09000	12052	02/27/14	1084	HOLIDAY INN EXPRESS	0150570400	26700	NMPDS LODGING	0.00	332.00
09000	12053	02/27/14	1085	HOLIDAY INN EXPRESS	0150570400	26700	NMPDS LODGING	0.00	886.95

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12054	02/27/14	1075	ERIC SMITH	0160641000	26700	LMS TRAVEL/EXPENSE	0.00	588.00
09000	12055	02/27/14	1086	SCOTT ISAACSON	0110100000	26700	ESUCC TRAVEL/EXPENS	0.00	965.51
09000	12056	02/27/14	1061	DEB HERICKS	0110100000	26700	ESUCC TRAVEL/EXPENS	0.00	199.36
09000	12057	02/27/14	1087	RHONDA EIS	0160600000	26700	IMAT TRAVEL/EXPENSE	0.00	305.15
09000	12058	02/27/14	1088	DC WEST COMMUNITY S	0150570400	23180	NMPDS, SUB REIMBURS	0.00	100.00
09000	12059	02/27/14	1089	FALLS CITY PUBLIC S	0150570400	23180	NMPDS, SUB REIMBURS	0.00	300.00
09000	12060	02/27/14	1090	CRETE PUBLIC SCHOOL	0150570400	23180	NMPDS, SUB REIMBURS	0.00	100.00
09000	12061	02/27/14	1091	CEDAR RAPIDS PUBLIC	0150570400	23180	NMPDS, SUB REIMBURS	0.00	100.00
09000	12062	02/27/14	1092	KEARNEY PUBLIC SCHO	0150570400	23180	NMPDS, SUB REIMBURS	0.00	100.00
09000	12063	02/27/14	1093	KIMBALL PUBLIC SCHO	0150570400	23180	NMPDS, SUB REIMBURS	0.00	380.00
09000	12064	02/27/14	1094	SARATOGA ELEMENTARY	0150570400	23180	NMPDS, SUB REIMBURS	0.00	200.00
09000	12065	02/27/14	1095	FREDSTROM ELEMENTAR	0150570400	23180	NMPDS, SUB REIMBURS	0.00	100.00
09000	12066	02/27/14	1096	EAST BUTLER PUBLIC	0150570400	23180	NMPDS, STIPEND 2 TE	0.00	280.00
09000	12067	02/27/14	1097	MARDELL R NORTH	0150570400	23180	NMPDS PRESENTER PER	0.00	900.00
09000	12068	02/27/14	1062	STAPLES ADVANTAGE	0110100000	24100	ESUCC SUPPLIES	0.00	156.27
09000	12646	01/15/15	1049	TOTALFUNDS BY HASLE	0130300000	23810	COOP POSTAGE FOR ME	0.00	536.67
09000	12647	01/15/15	1047	AT&T MOBILITY	0140400000	23820	SRS PHONE EXPENSE	0.00	176.30
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	21100	ESJUCC SALARIES	0.00	9,607.57
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC SS/MEDICARE	0.00	695.58
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC RETIREMENT	0.00	949.02
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	22400	ESUCC WORK COMP	0.00	57.63
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	22305	ESUCC WAGE WORKS	0.00	2.10
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	23160	ESUCC FISCAL AGENT	0.00	206.00
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0110100000	22000	ESUCC PHONE STIPEND	0.00	213.75
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	21100	COOP SALARIES	0.00	10,664.29
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	22100	COOP SS/MEDICARE	0.00	737.21
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	22200	COOP RETIREMENT	0.00	1,053.40
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	22400	COOP WORK COMP	0.00	63.96
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	22305	COOP WAGE WORKS	0.00	7.88
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	22000	COOP PHONE STIPEND	0.00	67.50
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	23270	COOP RENT AINSWORTH	0.00	1,104.00
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	23820	COOP PHONE AINWORTH	0.00	84.00
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	23525	COOP PRINTING/COPIE	0.00	34.45
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0130300000	23280	COOP BOND/INSUR	0.00	32.00
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	21100	DEC SALARIES	0.00	13,212.27

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	22100	DEC SS/MEDICARE	0.00	908.26
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	22200	DEC RETIREMENT	0.00	1,305.09
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	22400	DEC WORK COMP	0.00	79.24
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	22305	DEC WAGE WORKS	0.00	8.12
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160620000	22000	DEC PHONE STIPEND	0.00	45.00
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	21100	IMAT SALARIES	0.00	3,557.12
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	22100	IMAT SS/MEDICARE	0.00	252.36
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	22200	IMAT RETIREMENT	0.00	351.37
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	22400	IMAT WORK COMP	0.00	21.34
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	22305	IMAT WAGE WORKS	0.00	1.61
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160600000	22000	IMAT PHONE STIPEND	0.00	40.50
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	21100	LMS SALARIES	0.00	7,225.82
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	22100	LMS SS/MEDICARE	0.00	503.17
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	22200	LMS RETIREMENT	0.00	713.75
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	22400	LMS WORK COMP	0.00	43.34
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	22305	LMS WAGE WORKS	0.00	4.27
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0160641000	22000	LMS PHONE STIPEND	0.00	40.50
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	21100	SRS SALARIES	0.00	13,020.28
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	22100	SRS SS/MEDICARE	0.00	940.05
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	22200	SRS RETIREMENT	0.00	1,286.11
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	22400	SRS WORK COMP	0.00	78.11
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	22305	SRS WAGE WORKS	0.00	0.88
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0140400000	22000	SRS PHONE STIPEND	0.00	11.25
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	21100	PD SALARIES	0.00	1,927.77
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	22100	PD SS/MEDICARE	0.00	138.21
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	22200	PD RETIREMENT	0.00	190.42
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	22400	PD WORK COMP	0.00	11.56
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	22305	PD WAGE WORKS	0.00	1.40
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150500000	22000	PD PHONE STIPEND	0.00	31.50
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150570400	21100	NMPDS SALARIES	0.00	1,279.02
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150570400	22100	NMPDS SS/MEDICARE	0.00	86.27
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150570400	22200	NMPDS RETIREMENT	0.00	126.34
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150570400	22400	NMPDS WORK COMP	0.00	7.67
09000	12648	01/15/15	1064	EDUCATIONAL SERVICE	0150570400	22305	NMPDS WAGE WORKS	0.00	1.75
TOTAL CHECK								0.00	73,032.06
09000	12649	01/15/15	1042	NE COUNCIL OF SCHOO	0110100000	26800	ESUCC LEGISLATIVE R	0.00	100.00
09000	12650	01/15/15	1041	NE ASSOCIATION OF S	0130300000	23270	COOP RENT LINCOLN	0.00	258.34
09000	12650	01/15/15	1041	NE ASSOCIATION OF S	0140400000	23270	SRS RENT LINCOLN	0.00	516.66
TOTAL CHECK								0.00	775.00
09000	12651	01/15/15	1053	NE EDUCATION TECHNO	0110100000	23180	ESUCC EMEETINGS FEE	0.00	1,500.00
09000	12652	01/15/15	1054	RMC RESEARCH CORPOR	0150570400	23180	NMPDS CONSULTANTS	0.00	9,480.00
09000	12653	01/15/15	1106	NORTHEAST COMMUNITY	0150570400	26800	NMPDS WORKSHOPS	0.00	3,152.50
09000	12654	01/15/15	1044	TIME WARNER CABLE	0140400000	23820	SRS PHONE LINCOLN	0.00	65.01
09000	12654	01/15/15	1044	TIME WARNER CABLE	0140400000	23830	SRS INTERNET LINCOL	0.00	150.05
TOTAL CHECK								0.00	215.06

SELECTION CRITERIA: transact.period='5'
ACCOUNTING PERIOD: 5/15

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG UNIT	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
09000	12655	01/15/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	0.00	7,962.50
09000	12655	01/15/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	0.00	4,112.50
TOTAL CHECK								0.00	12,075.00
09000	12656	01/15/15	1056	EDUCATIONAL SERVICE	0110100000	26800	ESUCC CATERING/MEET	0.00	66.94
09000	12657	01/15/15	1067	EDUCATIONAL SERVICE	0160620000	26700	DEC TRAVEL/MEALS	0.00	9.87
09000	12658	01/15/15	1108	EDUCATIONAL SERVICE	0130300000	23180	COOP CONTRACTED SER	0.00	4,746.43
09000	12659	01/15/15	1198	COMFORT INN	0150555300	26700	PD INTEL TRAINING/L	0.00	332.00
09000	12660	01/15/15	1073	RODEWAY INN	0130300000	26700	COOP TRAVEL/LODGING	0.00	125.98
09000	12661	01/15/15	1240	HOLIDAY INN EXPRESS	0150555300	26700	PD INTEL TRAINING/L	0.00	399.80
09000	12662	01/15/15	1072	HOLIDAY INN EXPRESS	0150570400	26800	NMPDS MEETING/LODGI	0.00	83.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	6.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONFERENCE	0.00	17.90
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	5.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	8.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0160620000	26800	DEC ISAACSON CONF	0.00	261.70
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	2.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0160620000	26800	DEC ISAACSON CONF	0.00	219.06
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	20.36
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	19.78
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	23500	ESUCC POSITION ADVE	0.00	25.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	23500	ESUCC POSITION AD	0.00	99.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	16.68
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC LODGING/TRAVE	0.00	1,134.91
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	6.50
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	84.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL	0.00	3.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0150575400	23180	SLDS JITBIT HELPDES	0.00	1,999.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	23500	ESUCC POSITION AD	0.00	99.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0110100000	23500	ESUCC POSITION AD	0.00	25.00
09000	EFT00011	01/16/15	1039	UNION BANK & TRUST	0160620000	26800	DEC CONFERENCE	0.00	24.60
TOTAL CHECK								0.00	4,076.49
09000	EFT00012	01/30/15	1195	NEBRASKA DEPARTMENT	0160600000	26850	NE WITHHOLDING	0.00	30.00
TOTAL CASH ACCOUNT								0.00	394,620.39
TOTAL FUND								0.00	394,620.39
TOTAL REPORT								0.00	394,620.39

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0110100000 - GENERAL ESUCC/ADM							
21000	SALARIES	.00	.00	.00	.00	.00	.00
21100	REGULAR SALARIES	115,291.00	9,607.57	.00	38,430.29	76,860.71	33.33
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	213.75	.00	213.75	-213.75	.00
22100	SOCIAL SECURITY	8,370.00	695.58	.00	2,782.32	5,587.68	33.24
22200	RETIREMENT	11,388.00	949.02	.00	3,796.08	7,591.92	33.33
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	2.10	.00	8.40	-8.40	.00
22400	WORK COMP	692.00	57.63	.00	230.52	461.48	33.31
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	186.00	-186.00	.00
23000	PURCHASED SERVICES	.00	.00	.00	.00	.00	.00
23140	LOBBYIST FEES	200.00	.00	.00	400.00	-200.00	200.00
23150	ACCOUNTING/AUDIT	12,040.00	.00	.00	.00	12,040.00	.00
23160	FISCAL MANAGEMENT FEE	3,600.00	206.00	.00	824.00	2,776.00	22.89
23170	LEGAL SERVICES	16,340.00	.00	.00	11,301.17	5,038.83	69.16
23180	CONTRACTED SERVICES	3,000.00	1,500.00	.00	1,500.00	1,500.00	50.00
23190	PROFESSIONAL DEVELOPMENT	2,000.00	.00	.00	.00	2,000.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	5,405.00	.00	.00	2,567.53	2,837.47	47.50
23280	INSURANCE/BONDS	7,988.00	.00	.00	948.00	7,040.00	11.87
23500	ADVERTISING	2,500.00	248.00	.00	1,531.20	968.80	61.25
23525	PRINTING	2,000.00	.00	.00	337.77	1,662.23	16.89
23810	POSTAGE	750.00	.00	.00	189.62	560.38	25.28
23820	PHONE	1,500.00	.00	.00	215.32	1,284.68	14.35
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24000	SUPPLIES/MATERIALS	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	1,000.00	.00	.00	283.90	716.10	28.39
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	750.00	.00	.00	.00	750.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25000	CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	1,500.00	.00	.00	386.99	1,113.01	25.80
25600	COMPUTER HARDWARE	2,500.00	.00	254.72	289.71	2,210.29	11.59
26000	OTHER EXPENSES	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	15,050.00	.00	.00	12,957.04	2,092.96	86.09
26700	TRAVEL EXPENSES/MILEAGE	26,644.00	1,306.23	.00	6,664.96	19,979.04	25.01
26800	CONFERENCE/CONVENTION/MTG	7,500.00	184.84	.00	2,621.82	4,878.18	34.96
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
27000	TRANSFERS	27,220.00	.00	.00	.00	27,220.00	.00
TOTAL	GENERAL ESUCC/ADM	275,228.00	14,970.72	254.72	88,666.39	186,561.61	32.22
ORG UNIT - 0120100000 - GENERAL ADM GENERAL							
21100	REGULAR SALARIES	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22100	SOCIAL SECURITY	.00	.00	.00	.00	.00	.00
22200	RETIREMENT	.00	.00	.00	.00	.00	.00
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.00	.00	.00	.00	.00
22400	WORK COMP	.00	.00	.00	.00	.00	.00
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	.00	.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	.00	.00	.00	.00	.00	.00
23280	INSURANCE/BONDS	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	.00	.00	.00	.00	.00	.00
23820	PHONE	.00	.00	.00	.00	.00	.00
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	.00	.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL ADM GENERAL	.00	.00	.00	.00	.00	.00

ORG UNIT - 0130300000 - COOP COOP GENERAL

21100	REGULAR SALARIES	231,627.00	10,664.29	.00	67,181.09	164,445.91	29.00
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	67.50	.00	67.50	-67.50	.00
22100	SOCIAL SECURITY	15,709.00	737.21	.00	4,699.75	11,009.25	29.92
22200	RETIREMENT	22,880.00	1,053.40	.00	5,066.84	17,813.16	22.15
22300	HEALTH INSURANCE	.00	.00	.00	1,636.22	-1,636.22	.00
22305	FLEX SPEND	.00	7.88	.00	31.51	-31.51	.00
22400	WORK COMP	1,390.00	63.96	.00	402.99	987.01	28.99
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	139.50	-139.50	.00
23150	ACCOUNTING/AUDIT	12,040.00	.00	.00	.00	12,040.00	.00
23160	FISCAL MANAGEMENT FEE	2,500.00	.00	.00	.00	2,500.00	.00
23170	LEGAL SERVICES	16,340.00	.00	.00	11,301.16	5,038.84	69.16
23180	CONTRACTED SERVICES	3,115.00	4,746.43	.00	14,686.19	-11,571.19	471.47
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	5,100.00	.00	.00	.00	5,100.00	.00
23270	RENTAL/LEASES	11,397.00	1,362.34	.00	6,471.36	4,925.64	56.78
23280	INSURANCE/BONDS	5,800.00	32.00	.00	128.00	5,672.00	2.21
23500	ADVERTISING	3,000.00	.00	.00	1,545.50	1,454.50	51.52

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
23525	PRINTING	800.00	34.45	.00	177.02	622.98	22.13
23810	POSTAGE	7,000.00	36.67	.00	598.84	6,401.16	8.55
23820	PHONE	800.00	84.00	.00	512.91	287.09	64.11
23830	COMPUTER/INTERNET SERVICE	6,878.00	.00	.00	147.44	6,730.56	2.14
24100	SUPPLIES	3,000.00	.00	.00	597.35	2,402.65	19.91
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	230,500.00	.00	.00	.00	230,500.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	3,000.00	.00	.00	.00	3,000.00	.00
26600	REPAYMENT MEMBER EQUITY	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	15,000.00	125.98	.00	5,375.59	9,624.41	35.84
26800	CONFERENCE/CONVENTION/MTG	5,000.00	.00	.00	1,679.84	3,320.16	33.60
26850	PROGRAM PURCHASES	1,700,000.00	.00	.00	25,332.45	1,674,667.55	1.49
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	COOP COOP GENERAL	2,302,876.00	19,016.11	.00	147,779.05	2,155,096.95	6.42

ORG UNIT - 0140400000 - SRS SRS GENERAL

21100	REGULAR SALARIES	265,335.00	13,020.28	.00	52,081.12	213,253.88	19.63
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	11.25	.00	11.25	-11.25	.00
22100	SOCIAL SECURITY	18,190.00	940.05	.00	3,760.20	14,429.80	20.67
22200	RETIREMENT	26,209.00	1,286.11	.00	5,144.44	21,064.56	19.63
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.88	.00	3.51	-3.51	.00
22400	WORK COMP	1,592.00	78.11	.00	312.44	1,279.56	19.63
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	139.50	-139.50	.00
23150	ACCOUNTING/AUDIT	1,680.00	.00	.00	.00	1,680.00	.00
23170	LEGAL SERVICES	2,280.00	.00	.00	1,576.91	703.09	69.16
23180	CONTRACTED SERVICES	86,979.00	12,075.00	.00	65,653.15	21,325.85	75.48
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	6,842.00	516.66	.00	3,353.68	3,488.32	49.02
23280	INSURANCE/BONDS	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	100.00	.00	.00	41.73	58.27	41.73
23810	POSTAGE	50.00	.00	.00	13.13	36.87	26.26
23820	PHONE	3,709.00	241.31	.00	1,145.22	2,563.78	30.88
23830	COMPUTER/INTERNET SERVICE	3,998.00	150.05	.00	724.75	3,273.25	18.13
24100	SUPPLIES	500.00	.00	.00	77.36	422.64	15.47
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	3,900.00	.00	.00	.00	3,900.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26700	TRAVEL EXPENSES/MILEAGE	10,340.00	.00	.00	2,575.22	7,764.78	24.91
26800	CONFERENCE/CONVENTION/MTG	3,030.00	.00	.00	64.09	2,965.91	2.12
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	SRS SRS GENERAL	434,734.00	28,319.70	.00	136,677.70	298,056.30	31.44
ORG UNIT - 0150500000 - PROF DEV PD GENERAL							
21100	REGULAR SALARIES	23,133.00	1,927.77	.00	7,711.08	15,421.92	33.33
22000	EMPLOYEE BENEFITS	.00	31.50	.00	31.50	-31.50	.00
22100	SOCIAL SECURITY	1,663.00	138.21	.00	552.84	1,110.16	33.24
22200	RETIREMENT	2,285.00	190.42	.00	761.68	1,523.32	33.33
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	1.40	.00	5.60	-5.60	.00
22400	WORK COMP	139.00	11.56	.00	46.24	92.76	33.27
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	.00	.00	.00	83.73	-83.73	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
TOTAL	PROF DEV PD GENERAL	27,220.00	2,300.86	.00	9,192.67	18,027.33	33.77
ORG UNIT - 0150500200 - PROF DEV PD ESU							
23170	LEGAL SERVICES	1,000.00	.00	.00	.00	1,000.00	.00
23180	CONTRACTED SERVICES	4,000.00	.00	.00	.00	4,000.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23810	POSTAGE	250.00	.00	.00	.00	250.00	.00
24100	SUPPLIES	500.00	.00	.00	.00	500.00	.00
26700	TRAVEL EXPENSES/MILEAGE	1,000.00	.00	.00	.00	1,000.00	.00
26800	CONFERENCE/CONVENTION/MTG	12,699.00	.00	.00	2,890.00	9,809.00	22.76
TOTAL	PROF DEV PD ESU	19,449.00	.00	.00	2,890.00	16,559.00	14.86
ORG UNIT - 0150500400 - PROF DEV PD FEDERAL							
23180	CONTRACTED SERVICES	200,000.00	.00	.00	600.00	199,400.00	.30
TOTAL	PROF DEV PD FEDERAL	200,000.00	.00	.00	600.00	199,400.00	.30
ORG UNIT - 0150510200 - PROF DEV NOC ESU							
23190	PROFESSIONAL DEVELOPMENT	21,000.00	.00	.00	.00	21,000.00	.00
24400	PERIODICALS	5,100.00	.00	.00	5,640.00	-540.00	110.59
26800	CONFERENCE/CONVENTION/MTG	1,500.00	.00	.00	612.25	887.75	40.82
TOTAL	PROF DEV NOC ESU	27,600.00	.00	.00	6,252.25	21,347.75	22.65

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0150520200 - PROF DEV SDA ESU							
23190	PROFESSIONAL DEVELOPMENT	17,500.00	.00	.00	14,586.96	2,913.04	83.35
26800	CONFERENCE/CONVENTION/MTG	9,838.00	.00	.00	3,058.60	6,779.40	31.09
TOTAL	PROF DEV SDA ESU	27,338.00	.00	.00	17,645.56	9,692.44	64.55
ORG UNIT - 0150530200 - PROF DEV ESPD ESU							
23190	PROFESSIONAL DEVELOPMENT	12,500.00	.00	.00	.00	12,500.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	1,000.00	.00	.00	45.50	954.50	4.55
TOTAL	PROF DEV ESPD ESU	13,500.00	.00	.00	45.50	13,454.50	.34
ORG UNIT - 0150540200 - PROF DEV TAG ESU							
23190	PROFESSIONAL DEVELOPMENT	3,500.00	.00	.00	.00	3,500.00	.00
26700	TRAVEL EXPENSES/MILEAGE	2,000.00	.00	.00	.00	2,000.00	.00
26800	CONFERENCE/CONVENTION/MTG	4,400.00	.00	.00	1,792.50	2,607.50	40.74
TOTAL	PROF DEV TAG ESU	9,900.00	.00	.00	1,792.50	8,107.50	18.11
ORG UNIT - 0150550200 - PROF DEV NWEA ESU							
23180	CONTRACTED SERVICES	35,000.00	.00	.00	48,000.00	-13,000.00	137.14
23190	PROFESSIONAL DEVELOPMENT	22,650.00	.00	.00	7,500.00	15,150.00	33.11
TOTAL	PROF DEV NWEA ESU	57,650.00	.00	.00	55,500.00	2,150.00	96.27
ORG UNIT - 0150555300 - INTEL GRANT							
21100	REGULAR SALARIES	7,263.00	.00	.00	.00	7,263.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	1,500.00	.00	.00	.00	1,500.00	.00
24100	SUPPLIES	1,000.00	.00	.00	.00	1,000.00	.00
26700	TRAVEL EXPENSES/MILEAGE	8,000.00	731.80	.00	1,876.33	6,123.67	23.45
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	1,732.00	-1,732.00	.00
TOTAL	INTEL GRANT	17,763.00	731.80	.00	3,608.33	14,154.67	20.31
ORG UNIT - 0150560000 - PROF DEV CRISIS GENERAL							
23180	CONTRACTED SERVICES	30,600.00	.00	.00	14,775.67	15,824.33	48.29
23190	PROFESSIONAL DEVELOPMENT	9,400.00	.00	.00	4,045.89	5,354.11	43.04
TOTAL	PROF DEV CRISIS GENERAL	40,000.00	.00	.00	18,821.56	21,178.44	47.05

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
ORG UNIT - 0150570400 - PROF DEV NMPDS GR FEDERAL							
21100	REGULAR SALARIES	15,350.00	1,279.02	.00	5,116.08	10,233.92	33.33
22000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.00	.00
22100	SOCIAL SECURITY	1,041.00	86.27	.00	345.08	695.92	33.15
22200	RETIREMENT	1,516.00	126.34	.00	505.36	1,010.64	33.34
22305	FLEX SPEND	.00	1.75	.00	7.00	-7.00	.00
22400	WORK COMP	92.00	7.67	.00	30.68	61.32	33.35
23180	CONTRACTED SERVICES	252,601.00	9,480.00	.00	46,428.99	206,172.01	18.38
24100	SUPPLIES	11,000.00	.00	.00	4,900.43	6,099.57	44.55
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	1,598.00	-1,598.00	.00
26700	TRAVEL EXPENSES/MILEAGE	18,560.00	.00	.00	8,479.79	10,080.21	45.69
26800	CONFERENCE/CONVENTION/MTG	99,840.00	3,235.50	.00	20,926.75	78,913.25	20.96
26900	CONTINGENCY	100,000.00	.00	.00	.00	100,000.00	.00
TOTAL	PROF DEV NMPDS GR FEDERAL	500,000.00	14,216.55	.00	88,338.16	411,661.84	17.67
ORG UNIT - 0150575400 - SLDS GRANT							
23180	CONTRACTED SERVICES	200,000.00	1,999.00	.00	2,199.00	197,801.00	1.10
TOTAL	SLDS GRANT	200,000.00	1,999.00	.00	2,199.00	197,801.00	1.10
ORG UNIT - 0150600200 - PROF DEV IMAT ESU							
23190	PROFESSIONAL DEVELOPMENT	1,250.00	.00	.00	.00	1,250.00	.00
24650	COMPUTER SOFTWARE/LICENSE	3,500.00	.00	.00	3,010.00	490.00	86.00
26800	CONFERENCE/CONVENTION/MTG	1,000.00	.00	.00	578.96	421.04	57.90
TOTAL	PROF DEV IMAT ESU	5,750.00	.00	.00	3,588.96	2,161.04	62.42
ORG UNIT - 0150620000 - PD BLENDED ESU							
24100	SUPPLIES	300.00	.00	.00	.00	300.00	.00
24650	COMPUTER SOFTWARE/LICENSE	750.00	.00	.00	.00	750.00	.00
26800	CONFERENCE/CONVENTION/MTG	6,000.00	.00	.00	4,190.20	1,809.80	69.84
TOTAL	PD BLENDED ESU	7,050.00	.00	.00	4,190.20	2,859.80	59.44
ORG UNIT - 0160100000 - BLENDED ADM GENERAL							
21100	REGULAR SALARIES	.00	.00	.00	.00	.00	.00
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22100	SOCIAL SECURITY	.00	.00	.00	.00	.00	.00
22200	RETIREMENT	.00	.00	.00	.00	.00	.00
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	.00	.00	.00	.00	.00
22400	WORK COMP	.00	.00	.00	.00	.00	.00
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22830	UNEMPLOYMENT INS	.00	.00	.00	.00	.00	.00
23180	CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	.00	.00	.00	.00	.00	.00
23820	PHONE	.00	.00	.00	.00	.00	.00
23830	COMPUTER/INTERNET SERVICE	.00	.00	.00	.00	.00	.00
24100	SUPPLIES	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	.00	.00	.00	.00	.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	.00	.00	.00	.00	.00	.00
26800	CONFERENCE/CONVENTION/MTG	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED ADM GENERAL	.00	.00	.00	.00	.00	.00
ORG UNIT - 0160600000 - BLENDED IMAT GENERAL							
21100	REGULAR SALARIES	42,678.00	3,557.12	.00	14,228.47	28,449.53	33.34
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	40.50	.00	40.50	-40.50	.00
22100	SOCIAL SECURITY	3,055.00	252.36	.00	1,009.44	2,045.56	33.04
22200	RETIREMENT	4,216.00	351.37	.00	1,405.48	2,810.52	33.34
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	1.61	.00	6.44	-6.44	.00
22400	WORK COMP	256.00	21.34	.00	85.36	170.64	33.34
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	153.45	-153.45	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	.00	.00	700.84	313.16	69.12
23180	CONTRACTED SERVICES	29,429.00	.00	.00	320.00	29,109.00	1.09
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	3,983.00	.00	.00	3,439.02	543.98	86.34
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	.00	.00	.00	.00	.00	.00
23810	POSTAGE	100.00	.00	.00	3.36	96.64	3.36
23820	PHONE	200.00	.00	.00	35.41	164.59	17.71
23830	COMPUTER/INTERNET SERVICE	1,134.00	.00	.00	.00	1,134.00	.00
24100	SUPPLIES	150.00	.00	.00	8.50	141.50	5.67
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	500.00	.00	.00	.00	500.00	.00
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	2,500.00	.00	.00	937.27	1,562.73	37.49
26800	CONFERENCE/CONVENTION/MTG	150.00	.00	.00	60.00	90.00	40.00
26850	PROGRAM PURCHASES	345,750.00	30.00	57,200.00	57,950.00	287,800.00	16.76

SELECTION CRITERIA: ALL
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ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED IMAT GENERAL	435,862.00	4,254.30	57,200.00	80,383.54	355,478.46	18.44
ORG UNIT - 0160620000 - BLENDED DEC GENERAL							
21100	REGULAR SALARIES	158,502.00	13,212.27	.00	52,849.10	105,652.90	33.34
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	45.00	.00	45.00	-45.00	.00
22100	SOCIAL SECURITY	11,078.00	908.26	.00	3,633.04	7,444.96	32.80
22200	RETIREMENT	15,657.00	1,305.09	.00	5,220.36	10,436.64	33.34
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	8.12	.00	32.48	-32.48	.00
22400	WORK COMP	951.00	79.24	.00	316.96	634.04	33.33
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	711.45	-711.45	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	.00	.00	700.84	313.16	69.12
23180	CONTRACTED SERVICES	75,723.00	.00	.00	27,950.00	47,773.00	36.91
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	2,344.00	.00	.00	906.03	1,437.97	38.65
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	895.00	.00	.00	.00	895.00	.00
23810	POSTAGE	200.00	.00	.00	11.04	188.96	5.52
23820	PHONE	200.00	.00	.00	7.65	192.35	3.83
23830	COMPUTER/INTERNET SERVICE	1,134.00	.00	.00	.00	1,134.00	.00
24100	SUPPLIES	150.00	.00	.00	255.88	-105.88	170.59
24400	PERIODICALS	250.00	.00	.00	.00	250.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	6,400.00	.00	.00	5,964.00	436.00	93.19
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	1,221.00	.00	.00	735.07	485.93	60.20
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	8,500.00	9.87	.00	1,674.62	6,825.38	19.70
26800	CONFERENCE/CONVENTION/MTG	11,400.00	505.36	.00	1,295.00	10,105.00	11.36
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED DEC GENERAL	296,366.00	16,073.21	.00	102,308.52	194,057.48	34.52
ORG UNIT - 0160641000 - BLENDED LMS GENERAL							
21100	REGULAR SALARIES	96,692.00	7,225.82	.00	28,903.30	67,788.70	29.89
21200	SUB OR TEMP	.00	.00	.00	.00	.00	.00
22000	EMPLOYEE BENEFITS	.00	40.50	.00	40.50	-40.50	.00
22100	SOCIAL SECURITY	6,118.00	503.17	.00	2,012.68	4,105.32	32.90
22200	RETIREMENT	8,563.00	713.75	.00	2,855.00	5,708.00	33.34
22300	HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
22305	FLEX SPEND	.00	4.27	.00	17.08	-17.08	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
22400	WORK COMP	520.00	43.34	.00	173.36	346.64	33.34
22600	LIFE INSURANCE	.00	.00	.00	.00	.00	.00
22830	UNEMPLOYMENT INS	.00	.00	.00	530.10	-530.10	.00
23150	ACCOUNTING/AUDIT	747.00	.00	.00	.00	747.00	.00
23170	LEGAL SERVICES	1,014.00	.00	.00	700.84	313.16	69.12
23180	CONTRACTED SERVICES	15,573.00	.00	.00	800.00	14,773.00	5.14
23190	PROFESSIONAL DEVELOPMENT	.00	.00	.00	.00	.00	.00
23240	UTILITIES	.00	.00	.00	.00	.00	.00
23270	RENTAL/LEASES	1,820.00	.00	.00	720.65	1,099.35	39.60
23500	ADVERTISING	.00	.00	.00	.00	.00	.00
23525	PRINTING	250.00	.00	.00	.00	250.00	.00
23810	POSTAGE	50.00	.00	.00	18.24	31.76	36.48
23820	PHONE	525.00	.00	.00	211.21	313.79	40.23
23830	COMPUTER/INTERNET SERVICE	5,046.00	.00	.00	800.00	4,246.00	15.85
24100	SUPPLIES	250.00	.00	.00	.00	250.00	.00
24400	PERIODICALS	.00	.00	.00	.00	.00	.00
24625	REPAIRS	.00	.00	.00	.00	.00	.00
24650	COMPUTER SOFTWARE/LICENSE	101,460.00	.00	.00	110,962.62	-9,502.62	109.37
24675	LONG TERM PROJECTS	.00	.00	.00	.00	.00	.00
25300	FURNITURE AND EQUIPMENT	.00	.00	.00	.00	.00	.00
25600	COMPUTER HARDWARE	20,000.00	.00	.00	742.14	19,257.86	3.71
26300	DUES/FEES	.00	.00	.00	.00	.00	.00
26700	TRAVEL EXPENSES/MILEAGE	7,500.00	.00	.00	.00	7,500.00	.00
26800	CONFERENCE/CONVENTION/MTG	4,000.00	.00	.00	.00	4,000.00	.00
26850	PROGRAM PURCHASES	.00	.00	.00	.00	.00	.00
26900	CONTINGENCY	.00	.00	.00	.00	.00	.00
TOTAL	BLENDED LMS GENERAL	270,128.00	8,530.85	.00	149,487.72	120,640.28	55.34
ORG UNIT - 0170100000 - ADMIN FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	ADMIN FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170300000 - COOP FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	COOP FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170400000 - SRS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	SRS FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170500000 - PD FLOW THROUGH							

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ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
26950	FLOW THROUGH - EXPENSES	235,000.00	.00	.00	215,000.00	20,000.00	91.49
TOTAL	PD FLOW THROUGH	235,000.00	.00	.00	215,000.00	20,000.00	91.49
ORG UNIT - 0170550000 - NWEA FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	NWEA FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170560000 - CRISIS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	CRISIS FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00
ORG UNIT - 0170600000 - IMAT FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	20,000.00	.00	.00	.00	20,000.00	.00
TOTAL	IMAT FLOW THROUGH	20,000.00	.00	.00	.00	20,000.00	.00
ORG UNIT - 0170602000 - IMAT SP PROJ FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	IMAT SP PROJ FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170603000 - IMAT MED ACQ FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL	IMAT MED ACQ FLOW THROUGH	10,000.00	.00	.00	.00	10,000.00	.00
ORG UNIT - 0170620000 - DEC FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	DEC FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00
ORG UNIT - 0170641000 - LMS FLOW THROUGH							
26950	FLOW THROUGH - EXPENSES	15,000.00	.00	.00	.00	15,000.00	.00
TOTAL	LMS FLOW THROUGH	15,000.00	.00	.00	.00	15,000.00	.00

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 5/15

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE ENC + EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL REPORT	5,528,414.00	110,413.10	57,454.72	1,134,967.61	4,393,446.39	20.53

Checking Account Summary: As Of January 31, 2015 (Beginning when ESUCC Formed)

	Beginning Balance	Receipts	Disbursements	Ending Balance
Beginning Balance:	**$1,489,639.94**			
ESUCC Admin.	*$114,883.48*	$12.62	($14,970.72)	*$99,925.38*
COOP	*$692,740.34*	$53,464.29	($19,516.11)	*$726,688.52*
DEC	*$292,554.38*	$405.71	($16,073.21)	*$276,886.88*
IMAT	*$98,887.60*	$10,626.00	($4,254.30)	*$105,259.30*
LMS	*($189,344.39)*	$0.00	($8,530.85)	*($197,875.24)*
SRS	*$232,018.58*	$10,000.00	($28,319.70)	*$213,698.88*
PDO	*($2,100.05)*	$48,545.89	($20,242.12)	*$26,203.72*
ESUCC Reserve	*$250,000.00*			*$250,000.00*
Ending Balance:				**$1,500,787.44**

Fiscal Year Summary (beginning with zero balance as of Sept. 1, 2014)

	End of December	January Receipts	January Disbursements	FY Balance To Date
ESUCC Admin.	*$219,697.72*	$12.62	($14,970.72)	*$204,739.62*
COOP	*$217,184.17*	$53,464.29	($19,516.11)	*$251,132.35*
DEC	*$226,467.85*	$405.71	($16,073.21)	*$210,800.35*
IMAT	*$15,690.30*	$10,626.00	($4,254.30)	*$22,062.00*
LMS	*$72,359.53*	$0.00	($8,530.85)	*$63,828.68*
SRS	*($43,804.91)*	$10,000.00	($28,319.70)	*($62,124.61)*
PDO	*$78,196.92*	$48,545.89	($20,242.12)	*$106,500.69*

Outstanding Receipts

ESUCC Admin.	***$0.00***
COOP	***$14,190.48***
2013-2014 Coop Annual Buy (Standard Stationery)	*$687.03*
World Book, Billed 9/18/14	*$4,003.45*
Coop Food Program	*$8,000.00*
Coop AEPA/Special Buys	*$1,500.00*
DEC	***$0.00***
IMAT	***$0.00***
LMS	***$14,415.00***
Angel/Blackboard (MMi, Pawnee, Pierce, Waverly)	*$14,415.00*
SRS	***$0.00***
PDO	***$5,470.00***
PDO Onsite Registration Fees	*$820.00*
MSA Fee, Billed 11/24/14 (ESU 18)	*$4,550.00*
Crisis Training (Bridgeport)	*$100.00*
Total:	**$34,075.48**

ESU COORDINATING COUNCIL

March 2015 - Expenses

CHECK #	CHECK DATE	VENDOR #	VENDOR NAME/PAYEE	ORG KEY	ACCOUNT	DESCRIPTION	AMOUNT
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	21100	DEC SALARIES	$13,212.27
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22100	DEC SS/MEDICARE	$908.83
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22200	DEC RETIREMENT	$1,305.09
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22400	DEC WORK COMP	$79.24
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22305	DEC WAGE WORKS	$8.12
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22000	DEC PHONE STIPEND	$7.50
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	21100	IMAT SALARIES	$3,557.10
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22100	IMAT SS/MEDICARE	$252.87
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22200	IMAT RETIREMENT	$351.37
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22400	IMAT WORK COMP	$21.34
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22305	IMAT WAGE WORKS	$1.61
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22000	IMAT PHONE STIPEND	$6.75
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	21100	LMS SALARIES	$7,225.81
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22100	LMS SS/MEDICARE	$503.69
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22200	LMS RETIREMENT	$713.75
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22400	LMS WORK COMP	$43.34
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22305	LMS WAGE WORKS	$4.27
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22000	LMS PHONE STIPEND	$6.75
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	21100	SRS SALARIES	$13,020.26
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22100	SRS SS/MEDICARE	$940.18
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22200	SRS RETIREMENT	$1,286.11
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22400	SRS WORK COMP	$78.11
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22305	SRS WAGE WORKS	$0.88
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22000	SRS PHONE STIPEND	$1.88
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	21100	PD SALARIES	$1,614.67
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	22100	PD SS/MEDICARE	$117.50
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	22200	PD RETIREMENT	$159.49
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	22400	PD WORK COMP	$9.68
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	22305	PD WAGE WORKS	$0.97
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150500000	22000	PD PHONE STIPEND	$5.25

12710	03/06/15	1064	EDUCATIONAL SERVICE	0150570400	21100	NMPDS SALARIES	$1,592.13
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150570400	22100	NMPDS SS/MEDICARE	$107.39
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150570400	22200	NMPDS RETIREMENT	$157.27
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150570400	22400	NMPDS WORK COMP	$9.54
12710	03/06/15	1064	EDUCATIONAL SERVICE	0150570400	22305	NMPDS WAGE WORKS	$2.18
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22830	ESUCC UNEMPLOYMENT	$111.60
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22830	COOP UNEMPLOYMENT	$83.70
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160620000	22830	DEC UNEMPLOYMENT	$426.87
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160600000	22830	IMAT UNEMPLOYMENT	$92.07
12710	03/06/15	1064	EDUCATIONAL SERVICE	0160641000	22830	LMS UNEMPLOYMENT	$318.06
12710	03/06/15	1064	EDUCATIONAL SERVICE	0140400000	22830	SRS UNEMPLOYMENT	$83.70
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	21100	ESUCC SALARIES	$9,607.56
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22100	ESUCC SS/MEDICARE	$698.30
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22200	ESUCC RETIREMENT	$949.02
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22400	ESUCC WORK COMP	$57.63
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22305	ESUCC WAGE WORKS	$2.10
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	23160	ESUCC FISCAL AGENT	$206.00
12710	03/06/15	1064	EDUCATIONAL SERVICE	0110100000	22000	ESUCC PHONE STIPEND	$35.63
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	21100	COOP SALARIES	$10,664.28
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22100	COOP SS/MEDICARE	$738.07
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22200	COOP RETIREMENT	$1,053.40
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22400	COOP WORK COMP	$63.96
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22305	COOP WAGE WORKS	$7.88
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	22000	COOP PHONE STIPEND	$11.25
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	23270	COOP RENT AINSWORTH	$1,104.00
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	23820	COOP PHONE AINSWORT	$84.00
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	23525	COOP PRINTING AINSW	$17.50
12710	03/06/15	1064	EDUCATIONAL SERVICE	0130300000	23280	COOP BOND/INSURANCE	$32.00
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0110100000	23150	ESUCC AUDIT EXPENSE	$12,887.55
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0130300000	23150	COOP AUDIT EXPENSE	$12,887.55
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0140400000	23150	SRS AUDIT EXPENSE	$1,798.26
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0160600000	23150	IMAT AUDIT EXPENSE	$799.23
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0160620000	23150	DEC AUDIT EXPENSE	$799.23
12711	03/06/15	1136	NEBRASKA AUDITOR OF	0160641000	23150	COOP AUDIT EXPENSE	$799.23
12712	03/06/15	1040	HARDING & SHULTZ	0110100000	23170	ESUCC LEGAL SERVICE	$2,541.91

12712	03/06/15	1040	HARDING & SHULTZ	0130300000	23170	COOP LEGAL SERVICE	$2,541.91
12712	03/06/15	1040	HARDING & SHULTZ	0140400000	23170	SRS LEGAL SERVICE	$354.68
12712	03/06/15	1040	HARDING & SHULTZ	0160600000	23170	IMAT LEGAL SERVICE	$157.64
12712	03/06/15	1040	HARDING & SHULTZ	0160620000	23170	DEC LEGAL SERVICE	$157.64
12712	03/06/15	1040	HARDING & SHULTZ	0160641000	23170	LMS LEGAL SERVICE	$157.64
12713	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$4,448.50
12714	03/06/15	1051	HARVILL ENTERPRISES	0130300000	23180	COOP CONTRACTED SER	$40.00
12714	03/06/15	1051	HARVILL ENTERPRISES	0140400000	23180	SRS CONTRACTED SERV	$80.00
12714	03/06/15	1051	HARVILL ENTERPRISES	0160600000	23180	IMAT CONTRACTED SER	$80.00
12714	03/06/15	1051	HARVILL ENTERPRISES	0160620000	23180	DEC CONTRACTED SERV	$200.00
12714	03/06/15	1051	HARVILL ENTERPRISES	0160641000	23180	LMS CONTRACTED SERV	$200.00
12714	03/06/15	1051	HARVILL ENTERPRISES	0150500400	23180	PD ED-FI CONTRACTED	$200.00
12715	03/06/15	1042	NE COUNCIL OF SCHOO	0110100000	26800	ESUCC CONF/MEETING	$178.11
12716	03/06/15	1041	NE ASSOCIATION OF S	0140400000	23270	SRS RENT LINCOLN	$516.66
12716	03/06/15	1041	NE ASSOCIATION OF S	0110100000	26800	ESUCC LEGISLATIVE C	$90.00
12716	03/06/15	1041	NE ASSOCIATION OF S	0130300000	23270	COOP RENT LINCOLN	$258.34
12717	03/06/15	1196	MAILFINANCE	0130300000	23810	COOP POSTAGE METER	$155.02
12718	03/06/15	1044	TIME WARNER CABLE	0140400000	23820	SRS PHONE LINCOLN	$65.01
12718	03/06/15	1044	TIME WARNER CABLE	0140400000	23830	SRS INTERNET LINCOL	$150.05
12719	03/06/15	1065	OMAHA WORLD HERALD	0110100000	23500	ESUCC ADVERTISING	$1,167.04
12720	03/06/15	1066	CHARTWELLS DINING S	0150540200	26800	PD TAG CONF/MEETING	$250.43
12721	03/06/15	1057	EDUCATIONAL SERVICE	0160641000	23830	LMS INTERNET OMAHA	$200.00
12721	03/06/15	1057	EDUCATIONAL SERVICE	0110100000	23270	ESUCC RENT OMAHA	$477.60
12721	03/06/15	1057	EDUCATIONAL SERVICE	0130300000	23270	COOP RENT OMAHA	$90.64
12721	03/06/15	1057	EDUCATIONAL SERVICE	0140400000	23270	SRS RENT OMAHA	$54.70
12721	03/06/15	1057	EDUCATIONAL SERVICE	0160600000	23270	IMAT RENT OMAHA	$86.34
12721	03/06/15	1057	EDUCATIONAL SERVICE	0160620000	23270	DEC RENT OMAHA	$200.27
12721	03/06/15	1057	EDUCATIONAL SERVICE	0160641000	23270	LMS RENT OMAHA	$156.08
12721	03/06/15	1057	EDUCATIONAL SERVICE	0110100000	23810	ESUCC PHONE OMAHA	$11.34
12722	03/06/15	1151	EDUCATIONAL SERVICE	0150560000	23190	PD CRISIS PROF DEV	$700.00
12723	03/06/15	1084	HOLIDAY INN EXPRESS	0150560000	23190	PD CRISIS PROF DEV	$1,115.88
12724	03/06/15	1061	DEB HERICKS	0110100000	26700	ESUCC TRAVEL REIMB	$54.63
12725	03/06/15	1100	GORDON ROETHEMEYER	0160620000	26700	DEC TRAVEL REIMB	$79.35
12726	03/06/15	1235	PLAINVIEW PUBLIC SC	0150555300	26700	PD INTEL TRAVEL STI	$200.00
12727	03/06/15	1251	DATASITE DESIGNS201	0150500200	26800	PD PROF DEV CONF	$5,599.98

12727	03/06/15	1251	DATASITE DESIGNS201	0150500200	26800	NE TAX WITHHOLDING	($112.00)
12728	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$7,934.50
12728	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$11,663.75
12728	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$4,112.50
12728	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$7,962.50
12729	03/06/15	1047	AT&T MOBILITY	0140400000	23820	SRS MOBILE PHONE EX	$176.40
12730	03/06/15	1050	BISHOP BUSINESS	0110100000	23525	ESUCC PRINTING EXP	$173.98
12731	03/06/15	1057	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CONF/WORKSHOP	$345.00
12732	03/06/15	1106	NORTHEAST COMMUNITY	0150540200	26800	PD TAG CONF/MEETING	$1,222.20
12733	03/06/15	1253	COBBLESTONE HOTEL	0150570400	26800	NMPDS CONF/LODGING	$166.00
12734	03/06/15	1085	HOLIDAY INN EXPRESS	0150570400	26800	NMPDS CONF/LODGING	$498.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONF/MEETING	$29.75
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$5.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$8.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$1.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$5.00
12735	03/06/15	1039	UNION BANK & TRUST	0150570400	24100	NMPDS SUPPLIES	$333.45
12735	03/06/15	1039	UNION BANK & TRUST	0160620000	26800	DEC ICE CONFERENCE	$250.00
12735	03/06/15	1039	UNION BANK & TRUST	0160620000	26800	DEC CONFERENCE	$195.70
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONF/MEETING	$64.22
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONF/MEETING	$39.42
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$2.00
12735	03/06/15	1039	UNION BANK & TRUST	0160620000	26800	DEC CONF/MEETING EX	$251.98
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$3.00
12735	03/06/15	1039	UNION BANK & TRUST	0150570400	26700	NMPDS TRAVEL EXP	$475.70
12735	03/06/15	1039	UNION BANK & TRUST	0150570400	26700	NMPDS TRAVEL EXP	$34.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL EXPENS	$34.14
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONF/MEETING	$21.28
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/PARKIN	$6.00
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26700	ESUCC TRAVEL/LODGIN	$83.00
12735	03/06/15	1039	UNION BANK & TRUST	0130300000	26800	COOP CONFERENCE/MEE	$105.28
12735	03/06/15	1039	UNION BANK & TRUST	0130300000	26800	COOP CONF/MEETING E	$260.06
12735	03/06/15	1039	UNION BANK & TRUST	0110100000	26800	ESUCC CONF/MEETING	$16.86
12735	03/06/15	1039	UNION BANK & TRUST	0130300000	26800	COOP AEPA CONF/MEET	$350.00
12736	03/06/15	1052	SOLIANT CONSULTING	0140400000	23180	SRS CONTRACTED SERV	$787.50

12737	03/06/15	1066	CHARTWELLS DINING S	0150570400	26800	NMPDS CONF/MEETING	$364.65
12738	03/06/15	1254	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CONF/WORKSHOP	$77.35
12739	03/06/15	1057	EDUCATIONAL SERVICE	0150560000	23190	PD CRISIS PROF DEV/	$910.00
12740	03/06/15	1072	HOLIDAY INN EXPRESS	0150570400	26800	NMPDS CONF/LODGING	$83.00
12741	03/06/15	1198	COMFORT INN	0150570400	26800	NMPDS CONF/LODGING	$539.70
12742	03/06/15	1086	SCOTT ISAACSON	0160620000	26700	DEC TRAVEL/EXP REIM	$242.09
12742	03/06/15	1086	SCOTT ISAACSON	0160620000	26700	DEC TRAVEL/EXP REIM	$32.43
12742	03/06/15	1086	SCOTT ISAACSON	0160620000	26700	DEC TRAVEL/EXP REIM	$37.52
12743	03/06/15	1061	DEB HERICKS	0150570400	26700	NMPDS TRAVEL/EXP RE	$292.19
12743	03/06/15	1061	DEB HERICKS	0150570400	26700	NMPDS TRAVEL/EXP RE	$143.05
12743	03/06/15	1061	DEB HERICKS	0110100000	26700	ESUCC TRAVEL/EXP RE	$138.00
12744	03/06/15	1176	HELEN BANZHAF	0150570400	23180	NMPDS CONTRACTED SE	$4,583.33
12744	03/06/15	1176	HELEN BANZHAF	0150570400	24100	NMPDS PHONE/POSTAGE	$56.70
12744	03/06/15	1176	HELEN BANZHAF	0150570400	26700	NMPDS TRAVEL/EXP RE	$773.47
12745	03/06/15	1079	TECHNICAL EVALULATI	0150570400	23180	NMPDS CONTRACTED SE	$1,500.00
12745	03/06/15	1079	TECHNICAL EVALULATI	0150570400	26700	NMPDS TRAVEL/EXP RE	$347.30
12746	03/06/15	1080	I-CUBED SOLUTIONS	0150570400	23180	NMPDS CONTRACTED SE	$1,500.00
12746	03/06/15	1080	I-CUBED SOLUTIONS	0150570400	26700	NMPDS TRAVEL/EXP RE	$273.12
12747	03/06/15	1099	JOHN DUDLEY	0150560000	23180	CRISIS CONTRACTED S	$9,900.00
12747	03/06/15	1099	JOHN DUDLEY	0150560000	23180	CRISIS PRESENTER EX	$468.06
12748	03/06/15	1096	EAST BUTLER PUBLIC	0150570400	26700	NMPDS TRAVEL STIPEN	$100.00
12748	03/06/15	1096	EAST BUTLER PUBLIC	0150570400	23180	NMPDS SUB REIMBURSE	$200.00
12749	03/06/15	1233	HIGH PLAINS COMMUNI	0150570400	23180	NMPDS SUB REIMBURSE	$200.00
12750	03/06/15	1141	MILLARD PUBLIC SCHO	0150570400	23180	NMPDS SUB REIMBURSE	$400.00
12751	03/06/15	1255	NIOBRARA PUBLIC SCH	0150570400	23180	NMPDS SUB REIMBURSE	$400.00
12751	03/06/15	1255	NIOBRARA PUBLIC SCH	0150570400	26700	NMPDS TRAVEL STIPEN	$200.00
12752	03/06/15	1234	OAKLAND-CRAIG PUBLI	0150570400	23180	NMPDS SUB REIMBURSE	$100.00
12753	03/06/15	1235	PLAINVIEW PUBLIC SC	0150570400	23180	NMPDS SUB REIMBURSE	$100.00
12754	03/06/15	1236	SOUTH PLATTE SCHOOL	0150570400	23180	NMPDS SUB REIMBURSE	$100.00
12755	03/06/15	1237	VALENTINE PUBLIC SC	0150570400	23180	NMPDS SUB REIMBURSE	$200.00
12755	03/06/15	1237	VALENTINE PUBLIC SC	0150570400	26700	NMPDS TRAVEL STIPEN	$100.00
12756	03/06/15	1142	WEST BOYD PUBLIC SC	0150570400	23180	NMPDS SUB REIMBURSE	$200.00
12756	03/06/15	1142	WEST BOYD PUBLIC SC	0150570400	26700	NMPDS TRAVEL STIPEN	$100.00
12757	03/06/15	1067	EDUCATIONAL SERVICE	0150570400	26800	NMPDS CONF/WORKSHOP	$518.94
12758	03/06/15	1104	EDUCATIONAL SERVICE	0150560000	23190	CRISIS PRO DEV/TRAI	$355.00

12759	03/06/15	1031	SOFTCHOICE CORPORAT	0130300000	24650	NW3845 76P-04691 V	$9.92
12759	03/06/15	1031	SOFTCHOICE CORPORAT	0130300000	24650	MM7904 65177165AB03	$60.69
12759	03/06/15	1031	SOFTCHOICE CORPORAT	0130300000	24650	MM7917 65178060 DES	$4.48
12759	03/06/15	1031	SOFTCHOICE CORPORAT	0130300000	24650	NW8227 79P-04381 MS	$5.04
12760	03/06/15	1247	KSB SCHOOL LAW	0110100000	23170	ESUCC LEGAL SERVICE	$3,000.32
12760	03/06/15	1247	KSB SCHOOL LAW	0130300000	23170	COOP LEGAL SERIVCE	$3,000.32
12760	03/06/15	1247	KSB SCHOOL LAW	0140400000	23170	SRS LEGAL SERVICE	$418.65
12760	03/06/15	1247	KSB SCHOOL LAW	0160600000	23170	IMAT LEGAL SERVICE	$186.07
12760	03/06/15	1247	KSB SCHOOL LAW	0160620000	23170	DEC LEGAL SERVICE	$186.07
12760	03/06/15	1247	KSB SCHOOL LAW	0160641000	23170	LMS LEGAL SERVICE	$186.07
12761	03/06/15	1072	HOLIDAY INN EXPRESS	0130300000	26700	COOP LODGING-PETERS	$83.00
12762	03/06/15	1062	STAPLES ADVANTAGE	0150520200	23190	PD SDA SUPPLIES	$35.10
12762	03/06/15	1062	STAPLES ADVANTAGE	0150570400	24100	NMPDS SUPPLIES, LAB	$62.16
12762	03/06/15	1062	STAPLES ADVANTAGE	0150500000	24100	PD PROF DEV SUPPLIE	$29.58
12763	03/06/15	1108	EDUCATIONAL SERVICE	0130300000	23180	COOP CONTRACTED SER	$6,311.80
12763	03/06/15	1108	EDUCATIONAL SERVICE	0130300000	23525	COOP PRINTING/COPIE	$1.05
12764	03/06/15	1041	NE ASSOCIATION OF S	0130300000	23270	COOP RENT LINCOLN	$258.34
12764	03/06/15	1041	NE ASSOCIATION OF S	0140400000	23270	SRS RENT LINCOLN	$516.66
							$204,146.60

Created By: _____

Reviewed By: _____

Reviewed By: _____

Approved By: _____

NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen
State Auditor

Charlie.Janssen@nebraska.gov
PO Box 98917
State Capitol, Suite 2303
Lincoln, Nebraska 68509
402-471-2111, FAX 402-471-3301
www.auditors.nebraska.gov

February 2, 2015

David M Ludwig
ESUCC Executive Director
ESUCC Office at ESU #3
6949 South 110th Street
LaVista, NE 68128

Dear Mr. Ludwig:

This serves as a **Final Bill** for work performed in relation to the audit of Educational Service Unit Coordinating Council for the fiscal year ended June 30, 2014.

Attached to this letter is an itemized listing of expenses incurred during the course of completing the audit.

TOTAL AMOUNT DUE $ 29,971.05

Payment is due at this time, thank you for your attention to this matter. If you have any questions or concerns regarding this billing or the work performed, please do not hesitate to contact me.

Sincerely,

Mary Avery

Mary Avery
Special Audits and Finance Manager
Phone 402-471-3686
mary.avery@nebraska.gov

Admin 43%
Coop 43%
SRS 6%
Blended 8% / 3

ESUCC FY2014

Slip Number	Employee ID	Name	Activity Code	Description	Actual Time	Hourly Rate	Expense Amount	Reference	Beginning Date
150710	6154215	DANIEL BALDWIN	1	Planning	4.00	$ 37.50	$150.00	7	10/1/2014
151073	6154215	DANIEL BALDWIN	1	Planning	2.00	$ 37.50	$75.00	7	10/16/2014
151790	6154215	DANIEL BALDWIN	2	Report/Mgmt Let	4.50	$ 37.50	$168.75	7	11/16/2014
152154	6154215	DANIEL BALDWIN	2	Report/Mgmt Let	9.50	$ 37.50	$356.25	7	12/1/2014
150711	6154215	DANIEL BALDWIN	10	Payroll	24.00	$ 37.50	$900.00	7	10/1/2014
151072	6154215	DANIEL BALDWIN	10	Payroll	25.00	$ 37.50	$937.50	7	10/16/2014
151430	6154215	DANIEL BALDWIN	10	Payroll	26.50	$ 37.50	$993.75	7	11/1/2014
151788	6154215	DANIEL BALDWIN	10	Payroll	17.00	$ 37.50	$637.50	7	11/16/2014
150712	6154215	DANIEL BALDWIN	11	Revenues	3.00	$ 37.50	$112.50	7	10/1/2014
151076	6154215	DANIEL BALDWIN	14	Travel	3.50	$ 37.50	$131.25	7	10/16/2014
150713	6154215	DANIEL BALDWIN	15	Expenditures	2.50	$ 37.50	$93.75	7	10/1/2014
151074	6154215	DANIEL BALDWIN	15	Expenditures	4.00	$ 37.50	$150.00	7	10/16/2014
151432	6154215	DANIEL BALDWIN	15	Expenditures	21.00	$ 37.50	$787.50	7	11/1/2014
151789	6154215	DANIEL BALDWIN	15	Expenditures	23.50	$ 37.50	$881.25	7	11/16/2014
151025	6154215	DANIEL BALDWIN	142	Expense - Meal Reimbursement			$30.05	29924392	10/20/2014
151728	6154215	DANIEL BALDWIN	159	Expense - Lodging		Rodeway Inn	$113.38	30075967	10/20/2014
150368	123926	DONALD DUNLAP	1	Planning	16.00	$ 67.50	$1,080.00	7	9/16/2014
150740	123926	DONALD DUNLAP	1	Planning	1.00	$ 67.50	$67.50	7	10/1/2014
151096	123926	DONALD DUNLAP	1	Planning	4.00	$ 67.50	$270.00	7	10/16/2014
151817	123926	DONALD DUNLAP	2	Report/Mgmt Let	1.00	$ 67.50	$67.50	7	11/16/2014
152182	123926	DONALD DUNLAP	2	Report/Mgmt Let	6.00	$ 67.50	$405.00	7	12/1/2014
150741	123926	DONALD DUNLAP	41	Manager Review	5.00	$ 67.50	$337.50	7	10/1/2014
151097	123926	DONALD DUNLAP	41	Manager Review	13.00	$ 67.50	$877.50	7	10/16/2014
151458	123926	DONALD DUNLAP	41	Manager Review	3.00	$ 67.50	$202.50	7	11/1/2014
151816	123926	DONALD DUNLAP	41	Manager Review	4.00	$ 67.50	$270.00	7	11/16/2014
152181	123926	DONALD DUNLAP	41	Manager Review	1.00	$ 67.50	$67.50	7	12/1/2014
152228	4376391	JENNA REIMERS	2	Report/Mgmt Let	4.00	$ 31.00	$124.00	7	12/1/2014
150459	4936424	KRYSTA MOLSEN	1	Planning	16.00	$ 37.50	$600.00	7	9/16/2014
151185	4936424	KRYSTA MOLSEN	2	Report/Mgmt Let	0.50	$ 37.50	$18.75	7	10/16/2014
151184	4936424	KRYSTA MOLSEN	11	Revenues	55.50	$ 37.50	$2,081.25	7	10/16/2014
151186	4936424	KRYSTA MOLSEN	14	Travel	7.00	$ 37.50	$262.50	7	10/16/2014
151187	4936424	KRYSTA MOLSEN	15	Expenditures	10.00	$ 37.50	$375.00	7	10/16/2014
151539	4936424	KRYSTA MOLSEN	15	Expenditures	54.00	$ 37.50	$2,025.00	7	11/1/2014
151023	4936424	KRYSTA MOLSEN	142	Expense - Meal Reimbursement			$16.65	29881303	10/20/2014
151369	4936424	KRYSTA MOLSEN	159	Expense - Lodging		Rodeway Inn	$98.26	29986634	10/20/2014
151538	4936424	KRYSTA MOLSEN	163	PS Audit Review	10.50	$ 37.50	$393.75	7	11/1/2014
152338	117972	PAT REDING	41	Manager Review	1.00	$ 67.50	$67.50	7	12/1/2014
150571	3551420	SARA LEBER	1	Planning	9.50	$ 45.50	$432.25	7	9/16/2014
150934	3551420	SARA LEBER	1	Planning	50.50	$ 45.50	$2,297.75	7	10/1/2014
151282	3551420	SARA LEBER	1	Planning	47.00	$ 45.50	$2,138.50	7	10/16/2014
151647	3551420	SARA LEBER	1	Planning	23.50	$ 45.50	$1,069.25	7	11/1/2014
152000	3551420	SARA LEBER	1	Planning	1.50	$ 45.50	$68.25	7	11/16/2014
151283	3551420	SARA LEBER	2	Report/Mgmt Let	4.50	$ 45.50	$204.75	7	10/16/2014
151650	3551420	SARA LEBER	2	Report/Mgmt Let	1.00	$ 45.50	$45.50	7	11/1/2014
152001	3551420	SARA LEBER	2	Report/Mgmt Let	33.50	$ 45.50	$1,524.25	7	11/16/2014
152373	3551420	SARA LEBER	2	Report/Mgmt Let	40.50	$ 45.50	$1,842.75	7	12/1/2014
151651	3551420	SARA LEBER	4	AIC Review	6.00	$ 45.50	$273.00	7	11/1/2014
152005	3551420	SARA LEBER	4	AIC Review	14.50	$ 45.50	$659.75	7	11/16/2014
152747	3551420	SARA LEBER	7	Receivables	7.00	$ 45.50	$318.50	7	12/16/2014
150935	3551420	SARA LEBER	11	Revenues	0.50	$ 45.50	$22.75	7	10/1/2014
151284	3551420	SARA LEBER	11	Revenues	9.50	$ 45.50	$432.25	7	10/16/2014
151649	3551420	SARA LEBER	11	Revenues	6.00	$ 45.50	$273.00	7	11/1/2014
152002	3551420	SARA LEBER	11	Revenues	3.50	$ 45.50	$159.25	7	11/16/2014

Slip Number	Employee ID	Name	Activity Code	Description	Actual Time	Hourly Rate	Expense Amount	Reference	Beginning Date
152374	3551420	SARA LEBER	11	Revenues	0.50	$ 45.50	$22.75	7	12/1/2014
151285	3551420	SARA LEBER	14	Travel	9.00	$ 45.50	$409.50	7	10/16/2014
150936	3551420	SARA LEBER	15	Expenditures	0.50	$ 45.50	$22.75	7	10/1/2014
151286	3551420	SARA LEBER	15	Expenditures	4.00	$ 45.50	$182.00	7	10/16/2014
151648	3551420	SARA LEBER	15	Expenditures	6.00	$ 45.50	$273.00	7	11/1/2014
152003	3551420	SARA LEBER	15	Expenditures	6.00	$ 45.50	$273.00	7	11/16/2014
152375	3551420	SARA LEBER	15	Expenditures	0.50	$ 45.50	$22.75	7	12/1/2014
151287	3551420	SARA LEBER	19	Fixed Assets	1.00	$ 45.50	$45.50	7	10/16/2014
151652	3551420	SARA LEBER	19	Fixed Assets	0.50	$ 45.50	$22.75	7	11/1/2014
152004	3551420	SARA LEBER	19	Fixed Assets	3.00	$ 45.50	$136.50	7	11/16/2014
151725	3551420	SARA LEBER	142	Expense - Meal Reimbursement		esucc	$67.90	30075858	10/20/2014
151726	3551420	SARA LEBER	143	Expense - Mileage		esucc	$315.84	30075858	10/20/2014
151367	3551420	SARA LEBER	159	Expense - Lodging		Rodeway Inn	$188.97	29986634	10/20/2014
		Total to be Billed			**672.00**		**$29,971.05**		

Final issued December 19, 2014.
Dated: 2/2/15
By: Mary Avery, APA Finance Manager

Statewide Educational Technology Plan
January 2015

12/16/2014 Drafters: Dave Ludwig, Bob Uhing, Mike Danahy, Jordan Clark, Ron Cone, Ben Anthony, Scott Isaacson

Purpose: (DRAFT) *To support the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and resources are easy to access and work seamlessly together by securely sharing data.*

To provide statewide leadership and resources for the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and content are easy to access and work seamlessly together through securely sharing data.

	Project Deliverables	Progress Updates	Person(s) Responsible	Completion Date
Cloud Learning Environment				
MOU	Submit draft to Karen Haase for legal review; IlliniCloud is OK with draft Review with ESUCC Technology Committee ESUCC Presentation/Demo ESUCC Board Approval			12-18-14 1-7-15 ~~1-8-15~~ 2-5-2015 February 5, 2015
Single Sign On (Identity Management)	Implement multi-tenant IdP for pilot districts & ESUs, using local districts' existing directories/authentication mechanisms Full statewide implementation			2-15-2015 January 2016 ???
K-12 Federation	Ability to federate with other states and outside vendors Key components developed with Scott, Mike, Jord Ben, Ron			January 2016 ???
Student Privacy	COSN data privacy toolkit. Join COSN. Include within the 15-16 MSA. Call for statewide quote for membership within the 2015-16 MSA (Ludwig)			March 2015 ~~January~~ February 2015
Statewide Support Model	Cooperation with the development of the Cloud. Data Dashboard support will enhance this approach. Additional FTE or restructured FTE to be determined.			In development with statewide efforts. March 2015

Statewide Data Centers (ESU 2 and 10 +) Statewide Infrastructure/Backup/Redundancy	ESU 3 may be difficult to consider due in part to their partial membership with Network NE. An RFP is in place for possible full-bandwidth membership. Consideration to be provided for ESU 18 and 19 - investigate willingness to participate and connectivity to Network NE..... Design initial OpenStack environment OpenStack test environment live in 2 data centers..... Production OpenStack environment live in 2 data centers Addition of 3rd data center to production environment			3-2015 1-2015 1-2015 2-15-2015 6-1-2015 late 2015
Security Plan	CISSP Notebook. The Technology Team of 5 technicians to manage in sections statewide. Determine certification for CISSP of staff statewide. NITC is currently working on security issues.			Ongoing
Vendor Management	Scott Isaacson and Dean Folkers are attending a conference January 13/14, 2015. Active ESUCC engagement process of Vendor Management to be developed.			January 2015 February 2015 with the Executive Committee
ICE Conference - Feb 24-26	The Four Technicans will attend.			February 2015
Production Demonstrator (June ???)	Necessary for grant funding sources			June 2015
Portal System	Install uPortal with IlliniCloud extensions for pilot districts & ESUs			2-15-2015
Cost Analysis -	Develop a cost analysis for the statewide projects related to the Illini Cloud project. (Data center space, hardware, network connectivity, software licenses, staffing)			February 2015
Branding/Marketing	Five Technicians develop a one-page talking document for ESU Administrators, affiliates, NDE, and School Districts			1-7-15
Data Dashboard				
Student Information Systems - Vendor Management				

Power School (Statewide Model)	Discuss within the ESUCC Technology Meeting on 12-19-14. Target PowerSchool hosting integration into NE Cloud (future)			12-19-14 Summer 2016
Infinite Campus				
School Master				
SIMS (ESU 3)				
Go Edustar				
???				
Nebraska Repository for Online BlendED Learning				
	BlendEd Learning Graphic (PDF) Closing the Gap: Turning SIS/LMS Data into Action Report (PDF) Financial support TBD by the legislature -			Ongoing
Learning Object Repository				
	Still in implementation stage, ongoing work and negotiations			2015 - 2016
Safari Contract Negotiations	Complete basic 2014-15 support agreement Determine needs and negotiate 2-year agreement for 2015-2017			12-31-2014 3-31-2015
Safari Implementation	Connect to SSO federation, CAS, LDAP or local accounts Google authentication			3-31-2015 TBD
Content to fill LOR? added by Ron	resources and/or statewide subscription service(s) [videos, ebooks, etc.]		IMAT	
Learning Management System				
	Canvas; Schoology; Blackboard; Moodle will determine statewide support			March 2015

Items for discussion:

- Long-range plan (long-term purpose and sustainability)
- Cost-sharing plan
- Statewide purchase protocol
- Identification of resources/needs protocol (personnel & product)
- Administrative password management & coordination (LastPass)
- LOR content
- Skills inventory, staffing needs

Nebraska Cloud Learning Environment Project

January 6, 2015

The vision “Every Nebraskan educated for success” was developed by the Nebraska legislature’s LB1103 strategic planning process during 2014. To continually improve in areas where technology can support school districts, teachers and students in achieving the goals outlined in the LB1103 report, ESU and NDE technologists have developed technology projects in four key areas.

Access to Applications & Resources

In order for students and teachers to effectively use applications, content and resources in the classroom, these must be easy to find, access and evaluate. An application portal interface, serving as a convenient launch pad to all available applications, is a central part of the envisioned learning environment. This portal is customizable by district, building, group and user, providing access to statewide as well as local district resources that are appropriate to that user’s needs and options. Applications participating in the portal will include:

- a data dashboard (see below),
- a searchable registry and repositories of learning objects such as videos, documents and activities,
- learning management systems,
- as well as subject- and grade-level specific applications

Applications which require authentication will participate in the single sign-on environment provided by the Nebraska K-12 Identity federation (see below).

Actionable Data

The Ed-Fi data dashboard will provide administrators and teachers in participating districts the ability to view real-time student performance data aggregated from multiple sources. The system includes customizable metrics which highlight problem areas and provide early warnings so appropriate interventions can be made.

The Ed-Fi Alliance is a partnership of the Michael & Susan Dell foundation with more than 20 states who collaborate on the educational data model and on development of the core data dashboard software. Nebraska and other states make use of the Ed-Fi core software and have developed state-specific extensions based on the needs of school districts here.

Identity Management/Single Sign-On

The Identity federation authenticates users with the user accounts their district or ESU already uses and provides access to all participating applications and the portal system without requiring separate accounts and account administration for each system. The federation securely provides additional information to applications about users to allow those applications to automatically personalize and enrich each user’s experience.

Private Cloud Infrastructure

Currently, ESUs and school districts individually host many of their own applications and network services. Cloud services such as Google Apps for Education and others are revolutionizing the way applications and content are provided to students, teachers and administrators. Coordinating resources, efforts and staffing to form the optimal combination of in-state and commercially-provided computing services, districts and ESUs participating in the Nebraska Cloud project will realize improved cost-efficiency while providing applications with greater reliability, scalability and automated backup and disaster recovery. Members may fully manage virtual machine instances for their customized needs without needing to individually purchase and maintain server hardware, as well as participate in group licensing of cooperatively hosted applications.

AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into and made effective this 12 day of January, 2015 by and between Library Video Company d/b/a SAFARI Montage, a Pennsylvania corporation, with a principal place of business at Five Tower Bridge, Suite 700, 300 Barr Harbor Drive, West Conshohocken, PA 19428 ("SAFARI Montage") and Nebraska Educational Service Unit Coordinating Council, 6949 South 110th Street, LaVista, Nebraska 68128 ("ESUCC").

WHEREAS, ESUCC desires to continue through August 31, 2015 the SAFARI Montage services initiated on May 28, 2013;

WHEREAS, during the period commencing on the date of this Agreement and ending on August 31, 2015 (the "Bridge Period"), ESUCC desires to continue to receive, and SAFARI Montage agrees to continue to provide, certain services as set forth in this Agreement during such period (the "Bridge Services");

WHEREAS, the parties acknowledge that the services to be provided during the Bridge Period do not adequately cover all of the future needs of ESUCC;

WHEREAS, both parties acknowledge that there were various misunderstandings on what services were to be provided by SAFARI Montage prior to the date hereof, but that in the interest of a continued partnership, the parties have determined not to pursue further investigation into any such misunderstandings and are releasing each other for any claims surrounding such services; and,

WHEREAS, both parties desire to delineate a scope of work for additional SAFARI Montage products and services, which products and services will need to be ready for implementation on September 1, 2015, and in order to meet this implementation date, the parties shall, upon execution of this Agreement, commence discussions, planning testing and contracting in connection with such scope of work.

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties, intending to be legally bound, hereby agree as follows:

1) Services:

a) ESUCC desires SAFARI Montage to continue to provide, and SAFARI Montage agrees to continue to provide, the following Bridge Services during the Bridge Period:

i) ESUCC will remain on SAFARI Montage Version 5;
ii) SAFARI Montage Managed Home Access service will continue to be provided by SAFARI Montage through each ESU throughout the State of Nebraska;
iii) SAFARI Montage CreationStation annual license enabling all ESU personnel to be able to upload content to their SAFARI Montage servers will continue for all existing servers;
iv) SAFARI Montage Multi-Format Auto-Converter software license will continue for all existing servers; and,
v) The "free" Additional Core Content Digital Resources Packages will continue to be maintained on the SAFARI Montage system, but no additional content will be added during the Bridge Period.

2) Acknowledgements and Agreements: The parties each acknowledge and agree as follows:

a) During the Bridge Period, that SAFARI Montage will offer ESUs and Nebraska school districts the ability to purchase the following: an upgrade to Version 6, Learning Object Repository, Interoperability Support Services, Content Package subscriptions, Digital Learning Platform, IPTV, Professional Development or any other products and/or services provided by SAFARI Montage.

b) That SAFARI Montage specifically makes no representations or warranties regarding the continued functionality of the SAFARI Montage EdCaster product feature. The EdCaster feature officially reached end-of-life and any associated support has ended. Although there is a high likelihood that the feature will continue to function in the same manner as it has during the past one and one-half years in that EdCaster will support uploading one object at a time, but not in bulk, no representations or warranties are being made regarding this product. By uploading one object at a time, the most frequent issue of over-taxing the various queues should be alleviated and the requisite support should drop by approximately ninety percent (90%). During the Bridge Period, ESUCC can attempt to use the SAFARI Montage EdCaster feature by adding objects one at a time, which should work in all ESU environments that have adequate bandwidth connections. In the event that some ESUs decide to upgrade to SAFARI Montage Version 6.0, EdCaster will continue to be interoperable with Version 5 servers.

c) That SAFARI Montage had previously quoted and delivered to ESUCC hardware and software products for the entire State of Nebraska when SAFARI Montage services were initiated on May 28, 2013 but that there remains an outstanding balance of Twenty-Two Thousand Three Hundred and Fifty-Nine Dollars ($22,359) owed by ESUCC for such products and services (the "Outstanding Balance") for which ESUCC no longer has a budget. ESUCC acknowledges and agrees that should the parties delineate a scope of work for SAFARI Montage to provide services to ESUCC after the Bridge Period, then the Outstanding Balance will be added to cost of the services for such scope of work and paid to SAFARI Montage at that time. Nothing in the foregoing shall be construed to limit SAFARI Montage's rights and remedies with respect to the Outstanding Balance.

d) That all SAFARI Montage hardware and software are now out of warranty and that any required service and/or labor for such products will be billed on a time and materials basis as needed. ESUCC will advise SAFARI Montage if such expenses will be billed to ESUCC or to each ESU.

e) That SAFARI Montage Interoperability Support Services are not being provided by SAFARI Montage and are not in any way covered under this Agreement.

f) That any required technical support service needs will be directed to SAFARI Montage tech support lines and will not cover issues with EdCaster queues or environments that do not have adequate bandwidth to support the system. ESUCC may contact SAFARI Montage's Team Lead, Systems Solutions, as needed, but there will no longer be weekly project calls.

g) That each party agrees to work together in good faith during January and February, 2015 to delineate a statement of work for additional products and services for ESUCC statewide network so that: (i) a Quote can be issued by SAFARI Montage to ESUCC and the ESUs for such product and services, (ii) an agreement can be drafted and signed, (iii) a Purchase Order can be issued for such products and services on or before March 16, 2015, and (iv) the Nebraska Learning Object Repository Exchange development services can be commenced by SAFARI Montage on or before March 16, 2015. The working assumption is that the existing SAFARI Montage LOR Exchange can be customized to meet ESUCC's needs.

3) Term: The term of this Agreement shall commence on the date hereof and end on August 31, 2015.

4) Payment: In consideration of the Bridge Services being provided under this Agreement and the covenants contained herein, ESUCC will issue a Purchase Order to SAFARI Montage for Fifty-Seven Thousand Two Hundred Dollars ($57,200) to be paid by ESUCC by December 23, 2014. This amount does not include the disputed outstanding balance of $22,359.

5) Release: Except for the payment of the Outstanding Balance (for which SAFARI Montage does not release or discharge ESUCC until such amount is paid to SAFARI Montage), the parties hereby release and forever discharge each other, and each of their past and present predecessors, successors, affiliates, subsidiaries, parents, insurers, officers, directors, employees, heirs, assigns, agents, and attorneys from any and all known and unknown claims, disputes, demands, debts, liabilities, obligations, contracts, agreements, causes of action, suits, attorneys' fees and/or costs, of whatever nature, character or description, which the parties had, now have, or may have related to any matters which arise out of or relate to any events occurring or actions taken prior to the date of this Agreement. The parties' execution of this Agreement is not an admission of any liability, fault or responsibility on the part of any released party. The foregoing mutual release of claims made pursuant to this Agreement is regarded by the parties hereto as intended to avoid the expense, inconvenience and uncertainty of litigation. This paragraph 5 shall survive the expiration or termination of this Agreement.

6) Miscellaneous:

a) *Notice*: All notices and payments contemplated or required under this Agreement shall be in writing and delivered by hand, by certified or registered mail, return receipt requested, or by overnight courier services as follows:

If to SAFARI Montage: Library Video Company d/b/a SAFARI Montage
Five Tower Bridge
300 Barr Harbor Drive, Suite 700
West Conshohocken, PA 19428
Attn: Andrew Schlessinger, Founder & CEO

With a copy to: Library Video Company d/b/a SAFARI Montage
Five Tower Bridge
300 Barr Harbor Drive, Suite 700
West Conshohocken, PA 19428
Attn: General Counsel

If to ESUCC: Nebraska Educational Service Unit Coordinating Council
6949 South 110th Street,
LaVista, Nebraska 68128
Attn: David Ludwig, Executive Director

With a copy to: Steve Williams, Legal Counsel
KSB School Law

Cornhusker Plaza, Suite 210
333 South 13th Street
Lincoln, Nebraska 68508

Notice may be given to any other address as a party designates by notice to the other party in accordance with this paragraph 6(a). Notice shall be deemed received on the date received via the U.S. mail or other courier.

b) *Waiver*: No failure or delay of either party to exercise any rights or remedies under this Agreement shall operate as a waiver thereof. No waiver of any provision of this Agreement or any rights or obligations of either party hereunder shall be effective, except pursuant to a written document signed by the party waiving compliance, and any such waiver shall be effective only in the specific instance and for the specific purpose stated in such writing. Failure to enforce any rights hereunder shall not constitute a waiver of those or any other rights.

c) *Entire Agreement*: This Agreement constitutes the entire understanding of the parties relating to the subject matter hereof and supersedes any and all other agreements, written or oral, that the parties may have had with respect to the subject matter hereof. Except as expressly provided herein, this Agreement may not be amended, modified or waived, in whole or in part, except by a writing signed by both parties.

d) *Severability*: In the event that any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the validity, legality and enforceability of the remaining provisions contained shall not, in any way, be affected or impaired thereby.

e) *Cumulative Rights and Remedies*: All rights and remedies contained in this Agreement shall be cumulative and none of them shall be in limitation of any other right or remedy of either party at law or in equity.

f) *Headings*: The headings set forth in this Agreement are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Agreement.

g) *Choice of Law and Jurisdiction:* This Agreement is governed by and construed in accordance with the laws of the State of Nebraska. Any action to enforce this Agreement must be brought in the state or federal courts of the State of Nebraska. Mandatory and exclusive venue for any disputes shall be in Sarpy County, Nebraska.

h) *Counterparts*: This Agreement may be executed in any number of counterparts, (including, without limitation, in PDF counterparts), and each executed counterpart shall have the same force and effect as an original document.

i) *Termination.*

i. ESUCC may terminate this Agreement in whole or part if funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the good and/or services in the indicated quantities or term. ESUCC shall notify SAFARI Montage as soon as practicable if funds to meet ESUCC's obligations become unavailable. The determination of ESUCC as to the insufficiency of funds is conclusive.

ii. Each party may terminate this Agreement if the other party breaches or is in default of any material obligation hereunder which default is incapable of cure, or which, being capable of cure, has not been cured within 30 days after receipt of written notice of such default or such additional cure period as the non-defaulting party may authorize in writing.

iii. Each party may terminate this Agreement by written notice if federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.

iv. ESUCC may terminate this Agreement, in whole or in part, by written notice to SAFARI Montage and may regard the SAFARI Montage in default of this Agreement if SAFARI Montage becomes:

A. Insolvent;
B. Makes a general assignment for the benefit of creditors;
C. Files a voluntary petition of bankruptcy;
D. Suffers or permits the appointment of a receiver for its business or assets;
E. Becomes subject to any proceeding under any bankruptcy or insolvency law, whether domestic or foreign; or
F. Has wound up or liquidated, voluntarily or otherwise.

v. ESUCC may terminate this Agreement, in whole or in part, immediately, without notice, if SAFARI Montage is debarred or suspended from performing services on any public contracts.

vi. The parties may terminate this Agreement without cause by mutual written consent.

vii. Upon the termination for any reason or expiration of this Agreement, SAFARI Montage promptly must return to ESUCC all papers, materials and other property of ESUCC then in its possession, including but not limited to all work in progress as is appropriate in its then existing form to ESUCC.

j) *Public Records.* SAFARI Montage acknowledges that ESUCC must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.

k) *Publicity.* ESUCC does not endorse the goods or services of SAFARI Montage. Except for listing ESUCC as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by SAFARI Montage without the prior written approval of ESUCC.

l) *Drug/Alcohol/Tobacco/Weapons Free Workplace.* SAFARI Montage and all subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on ESUCC, Educational Service Unit, or school district premises or at ESUCC, Educational Service Unit, or school district related functions. SAFARI Montage and all subcontractors,

if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on ESUCC, Educational Service Unit, or school district property or at ESUCC, Educational Service Unit, or school district related functions. SAFARI Montage and all subcontractors, if any, also shall adhere to all ESUCC, Educational Service Unit, or school district policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on ESUCC, Educational Service Unit, or school district premises or at ESUCC, Educational Service Unit, or school district related functions. Failure to comply with this provision may be considered a material breach. ESUCC may suspend or terminate SAFARI Montage, a subcontractor, or both if it violates these laws, regulations, or policies or this provision.

m) *Nondiscrimination.* SAFARI Montage and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

n) *Employment Eligibility Verification.* SAFARI Montage shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If SAFARI Montage employs or contracts with any subcontractor in connection with this Agreement, SAFARI Montage shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

o) *Sales Tax.* ESUCC is exempt from sales tax and shall not pay any sales tax under this Agreement. ESUCC will provide SAFARI Montage with applicable sales tax exemption certificates upon written request.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

Nebraska Educational Service Unit Coordinating Council

By: _____

Title: ESUCC Executive Director

Date: January 12, 2015

Library Video Company d/b/a SAFARI Montage

By: _____

Title: General Counsel

Date: January 13, 2015

Learning Object Repository/Registry Project

January 19, 2015

Overall Purpose

- Provide an easy way to develop, tag and store content within the system
- Content is available to all school districts and ESUs within the state of Nebraska
- Content is cataloged using standard metadata (LRMI), aligned to current Nebraska state standards, and is easily searchable
- Negotiations focused on a 2-year contract from September 1, 2015 through August 31, 2017. Rights to content stored in the Nebraska repository remain those of the original holders following any termination of service.
- Vendor's source code to be placed in escrow during the term of the agreement and released to the ESUCC upon sale or dissolution of the vendor if during the contract term.

Common Features	● Supports federation as a SAML (Security Assertion Markup Language) SP (Service provider) in the Nebraska federated single sign-on system. User accounts are automatically provisioned and configured based on SAML assertion data. ● Tracks usage history statewide by provider/source, item and individual user
Repository	● Hosts content ● Streams content ● Light, universal, high-quality player (think YouTube) – *content plays on all devices (iPads, ChromeBook, Android, Windows, MacOS) – minimal or no player updates* ● Provides access control for users & groups for rights compliance ● Appearance of a seamless, statewide system – easy access regardless where the item is stored ● Allows users to easily upload, tag & share their own content ● *(User rating system)* ● *Official Safari description – Safari Montage, WAN Manager, Managed Home Access*
Registry	● A searchable index of all available objects & resources, local, statewide, subscriptions and open educational resources (OER) ● Extensive criteria for advanced searching (LRMI – Learning Resource Metadata Initiative) ● Receives and indexes metadata (LRMI standard) from other repositories and diverse sources (NROC National Repository of Online Courses, Learn360, Safari, WorldBook, OER, LearningRegistry, …) ● Presents results based on user's context - shows what is actually available to the logged in user ● *Official Safari description - LORExchange*
Content Subscription	• Content resources provided on a subscription basis to the ESUCC for use by school districts and ESUs

	• A base level of content purchased statewide • Optional add-on components, priced and available per ESU or per district
Proxy	● Provides enhanced access control to content on repositories of mixed quality (such as YouTube before YouTube for Schools) ● Useful where educators would pre-select content for students ● Links in the registry index point to the proxy so they are played through it, rather than direct access to the resource, which may be blocked by web content filtering

Security	● Describe security features incorporated in the product(s) ● Describe your information security plan, including security quality assurance testing, monitoring and response procedures ● List all products, including embedded products, in the proposal and their corresponding owning company

REQUEST FOR PROPOSALS (RFP)
ESUCC
LEARNING MANAGEMENT SYSTEM

1. OVERVIEW. The Educational Service Unit Coordinating Council (ESUCC) is a Nebraska political subdivision tasked with coordinating statewide efforts to provide the most cost-effective services for the students, teachers, and school districts in each educational service unit (ESU). The ESUCC is composed of one administrator from each of the 17 ESUs that provide a statewide network of educational opportunities to approximately 249 school districts and more than 300,000 students. The ESUCC's duties include, but are not limited to: (a) Preparation of strategic plans to assure the cost-efficient and equitable delivery of services across the state; (b) Administration of statewide initiatives and provision of statewide services; and (c) Coordination of distance education. More information about the ESUCC can be found at http://www.esucc.org.

2. SPECIFICATIONS. The ESUCC is requesting proposals from qualified vendors (Vendor) to provide a learning management system (LMS) for Nebraska school districts and other educational entities. Nebraska has 17 Educational Service Units, serving 245 public K-12 school districts and 307,000 students. Licensing of the LMS will be optional annually on a per-user basis. Proposals must include the following information about the LMS and its abilities to meet the following specifications:

A. Required Features – Describe your ability to provide the following:

i. 24 x 7 vendor-provided support for teachers and system administrators, and procedures to obtain support
ii. Quality professional development options and materials for teachers, trainers and system administrators
iii. Anytime, anywhere, any-device access – PCs, tablets, smart phones, without or with minimal plug-in requirements
iv. Features that support in-school use as well as on-line and asynchronous learning uses
v. Tools for course development, teaching and learning, such as drag-and-drop content creation and management, visual page editor
vi. Comprehensive online help pages and guides
vii. Support for master courses and course sections without duplication
viii. Synchronization of roster information, assessment and

grade book entries with student information systems

ix. Customizable notifications of activity and announcements in courses (e-mail, text, etc.)
x. Import and export of exam questions
xi. Test banks (collections of questions)
xii. Random question order and random question selection pools
xiii. Internal assignment drop box
xiv. Interoperability with other systems through IMS Global and other standards such as: Common Cartridge, Learning Tools Interoperability (LTI), Question and Test Interoperability (QTI), Sharable Content Object Reference Model (SCORM)
xv. User analytics (example: track usage history by individual user)
xvi. Adherence to the regulations of Title II of the Americans with Disabilities Act and its amendments, as well as to the regulations of Section 504 of the Rehabilitation Act of 1973
xvii. Adherence to section 508 of the Rehabilitation Act.
xviii. Integration of, or ability to integrate, closed captioning for video and audio.

B. Preferred Features – Describe your ability to provide the following:

i. Consideration for districts implementing an LMS or in transition from one LMS to another, with ample time provided with access to the system for course development and training ahead of the go-live for that district
ii. Synchronous and asynchronous collaboration tools such as threaded discussions, whiteboard, interactive documents and polling
iii. Ability to host a range of interactive content (textual, multimedia, kinesthetic apps and laboratory simulations)
iv. Standards-aligned testing, assessment rubrics, and mastery tracking
v. Integration with video or web conferencing applications
vi. Integration with plagiarism tools
vii. Audio & video recording capabilities
viii. Customizable, analytic-driven notification to instructor of delinquent or at-risk students, which may trigger prepared email
ix. Integrated communication feed and calendar for all courses

C. Technical Requirements - Describe your ability to provide the following:

i. Guaranteed uptime (SaaS options)
ii. Automated user- and system-level backup and restore features, and system administrator responsibilities and best practices to configure and monitor backup status
iii. Multi-site replication for high-availability (SaaS options)
iv. Software updates are scheduled at a mutually agreeable time between the ESUCC and vendor
v. Rights to content stored in an LMS remain those of the original holders
vi. Vendor's source code placed in escrow during the term of the agreement and released to the ESUCC upon sale or dissolution of the vendor if during the contract term
vii. Support for authentication and authorization of users via Security Assertion Markup Language (SAML), acting as a service provider (SP) in the Nebraska federated single sign-on system. User accounts should be automatically provisioned and configured based on SAML assertion data
viii. Security features incorporated in the product software and hosting environment (such as encryption), and other processes for protecting data security.
ix. Features allowing system administrators to manage users' roles and security permissions
x. Your information security plan, including security quality assurance testing, monitoring and response procedures (SaaS options)
xi. List all products, including embedded products, in the proposal and their corresponding owning company
xii. Compliance with FERPA and HIPAA regulations
xiii. Batch file upload and download (import and export of course files)
xiv. Course section retirement and archiving features
xv. Automatic and manual course enrollment processes
xvi. Teacher control over publishes/unpublished status of course sections for development, reference and archiving
xvii. Course templates and ability to customize look and feel of courses
xviii. Ability to create course sections and collaborative groups including teachers and students from multiple ESUs and/or school districts
xix. Statistics and auditing capabilities, including course and

user counts, enrollments, activity and error logging

xx. Reporting and query capabilities for administrators
xxi. API for management of data, users, courses and other system functions
xxii. Recommended FTE for system administration and system-wide support
xxiii. Describe server environment requirements for the system, such as database, application, web servers and load balancing, if ESUCC-hosted
xxiv. Describe the server environment provided, if vendor-hosted, and how, in the event of contract termination, Nebraska data would be extracted and provided to the ESUCC

D. Pricing – Describe all of the following cost elements:

i. A per-user annual price available to K-12 school districts and Educational Service Units statewide, including all applicable software updates during the period of the agreement
ii. Licensing costs for any add-on features or third-party software that would be required to meet the requirements outlined in this RFP
iii. Costs for user-level and system administration support services (help desk)
iv. Costs (including billable expenses) for providing training recommended in the proposal
v. Initial pricing serves the period from June 1, 2015 through August 31, 2016, with future year terms running from September 1st through August 31st each year.
vi. Specify the percentage cap on annual increases in software licensing and maintenance fees.

3. PRESENTATION. All interested Vendors are invited to make a presentation regarding their LMS to the ESUCC or one of its committees as designated by the ESUCC at a meeting to be held on ***(TBD)***, 2015 at _____ a.m. at ESUCC, _____, _____, NE 6____.

4. PROPOSAL SUBMISSION. Two (2) copies of the proposal shall be addressed and delivered in a sealed envelope to ESUCC, Attn: Deb Hericks, 6949 South 110th Street, Omaha, NE 68128. Proposals will be received until 2:00 p.m. Central Daylight Time on March 20, 2015. Any bid received after that time and date will not be opened or considered, and will be

returned to the bidder. At a minimum, Proposals shall include the following:

A. Information as required by paragraph 2 above;
B. Cost of the LMS and any related charges;
C. An indication of the Vendor's experience in similar or equivalent projects;
D. A list of at least three (3) completed projects of similar size and magnitude;
E. References (including contact person, address, and telephone number); and
F. Any proposed contract modifications.

5. IDENTIFICATION OF PROPOSAL. Proposals shall be submitted in a sealed envelope with the Vendor's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "LMS PROPOSAL."

6. WITHDRAWAL OF PROPOSAL. A request to withdraw a proposal must be made in writing and filed with the ESUCC prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

7. OPENING OF PROPOSALS. Proposals will be opened publicly and simultaneously in the presence of Vendors and/or their representatives beginning at 2:00 p.m. on March 20, 2015, or as soon as possible thereafter, in the Office of Scott Isaacson, ESUCC, 6949 South 110th Street, Omaha, Nebraska 68128.

8. CONTACT WITH BIDDERS. ESUCC reserves the right to conduct discussions with any or all Vendors for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of the work, delivery schedule, and pricing.

9. DISQUALIFICATION OF BIDDERS. Vendors may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

A. The ESUCC has reason to believe that Vendors have engaged in collusion.
B. The Vendor being interested in any litigation against the ESUCC or any of its ESUs or their member school districts.
C. The Vendor is in arrears on any existing contract or has defaulted on a previous contract.

D. The Vendor has uncompleted work which, in the judgment of the ESUCC, will prevent or hinder its ability to complete this project, if it were awarded to the Vendor.
E. The Vendor has not been in business for at least five (5) years.

10. SELECTION PROCEDURE. The ESUCC will award a contract to all responsible bidders who meet all of the ESUCC's needs and requirements.

11. CONTRACT. The ESUCC will negotiate the terms of an LMS contract with the selected Vendor(s). If an agreement is reached, each Vendor will enter into a written contract and will perform all work pursuant to that contract. **Please see attached**. **Any proposed changes or modifications to the contract document must be presented in the bidder's proposal**. The Proposal does not constitute an agreement or contract with the ESUCC, and the ESUCC reserves the right to not enter into any agreement with any Vendor.

12. NON-RESPONSIVE PROPOSALS. A Vendor that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

13. NOTICE. By submitting a proposal, the Vendor agrees to waive any claim it has, or may have, against ESUCC and its employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

14. DEBARMENT. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Nebraska.

15. REJECTION OF PROPOSALS. ESUCC reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. ESUCC further reserves the right to conduct a pre-award survey of any Vendor under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by ESUCC to be necessary for the successful performance of the contract. ESUCC further reserves the right to cancel or amend this RFP

at any time and will notify all recipients accordingly.

16. INQUIRIES. Submit all questions, inquiries, or requests for clarification in writing to Deb Hericks, ESUCC, 6949 South 110th Street, Omaha, NE 68128, e-mail: esuccadmin@esucc.org

PDO Training Form

Contact Person/Affiliate Chair: Mary Reiman
Affiliate: IMAT committee
Email: mreiman@lps.org
Phone: 402-436-1627

Contractor/Company: Meetings
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title: IMAT meetings
Date of Workshop:
IMAT/Preview & IMAT Meetings - Sept 3 - 4
January 28
March 17

Projected cost of workshop (include presenter fees, materials, expenses, etc):
Onsite registration - meals, materials, etc 3 meetings/25 people @ $20.00 = $1500

How does workshop align with goals and mission of ESUCC and NDE?

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:

PDO Training Form

Contact Person/Affiliate Chair: Mary Reiman
Affiliate: IMAT committee
Email: mreiman@lps.org
Phone: 402-436-1627

Contractor/Company: 2015-16 NAMTC Membership for IMAT committee $175
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title:
Date of Workshop:
Projected cost of workshop (include presenter fees, materials, expenses, etc):

How does workshop align with goals and mission of ESUCC and NDE?

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:

ESUPDO NOC Budget Request 2015-16

	ESU Funded Expenses	Self-Supporting Expense	Per-Attendee Expenses	
NOC O'Reilly Bookshelf	$5,640			Safari books Online
NOC Business Meetings			$1,550	Food/Meetings
NOC Network Security/Admin	$21,000			Up to $3000/ 7 trainings or $21000 for a group training

DIOCESAN EDUCATION OFFICE
3700 SHERIDAN BLVD STE 4
LINCOLN NE 68506-6100
402-488-2040
Fax 402-488-6525

Copy

January 7, 2015

Brenda Decker and Network Nebraska Directors
Office of the CIO
P.O. Box 95045
Lincoln, NE 68509-5045

Dear Brenda and Directors,

I met with Tom Rolfes and SuAnn Witt, along with Sr. Mary Kansier (Director of Technology for the Diocese of Lincoln) and Ken Pinkerton (Sandhills Liaison) in order to discuss Network Nebraska and the possibility of a group participation rate for using the infrastructure and services of Network Nebraska. We had a pleasant conversation and they were most helpful in explaining the program.

The Diocese of Lincoln is comprised of all Catholic entities south of the Platte River in Nebraska. Within the diocese, there are thirty-three Catholic schools (26 elementary schools, 6 high schools and 1 special needs school). These 33 schools educate 6,958 students and employ 650 teachers and administrators. All of the schools operate in compliance with NDE Rule 10 or Rule 14 and with the approval of the Catholic Bishop of Lincoln. He has appointed me as the Superintendent of Catholic Schools and one of my responsibilities is to formulate and promulgate diocesan-wide policies for the schools, including policies concerning technology.

In the area of technology, our schools are connected to a common data center which provides centralized services such as Outlook, Antivirus, spam and content filtering, a self-hosted student management system (including gradebook and parent grade portal) and Blackboard. The diocese has a central technology office which includes a Director of Technology, Training Specialist, Applications Specialist and five full time network and hardware specialists. This office is under my direct supervision. The members of this team are employees of the Catholic Bishop of Lincoln, Inc. and they are dedicated to the upkeep of the network and training of users.

The Diocese of Lincoln Schools' network currently consists of 35 physical sites connected mostly in a hub and spoke topology to the Diocese of Lincoln Schools' Datacenter. Most schools' traffic flows through our datacenter before going out to the internet. Datacenter throughput to the internet currently peaks around 100Mbps and total traffic usage is approximately 200-300GB on an average school day. Currently, datacenter throughput to the internet and total traffic usage is reduced due to the fact

that many schools are served by internet connections of 12Mbps X 768Kbps (12Mbps download and 768Kbps upload) or less to the datacenter.

If we were able to provide faster internet connections to the schools, then throughput and usage would increase dramatically as teachers would be able to use more efficiently streaming video and other bandwidth intensive applications with fewer concerns of constant buffering.

Over the last two years, the Diocese of Lincoln has begun a widespread rollout of wireless internet access at several locations. In addition, we have just begun an iPad 1:1 initiative at one school where each student in grades 6-12 receives a personal iPad. Ideally, each location would have a symmetric connection to our datacenter of no less than 20Mbps and high schools would have a connection of no less than 100Mbps. Given these minimums, we suspect that internet throughput at our datacenter could peak at 600-700Mbps and total traffic usage could reach 1TB per school day.

We are interested in participating in Network Nebraska. Given our organizational model and technology structure, we are asking to be seen as a “district” and pay the annual fees of Network Nebraska as a single entity. With the centralized administration of our schools and the centralization of network resources, our system closely resembles a public school district. Given the current cost to participate in Network Nebraska of $218.30/month/entity for Participation Fee and $18.49/month/entity for Interregional Transport Fee, it would be cost-prohibitive if each of our schools were required to pay separately.

I appreciate your serious consideration of this request and I hope to hear from you soon.

Sincerely,

Msgr John Perkinton
Superintendent of Schools

c: Sister Mary Kansier
Mr. Ken Pinkerton
Mr. Tom Rolfes
Ms. SuAnn Witt

RE: Lincoln Diocese Joining Network Nebraska

Comments and Timelines:

The Lincoln Diocese sent a letter, attached to this email, requesting to join Network Nebraska. The following information supports them joining the Network if they are treated as our current member public schools and ESU's. The information outlined however shows a proposal that gives them very special treatment with an expectation that the current members of Network Nebraska pay the infrastructure fees for all schools on the Network while parochial schools pay a nominal participation fee. I see this as being totally unfair and only adding significant cost to all the public schools and ESUs on Network Nebraska for the following reasons:

Attached to this email is the letter of request to join Network Nebraska from the Diocese dated January 7. In the letter it states, "we are asking to be seen as a "district" and pay the annual fees of Network Nebraska as a single entity." I have also attached a list of the 33 schools in the Lincoln Diocese. This information was presented to a subcommittee of Network Nebraska, which also established the following:

1. Request by the Lincoln Diocese Catholic Schools (see attached) to be treated like a "district" for Network Nebraska fees rather than 33 independent schools
    a. Remedy: Develop a set of criteria or characteristics that would differentiate this subgroup from other nonpublic subgroups
    b. Recommended Criteria:
        i. One superintendent
        ii. One technology aggregation point of like entities (i.e. K-12 Lincoln Diocese Catholic schools)
        iii. Operational Data center
        iv. Technical support staff (1 or more FTE)
        v. Entity pays for aggregation circuit from data center to Network Nebraska aggregation point
        vi. One Internet bandwidth purchase
        vii. One multi-line invoice to Participant from State of Nebraska

Notice that the criteria were established to meet the needs of the Diocese without any consideration of our current members of the Network. On January 26 I sent a letter to the members of this committee along with Tom Rolfes and Brenda Decker outlining the reasons that this treated the Diocese Schools "special" and created more expenses and set a bad precedent for the Network. That email is also attached. Tuesday, February 17 a conference call was set up with Tom Rolfes and Brenda Decker and representatives from the NNNC. In summary the following information was shared:

- The Lincoln Diocese does NOT meet the recommended criteria. They have multiple superintendents. As examples listed on their websites as having superintendents are Lincoln Pious Schools and David City Aquinas Schools

- A Board Member of one of the Diocese Schools said they have a separate budget, policies, staffing and the only thing the Lincoln Diocese did was provide guidance on recommended curriculums.
- With almost 7,000 students and 33 buildings the demand by Diocese Schools on Infrastructure and support of the Network will drive up costs for our current members.
- Brenda was asked about how this is different than a Unified District. Her response was now a Unified District could also request to be one district. Currently each member of a Unified district pays the annual fee.
- It was shared with Brenda and Tom that NDE keeps a list of all public and parochial schools. The Lincoln Diocese does not appear on any list as either a school system or a school district.
- We pointed out the unfairness of the proposal using the David City Community as an example. According to this proposal David City Public Schools would pay a $218 monthly participation fee while David City Aquinas would pay no participation fee.
- I asked Brenda if she would poll the school superintendents and ESU Administrators on allowing the Lincoln Diocese to join Network Nebraska as one district and pay the annual fee as one entity. She said they would not poll our group.

The Nebraska Information Technology Commission met on Wednesday, February 18 and Tom Rolfes reported that the Lincoln Diocese would most likely be joining Network Nebraska. At the end of this meeting a principal from the Lutheran Schools System told our group they supported the Lincoln Diocese proposal and if approved would make a request to join Network Nebraska as one entity. It would also seem logical that the Omaha Archdiocese and other related parochial schools will also request membership under the same guidelines.

If the Lincoln Diocese joins Network Nebraska as a "district" and pays the annual fee of Network Nebraska as a single entity it will set a precedent that allows all private schools on the network at a much lower cost than our current members. This model will significantly increase the participation fees of our current members. With the addition of the Lincoln and Omaha diocese, the Lutheran School System the number of students would be around 50,000 statewide and paying a monthly fee of $650. In comparison ESU #1 schools with 11,500 students in 6 counties pay a monthly fee of $5446.

ESUCC Proposed Action Steps:

- Be fair to all members of Network Nebraska and work out a solution that allows the parochial schools to join while paying their fair share of the costs.
- Include a committee made up of members of the Network in developing a process that is supported by the current members, including superintendents and ESU Administrators.

- On March 5 the ESUCC will vote on the Lincoln Diocese proposal. The outcome will be shared with Brenda Decker and Tom Rolfes
- Share the current problem with all public schools looking to join the Network to determine if they are willing to pay the anticipated increase in participation fees to support parochial schools membership
- Should the Lincoln Diocese proposal by the NNAG move forward visit with our school superintendents to determine how we want to proceed as far as participation in Network Nebraska?

Conclusion:
This information is not about limiting participation in Network Nebraska. It is about being respectful to our current members and including them in the decision making process and also about treating our membership fairly in relation to financially supporting the Network. Out of all the ESU administrators and School District superintendents that support Network Nebraska only one ESU Administrator had input into the new guidelines proposed by the Lincoln Diocese. This is not fair to our current members of Network Nebraska. I do believe this can be worked out, however not under the current proposed guidelines offered by the Network Nebraska Advisory Group.

Dr. Bob Uhing
ESU #1 Administrator

CATHOLIC DIOCESE OF LINCOLN



SCHOOLS

Name	Phone	City	Type
All Saints School	308-995-4590	Holdrege	Elementary School
Aquinas Catholic Schools - High School	402-367-3175	David City	High School
Aquinas Catholic Schools - Middle School	402-367-3175	David City	Middle School
Aquinas Catholic Schools - St. Mary's	402-367-3175	David City	Elementary School
Bishop Neumann Jr./Sr. High School	402-443-4151	Wahoo	High School
Blessed Sacrament School	402-476-6202	Lincoln	Elementary School
Cathedral of the Risen Christ School	402-489-9621	Lincoln	Elementary School
Hastings Catholic Schools - St. Cecilia	402-462-2105	Hastings	Middle & High School
Hastings Catholic Schools - St. Michael	402-462-6310	Hastings	Elementary School
Lourdes Central Catholic School	402-873-6154	Nebraska City	High School
Lourdes Central Catholic Schools - St. Mary	402-873-6154	Nebraska City	Elementary School
North American Martyrs School	402-476-7373	Lincoln	Elementary School
Our Lady of Guadalupe Seminary	402-797-7700	Denton	Seminary
Pius X High School	402-488-0931	Lincoln	High School
Sacred Heart School	402-245-4151	Falls City	Elementary School
Sacred Heart School	402-245-4151	Falls City	High School
Sacred Heart School	402-756-7393	Lawrence	Elementary School
Sacred Heart School	402-476-1783	Lincoln	Elementary School
St. Andrew School	402-335-2234	Tecumseh	Elementary School
St. Gregory the Great Seminary	402-643-4052	Seward	Seminary
St. James School	402-826-2318	Crete	Elementary School
St. John Nepomucene School	402-642-5234	Weston	Elementary School
St. John School	402-486-1860	Lincoln	Elementary School
St. John the Baptist School	402-296-6230	Plattsmouth	Elementary School
St. Joseph School	402-223-5033	Beatrice	Elementary School
St. Joseph School	402-489-0341	Lincoln	Elementary School
St. Joseph School	402-362-3021	York	Elementary School
St. Mary School	402-476-3987	Lincoln	Elementary School
St. Michael School	402-488-1313	Lincoln	Elementary School
St. Patrick School	402-466-3710	Lincoln	Elementary School
St. Patrick School	308-345-4546	McCook	Elementary School
St. Peter School	402-421-6299	Lincoln	Elementary School
St. Teresa School	402-477-3358	Lincoln	Elementary School
St. Vincent De Paul School	402-643-9525	Seward	Elementary School
St. Wenceslaus School	402-443-3336	Wahoo	Elementary School

waverly

Contact Information

Phone: 402-488-2040

Msgr. John Perkinton, Diocesan Superintendent
Phone: Ext. 400

Sr. Collette Bruskewitz, OSF, Assistant Superintendent
Phone: Ext. 303 Email Sr. Collette

Mr. Dave Friesen, Executive Assistant
Phone: Ext. 403 Email Mr. Friesen

- LETTER FROM MSGR PERKINTON
- WHY CHOOSE CATHOLIC SCHOOLS
- GOALS AND BY THE NUMBERS
- SPECIAL PROJECTS
- SCHOOL MAP
- CALENDARS
- SCHOOL DIRECTORY
- CURRICULUM
- E-RATE

From: **Bob Uhing** buhing@esu1.org
Subject: Special Meeting Update Network Nebraska
Date: January 26, 2015 at 3:23 PM
To: Ron Cone rcone@esu10.org, John Dunning jodunni1@wsc.edu
Cc: Rolfes, Tom Tom.Rolfes@nebraska.gov, John Stritt jstritt@esu10.org, Scott Jones scott.jones@esu16.org, Schroeder Deb schroederd@unk.edu
Bcc: Dave Ludwig dludwig@esucc.org

Ron & John,

Thanks to you and the committee for all of your work discussing a cost model and developing options for a different funding model. I know it takes a great deal of time and effort to discuss the various options and determine how they impact all the participants in our Network. I greatly appreciate your efforts and believe that what you have shared will help all entities on Network Nebraska.

My email is a response regarding the idea of bringing on the Lincoln Diocese as one school district. The information they listed in support of being treated as one entity could be said about many organizations, for example - the state college system, the community college system or the Nebraska Department of Education. In terms of acting as one entity working for many schools, I would compare the Lincoln Diocese to NDE; however I believe the Nebraska Department of Education does more with and for our schools as a group than the Lincoln Diocese does for their group of schools.

When determining whether an organization is a single district or not, I believe we should consider that an individual school district will have all of these characteristics and more:

• One School Board that sets policy for the district and has consistent System/Policies for every building. This would include some of the following:

1. Salary Schedule
2. Benefit Package
3. School Calendar
4. Staff and Student Policies
5. One Budget for the entire district
6. Staffing of each building
7. Uniform Board Policies

The Diocese does very little, if any, of these activities for their schools. In fact, most of their schools raise funds, develop their own budgets, sponsor their own athletic teams and activities, hire their own administrators, select technology and have a local school board that takes care of those items listed above. Thus I cannot support, nor do I believe, the idea that the Lincoln Archdiocese is even remotely close to being one school district.

In my opinion it also creates a very problematic situation and sets a bad precedent. Approving the Archdiocese request would mean any group with the same beliefs is one system i.e., Religious Affiliation, Home Schools, etc. Three or four years ago the Omaha Archdiocese brought the same proposal and we said no for reasons similar to what I have outlined above. We currently have a number of the Omaha Diocese individual school districts on Network Nebraska. How would we justify treating the two entities differently on the Network? At our meeting in February, I will also be prepared to share my concerns regarding this issue.

Thank You!

Bob

Dr. Bob Uhing, Administrator
Educational Service Unit #1
211 Tenth Street
Wakefield Ne 68784-5014
email:buhing@esu1.org
ph 402-287-2061 Fax 402-287-2065

Committee Report

PROJECT NAME: IMat

PROJECT DIRECTOR: Rhonda Eis

REPORT PERIOD: February 3, 2015

COMMITTEE REPORT:

The IMat affiliate met on January 29 for their regular business meeting (DL).

IMat Projects:
Preview/New Acquisition: It was decided that proposals will be acquired on only the highest ranked videos due to low preview response. Recommendations for any purchases will be made at the March 19th meeting. The group discussed the challenges with the previewing process this year and will reevaluate for next year. The purpose of purchasing individual titles was emphasized as being needed to fill curriculum gaps that an online video service can't provide as well as getting access to the newest content. Historically, licensing titles have been very cost-efficient. On average a title will cost approximately $10 a year for streaming and download rights per ESU.

Online Video Subscription Services:
Three-year contract with Learn360 expires June 30, 2015. Contract did not have option for renewal after 2015, but rep has provided pricing for additional years. Trials have been set up for four providers of content: Learn360, Discovery Education, Safari Montage and New Dimension Media. IMat members will be evaluating and comparing services and costs. A recommendation will be determined at the March 19th meeting.

Safari Montage:
All content packages have been activated for each of the ESUs servers for preview. Pricing for content needs be included in the negotiations with Safari Montage but as an add-on cost. Some ESUs have school districts who have are currently licensing the content.

Question was asked: Does digital content need to be included in the Statewide Educational Technology Plan?

Technology Committee Update

Scott Isaacson

March 4, 2015

Statewide Technology Plan

Cloud Learning Environment

A statewide meeting was held at ESU 10 and via Zoom on February 23rd to continue defining project scope in 4 areas of perceived need: infrastructure, identity management, applications/portal, and data integration. The next steps are to use the scope of needs to define detailed project tasks, estimate the time, effort and funds required, and develop a plan for sustainability. A meeting of the same group will be scheduled in April. In the meantime sub-groups are working to provide an infrastructure design and demonstrator platform for the single sign-on and uPortal system. The portal software from IlliniCloud is built, but needs to be reconfigured and rebranded for Nebraska. The nebraskacloud.org and related domains were registered for this statewide effort.

IlliniCloud

Mike Danahy, Ben Anthony, Jordan Clark and I attended the ICE conference in Illinois (similar to NETA in Nebraska). We were part of a presentation on our joint work and needs, and it was valuable to observe and be part of the interaction between IlliniCloud and their member school districts. They are in the process of bringing about 15 schools districts onto their single sign-on and portal environment. Jim Peterson and Bernie A'cs are available for a full-board presentation of their system at tomorrow's meeting if the committee feels that is appropriate.

Safari Negotiations Update

After two negotiations meetings, costs seem to be in the range of $600,000 statewide to maintain the stock Safari system (as is), and $1-$2 million to meet the specified needs for statewide uploading, tagging, sharing and distribution of content and federated single sign-on. My recommendation is to use the next month to examine and report back on alternatives before pursuing further negotiations with Safari.

LMS

An RFP is drafted and has received positive feedback from the LMS working group. Timeline looks like proposals would be accepted until March 20th, with online demos the week following, and the slate of systems brought to the ESUCC board for award and adoption at the April meeting.

ADVISER Ed-Fi Dashboard

PowerSchool pilot districts are scheduled to have live data in the staging environment for validation in late March or early April. Infinite Campus districts are scheduled to be live in late May. The next wave of 20 early adopter districts have been selected and are being notified along with their partner ESUs. They are scheduled to go live on the dashboard system in December 2015. A support team involving ESUs, ESUCC, and NDE has been establishedand is meeting every 2 weeks currently to develop and discuss support procedures for the ADVISER system.

NVIS

A consortium called Wisconsin Technology Initiative is interested and is in demo with the NVIS system and would like a proposal from the ESUCC to host and maintain this system for their use. We are working with ESU 10 to coordinate efforts and develop a sustainable proposal for all involved.

Committee Report

PROJECT NAME: Distance Learning

PROJECT DIRECTOR: Gordon Roethemeyer

REPORT PERIOD: March 4, 2015

COMMITTEE REPORT:
The Dist. Ed Advisory Committee had a joint meeting with NOC on Feb. 25th. The groups talked about several items of common intereested. The most pertinent topic regrading current planning was deciding whether or not additional H.323 (or CRC) port licenses are needed at this time for Zoom. Both groups believe that with continued oversight and planning NO MORE PORTS are necessary at this time and the decision should be reevaluated before August when the contract is up for renewal.

Beth Kabes, Raachel Wise and Gordon are attending the NROC Meeting in Monterrey, CA March 1 - 4.The EdReady Math Pilot in Nebraska has gone well. Conference presentations, flyers, website postings and a Nebraska Webinar are ways in which we are deseminating information about EdReady. NROC representative Terri Rowenhorst told our group at the members meeting that she will be in the Omaha area on April 13th and could meet with the ESUCC team and others. Ned Zimmerman-Bence the Nebraska EdReady support person will host a Nebraska EdReady Webinar for pilot teachers and all interested math teachers on April 28th. Ned will be in Omaha on May 1 and will be available for those that want to meet.

Development English will be previewed at the members meeting today and will be ready for piloting next fall. EdReady is highly regarded and has been helping students in 26 states achieve amazing results in preparing for the Compass and ACT tests as will as state assesssments such as NeSA. EdReady gets funding from the Hewlett-Packard Foundation and the Gates Foundations among others. Nebraska is a charter member of NROC.

NEW BUSINESS:

OLD BUSINESS:
Highlight and add text here.

Nebraska E.S.U. Coop Food Program Update Report - 2014-2015

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Cathedral of Risen Christ School — **Lincoln, NE**

ESU# 00

August	Sept	Oct	Nov	Dec	Jan
$4,363.15	$1,242.45	$396.18	$205.55	$257.29	$1,106.31
Feb	**March**	**April**	**May**	**June**	**July**

Food Commit 2014-2015: $48,985.91 — YTD % Usage: 15%

Total Sales to Date for 2014-2015
$7,570.93

CHRIST SCHOOLS — **LINCOLN, NE**

ESU# 00

August	Sept	Oct	Nov	Dec	Jan
$728.81	$4,090.11	$2,488.96	$2,647.75	$1,869.26	$6,351.00
Feb	**March**	**April**	**May**	**June**	**July**
$2,687.61					

Food Commit 2014-2015: $21,000.00 — YTD % Usage: 99%

Total Sales to Date for 2014-2015
$20,863.50

HOLY NAME SCHOOL — **OMAHA, NE**

ESU# 00

August	Sept	Oct	Nov	Dec	Jan
$5,036.06	$10,423.72	$9,260.50	$11,158.65	$6,898.16	$6,979.63
Feb	**March**	**April**	**May**	**June**	**July**
$4,369.64					

Food Commit 2014-2015: $63,956.87 — YTD % Usage: 85%

Total Sales to Date for 2014-2015
$54,126.36

ST. PETERS CATHOLIC SCHOOL — **LINCOLN, NE**

ESU# 00

August	Sept	Oct	Nov	Dec	Jan
$871.41	$3,125.82	$2,003.11	$1,127.60	$1,185.07	$1,611.90
Feb	**March**	**April**	**May**	**June**	**July**
$1,564.65					

Food Commit 2014-2015: $30,884.88 — YTD % Usage: 37%

Total Sales to Date for 2014-2015
$11,489.56

STS. PETER & PAUL SCHOOL — **OMAHA, NE**

ESU# 00

August	Sept	Oct	Nov	Dec	Jan
	$1,749.74	$506.28	$547.36	$420.68	
Feb	**March**	**April**	**May**	**June**	**July**

Food Commit 2014-2015: $12,496.21 — YTD % Usage: 26%

Total Sales to Date for 2014-2015
$3,224.06

Total Sales for ESU# 00 : $97,274.41

ALLEN CONSOLIDATED SCHOOL — **ALLEN, NE**

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$544.07	$1,319.03	$3,221.43	$2,915.79	$1,576.19	$1,121.24
Feb	**March**	**April**	**May**	**June**	**July**
$2,252.73					

Food Commit 2014-2015: $36,362.80 — YTD % Usage: 36%

Total Sales to Date for 2014-2015
$12,950.48

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EAST - WEST CATHOLIC ELEM SCHOOLS — FORDYCE, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$1,408.32	$367.30	$544.87	$779.46	-$19.52	$380.42
Feb	**March**	**April**	**May**	**June**	**July**
$620.89					

Food Commit 2014-2015: $6,935.17

YTD % Usage: 59%

Total Sales to Date for 2014-2015

$4,081.74

HARTINGTON PUBLIC SCHOOL — HARTINGTON, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$3,257.00	$5,406.76	$3,326.00	$4,380.58	$3,230.02	$3,285.66
Feb	**March**	**April**	**May**	**June**	**July**
$3,897.19					

Food Commit 2014-2015: $36,660.33

YTD % Usage: 73%

Total Sales to Date for 2014-2015

$26,783.21

LAUREL-CONCORD PUBLIC SCHOOL — LAUREL, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$4,126.42	$8,667.50	$5,422.45	$8,277.87	$3,746.84	$4,544.21
Feb	**March**	**April**	**May**	**June**	**July**
$6,837.01					

Food Commit 2014-2015: $66,788.68

YTD % Usage: 62%

Total Sales to Date for 2014-2015

$41,622.30

NIOBRARA PUBLIC SCHOOL — NIOBRARA, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$4,335.16	$7,989.44	$4,896.02	$4,945.57	$2,020.49	$2,747.51
Feb	**March**	**April**	**May**	**June**	**July**
$3,276.01					

Food Commit 2014-2015: $42,814.60

YTD % Usage: 71%

Total Sales to Date for 2014-2015

$30,210.20

PENDER PUBLIC SCHOOLS — PENDER, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$5,126.88	$7,959.42	$6,132.02	$6,986.64	$4,292.59	$3,335.47
Feb	**March**	**April**	**May**	**June**	**July**
$5,012.15					

Food Commit 2014-2015: $59,816.11

YTD % Usage: 65%

Total Sales to Date for 2014-2015

$38,845.17

PONCA PUBLIC SCHOOL — PONCA, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$3,469.07	$7,329.95	$5,448.96	$5,042.35	$3,857.77	$4,410.54
Feb	**March**	**April**	**May**	**June**	**July**
$5,929.17					

Food Commit 2014-2015: $51,526.06

YTD % Usage: 69%

Total Sales to Date for 2014-2015

$35,487.81

RANDOLPH PUBLIC SCHOOLS — RANDOLPH, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$2,612.15	$4,429.33	$2,713.72	$3,548.94	$1,756.97	$1,434.15
Feb	**March**	**April**	**May**	**June**	**July**
$2,127.59					

Food Commit 2014-2015: $40,889.51

YTD % Usage: 46%

Total Sales to Date for 2014-2015

$18,622.85

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WAKEFIELD COMM SCHOOL — WAKEFIELD, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$5,942.37	$12,076.10	$9,525.73	$8,174.79	$3,216.44	$6,088.81
Feb	**March**	**April**	**May**	**June**	**July**
$4,696.12					

Food Commit 2014-2015: $78,214.59

YTD % Usage: 64%

Total Sales to Date for 2014-2015

$49,720.36

WALTHILL PUBLIC SCHOOL — WALTHILL, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$7,526.03	$12,499.20	$7,782.12	$8,894.56	$7,828.78	$6,604.84
Feb	**March**	**April**	**May**	**June**	**July**
$7,435.28					

Food Commit 2014-2015: $88,920.91

YTD % Usage: 66%

Total Sales to Date for 2014-2015

$58,570.81

WAUSA PUBLIC SCHOOL — WAUSA, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$1,679.41	$3,470.65	$1,941.85	$2,135.33	$1,822.70	$1,589.42
Feb	**March**	**April**	**May**	**June**	**July**
$1,566.95					

Food Commit 2014-2015: $30,000.00

YTD % Usage: 47%

Total Sales to Date for 2014-2015

$14,206.31

WAYNE PUBLIC SCHOOL — WAYNE, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$5,061.24	$8,591.54	$4,691.93	$7,667.50	$4,414.30	$4,012.73
Feb	**March**	**April**	**May**	**June**	**July**
$5,878.29					

Food Commit 2014-2015: $73,895.77

YTD % Usage: 55%

Total Sales to Date for 2014-2015

$40,317.53

WINSIDE PUBLIC SCHOOL — Winside, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$966.12	$4,191.55	$2,599.75	$3,686.91	$2,071.77	$1,673.48
Feb	**March**	**April**	**May**	**June**	**July**
$2,055.32					

Food Commit 2014-2015: $36,694.31

YTD % Usage: 47%

Total Sales to Date for 2014-2015

$17,244.90

WYNOT PUBLIC SCHOOLS — WYNOT, NE

ESU# 1

August	Sept	Oct	Nov	Dec	Jan
$2,229.28	$4,589.19	$3,953.97	$3,051.98	$2,719.72	$2,642.19
Feb	**March**	**April**	**May**	**June**	**July**
$3,401.68					

Food Commit 2014-2015: $27,917.84

YTD % Usage: 81%

Total Sales to Date for 2014-2015

$22,588.01

Total Sales for ESU# 1 : $411,251.68

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ASHLAND GREENWOOD SCHOOLS — ASHLAND, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$6,555.76	$10,987.18	$7,486.52	$6,869.97	$6,516.28	$5,382.82
Feb	**March**	**April**	**May**	**June**	**July**
$5,591.84					

Food Commit 2014-2015: $130,029.74

YTD % Usage: 38%

Total Sales to Date for 2014-2015

$49,390.37

BANCROFT ROSALIE SCHOOL — BANCROFT, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$4,183.45	$7,146.07	$5,911.19	$3,668.39	$4,517.48	$3,719.81
Feb	**March**	**April**	**May**	**June**	**July**
$3,910.46					

Food Commit 2014-2015: $41,344.28

YTD % Usage: 80%

Total Sales to Date for 2014-2015

$33,056.85

CEDAR BLUFFS PUBLIC SCHOOL — CEDAR BLUFFS, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$2,773.40	$6,303.84	$4,329.65	$4,462.34	$2,983.67	$2,826.42
Feb	**March**	**April**	**May**	**June**	**July**
$3,324.59					

Food Commit 2014-2015: $37,588.48

YTD % Usage: 72%

Total Sales to Date for 2014-2015

$27,003.91

CENTRAL CATHOLIC HIGH SCHOOL — WEST POINT, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$1,770.08	$3,903.29	$2,079.76	$2,303.32	$1,709.36	$2,322.48
Feb	**March**	**April**	**May**	**June**	**July**
$1,678.04					

Food Commit 2014-2015: $69,933.28

YTD % Usage: 23%

Total Sales to Date for 2014-2015

$15,766.33

LOGAN VIEW SCHOOL — HOOPER, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$3,666.42	$6,311.66	$4,882.62	$5,136.90	$5,444.07	$3,854.10
Feb	**March**	**April**	**May**	**June**	**July**
$4,071.15					

Food Commit 2014-2015: $59,472.80

YTD % Usage: 56%

Total Sales to Date for 2014-2015

$33,366.92

LYONS DECATUR N E SCHOOL — LYONS, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$2,624.71	$4,843.03	$4,180.93	$4,039.36	$2,130.99	$2,521.82
Feb	**March**	**April**	**May**	**June**	**July**
$3,761.63					

Food Commit 2014-2015: $39,496.30

YTD % Usage: 61%

Total Sales to Date for 2014-2015

$24,102.47

MEAD PUBLIC SCHOOL — MEAD, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$3,818.88	$7,206.29	$5,294.43	$2,957.82	$4,192.46	$3,575.63
Feb	**March**	**April**	**May**	**June**	**July**
$3,284.55					

Food Commit 2014-2015: $40,114.49

YTD % Usage: 76%

Total Sales to Date for 2014-2015

$30,330.06

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NORTH BEND CENTRAL — NORTH BEND, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$138.70	$14,055.63	$8,701.01	$9,623.43	$9,043.00	$6,330.31
Feb	**March**	**April**	**May**	**June**	**July**
$8,556.69					

Food Commit 2014-2015: $81,470.31

YTD % Usage: 69%

Total Sales to Date for 2014-2015

$56,448.77

OAKLAND CRAIG SCHOOLS — OAKLAND, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$4,776.94	$4,863.55	$4,676.92	$4,268.79	$3,965.21	$2,012.35
Feb	**March**	**April**	**May**	**June**	**July**
$2,555.48					

Food Commit 2014-2015: $52,723.70

YTD % Usage: 51%

Total Sales to Date for 2014-2015

$27,119.24

RAYMOND CENTRAL PUBLIC SCHOOL — RAYMOND, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$5,460.76	$15,347.42	$9,329.39	$8,422.87	$7,653.19	$5,420.87
Feb	**March**	**April**	**May**	**June**	**July**
$8,272.88					

Food Commit 2014-2015: $79,264.21

YTD % Usage: 76%

Total Sales to Date for 2014-2015

$59,907.38

SCRIBNER-SNYDER SCHOOLS — SCRIBNER, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$1,185.85	$3,826.70	$2,911.33	$2,114.07	$2,494.27	$1,574.32
Feb	**March**	**April**	**May**	**June**	**July**
$2,009.84					

Food Commit 2014-2015: $35,899.93

YTD % Usage: 45%

Total Sales to Date for 2014-2015

$16,116.38

TEKAMAH HERMAN PUBLIC SCHOOL — TEKAMAH, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$1,470.97	$3,789.13	$2,955.86	$3,613.79	$2,813.68	$2,083.38
Feb	**March**	**April**	**May**	**June**	**July**
$3,507.87					

Food Commit 2014-2015: $79,025.24

YTD % Usage: 26%

Total Sales to Date for 2014-2015

$20,234.68

WAHOO PUBLIC SCHOOLS — WAHOO, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$12,346.63	$22,686.82	$20,353.39	$17,668.79	$17,732.42	$17,891.86
Feb	**March**	**April**	**May**	**June**	**July**
$14,065.38					

Food Commit 2014-2015: $172,135.09

YTD % Usage: 71%

Total Sales to Date for 2014-2015

$122,745.29

WEST POINT PUBLIC SCHOOL — WEST POINT, NE

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$4,192.26	$9,415.38	$6,485.38	$6,388.39	$4,133.04	$4,490.02
Feb	**March**	**April**	**May**	**June**	**July**
$3,703.51					

Food Commit 2014-2015: $110,250.57

YTD % Usage: 35%

Total Sales to Date for 2014-2015

$38,807.98

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WISNER PILGER SCHOOL — **WISNER, NE**

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$6,877.45	$10,260.57	$6,838.27	$8,746.09	$5,421.36	$6,382.92
Feb	**March**	**April**	**May**	**June**	**July**
$4,888.24					

Food Commit 2014-2015: $71,547.55

YTD % Usage: 69%

Total Sales to Date for 2014-2015

$49,414.90

YUTAN PUBLIC SCHOOLS — **YUTAN, NE**

ESU# 2

August	Sept	Oct	Nov	Dec	Jan
$5,172.45	$8,561.35	$7,039.26	$8,377.92	$4,662.34	$3,821.59
Feb	**March**	**April**	**May**	**June**	**July**
$5,404.45					

Food Commit 2014-2015: $52,523.06

YTD % Usage: 82%

Total Sales to Date for 2014-2015

$43,039.36

Total Sales for ESU# 2 : $646,850.89

ARLINGTON PUBLIC SCHOOLS — **ARLINGTON, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$4,698.58	$6,034.47	$3,840.62	$4,568.28	$3,595.27	$4,001.71
Feb	**March**	**April**	**May**	**June**	**July**
$2,611.79					

Food Commit 2014-2015: $64,445.80

YTD % Usage: 46%

Total Sales to Date for 2014-2015

$29,350.72

BENNINGTON PUBLIC SCHOOL — **BENNINGTON, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$14,157.01	$27,280.11	$14,854.35	$20,956.01	$12,679.58	$10,167.60
Feb	**March**	**April**	**May**	**June**	**July**
$18,461.94					

Food Commit 2014-2015: $222,309.63

YTD % Usage: 53%

Total Sales to Date for 2014-2015

$118,556.60

DC West Community Schools — **VALLEY, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$5,497.26	$11,417.26	$5,330.78	$4,555.38	$3,099.20	$4,636.21
Feb	**March**	**April**	**May**	**June**	**July**
$4,061.21					

Food Commit 2014-2015: $93,175.51

YTD % Usage: 41%

Total Sales to Date for 2014-2015

$38,597.30

ELMWOOD MURDOCK SCHOOL — **MURDOCK, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$1,881.62	$4,387.80	$2,874.09	$4,111.69	$3,100.49	$2,416.26
Feb	**March**	**April**	**May**	**June**	**July**
$3,965.48					

Food Commit 2014-2015: $42,174.17

YTD % Usage: 54%

Total Sales to Date for 2014-2015

$22,737.43

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GRETNA PUBLIC SCHOOL — **GRETNA, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$16,168.80	$38,713.96	$24,742.36	$19,831.57	$15,548.73	$15,587.23
Feb	**March**	**April**	**May**	**June**	**July**
$14,872.13					

Food Commit 2014-2015: $268,593.38

YTD % Usage: 54%

Total Sales to Date for 2014-2015

$145,464.78

LOUISVILLE PUBLIC SCHOOL — **LOUISVILLE, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$2,230.74	$4,635.84	$6,083.85	$6,632.45	$4,451.38	$4,075.77
Feb	**March**	**April**	**May**	**June**	**July**
$2,690.15					

Food Commit 2014-2015: $50,000.00

YTD % Usage: 62%

Total Sales to Date for 2014-2015

$30,800.18

OUR LADY OF LOURDES ELEM SCH — **OMAHA, NE**

ESU# 03

August	Sept	Oct	Nov	Dec	Jan
	$3,504.50	$630.88	$588.13	$479.18	$579.54
Feb	**March**	**April**	**May**	**June**	**July**
$446.34					

Food Commit 2014-2015: $9,688.29

YTD % Usage: 64%

Total Sales to Date for 2014-2015

$6,228.57

ST BERNADETTE SCHOOL — **OMAHA, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$1,634.83	$2,828.79	$1,570.38	$2,523.20	$1,130.95	$1,167.18
Feb	**March**	**April**	**May**	**June**	**July**
$835.50					

Food Commit 2014-2015: $12,032.54

YTD % Usage: 97%

Total Sales to Date for 2014-2015

$11,690.83

ST. THOMAS MORE SCHOOL — **OMAHA, NE**

ESU# 03

August	Sept	Oct	Nov	Dec	Jan
$941.92	$4,234.61	$1,924.34	$2,684.14	$1,076.28	$2,455.96
Feb	**March**	**April**	**May**	**June**	**July**
$790.98					

Food Commit 2014-2015: $15,487.33

YTD % Usage: 91%

Total Sales to Date for 2014-2015

$14,108.23

ST. WENCESLAUS SCHOOL — **OMAHA, NE**

ESU# 3

August	Sept	Oct	Nov	Dec	Jan
$629.34	$10,281.24	$9,275.92	$6,680.20	$4,563.48	$6,301.69
Feb	**March**	**April**	**May**	**June**	**July**
$6,035.56					

Food Commit 2014-2015: $71,644.97

YTD % Usage: 61%

Total Sales to Date for 2014-2015

$43,767.43

Total Sales for ESU# 3 : $461,302.07

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HUMBOLDT-TABLE ROCK-STEINAUER — HUMBOLDT, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$1,846.39	$4,502.28	$2,320.62	$2,517.63	$2,429.43	$1,948.49
Feb	**March**	**April**	**May**	**June**	**July**
$2,112.62					

Food Commit 2014-2015: $55,270.05

YTD % Usage: 32%

Total Sales to Date for 2014-2015

$17,677.46

JOHNSON COUNTY CENTRAL - COOK — COOK, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$1,051.36	$2,762.28	$1,591.04	$1,687.60	$1,864.26	$2,560.87
Feb	**March**	**April**	**May**	**June**	**July**
$805.95					

Food Commit 2014-2015: $26,636.67

YTD % Usage: 46%

Total Sales to Date for 2014-2015

$12,323.36

JOHNSON COUNTY CENTRAL - TECUMSEH, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$1,594.78	$3,750.34	$2,436.03	$1,492.51	$1,209.67	$2,050.77
Feb	**March**	**April**	**May**	**June**	**July**
$2,226.79					

Food Commit 2014-2015: $43,238.36

YTD % Usage: 34%

Total Sales to Date for 2014-2015

$14,760.89

LOURDES CATHOLIC SCHOOL — NEBRASKA CITY, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$6,388.50	$7,156.94	$5,578.62	$6,558.88	$2,619.87	$4,797.17
Feb	**March**	**April**	**May**	**June**	**July**
$4,398.36					

Food Commit 2014-2015: $33,550.28

YTD % Usage: 112%

Total Sales to Date for 2014-2015

$37,498.34

PALMYRA DISTRICT OR1 SCHOOL — PALMYRA, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$3,530.00	$8,610.45	$5,386.56	$5,510.00	$3,287.66	$3,139.52
Feb	**March**	**April**	**May**	**June**	**July**
$4,181.21					

Food Commit 2014-2015: $51,404.77

YTD % Usage: 65%

Total Sales to Date for 2014-2015

$33,645.40

STERLING PUBLIC SCHOOL — STERLING, NE

ESU# 4

August	Sept	Oct	Nov	Dec	Jan
$3,199.95	$3,622.92	$2,532.08	$2,668.48	$1,679.32	$1,734.65
Feb	**March**	**April**	**May**	**June**	**July**
$2,389.45					

Food Commit 2014-2015: $23,560.46

YTD % Usage: 76%

Total Sales to Date for 2014-2015

$17,826.85

Total Sales for ESU# 4 : $133,732.30

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BEATRICE PUBLIC SCHOOL — BEATRICE, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$14,326.26	$21,667.13	$17,030.20	$20,646.49	$13,495.37	$12,250.59
Feb	**March**	**April**	**May**	**June**	**July**
$12,476.52					

Food Commit 2014-2015: $282,298.76

YTD % Usage: 40%

Total Sales to Date for 2014-2015

$111,892.56

BRUNING-DAVENPORT SCHOOL DIST. — DAVENPORT, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$2,573.40	$2,644.99	$2,184.25	$2,212.15	$1,650.58	$1,653.32
Feb	**March**	**April**	**May**	**June**	**July**
$1,536.53					

Food Commit 2014-2015: $39,586.26

YTD % Usage: 37%

Total Sales to Date for 2014-2015

$14,455.22

DESHLER LUTHERAN SCHOOL — DESHLER, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$47.50	$17.11		$147.10		
Feb	**March**	**April**	**May**	**June**	**July**
$99.60					

Food Commit 2014-2015: $7,265.74

YTD % Usage: 4%

Total Sales to Date for 2014-2015

$311.31

DESHLER PUBLIC SCHOOL — DESHLER, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$885.05	$3,486.15	$2,231.67	$1,865.89	$934.40	$1,811.85
Feb	**March**	**April**	**May**	**June**	**July**
$1,917.75					

Food Commit 2014-2015: $29,354.06

YTD % Usage: 45%

Total Sales to Date for 2014-2015

$13,132.76

FAIRBURY PUBLIC SCHOOL — FAIRBURY, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$5,757.23	$16,602.47	$10,529.95	$9,928.28	$7,754.49	$8,561.56
Feb	**March**	**April**	**May**	**June**	**July**
$9,677.78					

Food Commit 2014-2015: $130,059.62

YTD % Usage: 53%

Total Sales to Date for 2014-2015

$68,811.76

FREEMAN PUBLIC SCHOOLS — ADAMS, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$4,347.18	$6,850.38	$5,615.43	$5,549.99	$5,262.07	$4,068.80
Feb	**March**	**April**	**May**	**June**	**July**
$4,747.62					

Food Commit 2014-2015: $59,496.72

YTD % Usage: 61%

Total Sales to Date for 2014-2015

$36,441.47

MERIDIAN PUBLIC SCHOOL — DAYKIN, NE

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$2,820.88	$5,557.02	$4,073.68	$3,326.53	$3,593.75	$4,117.65
Feb	**March**	**April**	**May**	**June**	**July**
$3,733.84					

Food Commit 2014-2015: $22,231.51

YTD % Usage: 122%

Total Sales to Date for 2014-2015

$27,223.35

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TRI COUNTY SCHOOLS — **DEWITT, NE**

ESU# 5

August	Sept	Oct	Nov	Dec	Jan
$2,000.99	$4,957.88	$3,991.73	$3,105.41	$2,281.59	$2,461.50
Feb	**March**	**April**	**May**	**June**	**July**
$2,561.16					

Food Commit 2014-2015: $69,117.71

YTD % Usage: 31%

Total Sales to Date for 2014-2015

$21,360.26

Total Sales for ESU# 5 : $293,628.69

CRETE PUBLIC SCHOOLS — **CRETE, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$28,682.83	$39,135.95	$30,260.62	$28,899.60	$17,324.18	$15,775.26
Feb	**March**	**April**	**May**	**June**	**July**
$25,062.68					

Food Commit 2014-2015: $305,233.53

YTD % Usage: 61%

Total Sales to Date for 2014-2015

$185,141.12

EXETER-MILLIGAN PUBLIC SCHOOL — **EXETER, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$2,858.10	$2,235.87	$1,998.75	$2,181.28	$1,167.86	$2,109.43
Feb	**March**	**April**	**May**	**June**	**July**
$1,464.25					

Food Commit 2014-2015: $31,653.83

YTD % Usage: 44%

Total Sales to Date for 2014-2015

$14,015.54

LINCOLN LUTHERAN JR/SR HIGH — **LINCOLN, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$4,990.46	$9,033.76	$4,494.35	$4,603.04	$3,691.21	$4,025.42
Feb	**March**	**April**	**May**	**June**	**July**
$3,943.14					

Food Commit 2014-2015: $59,088.21

YTD % Usage: 59%

Total Sales to Date for 2014-2015

$34,781.38

MILFORD PUBLIC SCHOOL — **MILFORD, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$6,903.39	$12,688.57	$10,168.53	$9,467.82	$8,174.35	$5,240.14
Feb	**March**	**April**	**May**	**June**	**July**
$7,066.38					

Food Commit 2014-2015: $83,920.43

YTD % Usage: 71%

Total Sales to Date for 2014-2015

$59,709.18

ST JOHN LUTHERAN SCHOOL — **SEWARD, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$1,539.82	$2,628.77	$1,838.72	$2,476.35	$1,052.80	$2,456.79
Feb	**March**	**April**	**May**	**June**	**July**
$2,279.85					

Food Commit 2014-2015: $23,988.74

YTD % Usage: 59%

Total Sales to Date for 2014-2015

$14,273.10

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ST JOSEPHS CATHOLIC SCHOOL — **YORK, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$497.47	$1,758.69	$1,081.06	$1,306.43	$654.95	$1,091.03
Feb	**March**	**April**	**May**	**June**	**July**
$1,086.06					

Food Commit 2014-2015: $9,316.48

YTD % Usage: 80%

Total Sales to Date for 2014-2015

$7,475.69

WILBER CLATONIA PUBLIC SCHOOL — **WILBER, NE**

ESU# 6

August	Sept	Oct	Nov	Dec	Jan
$5,099.87	$8,791.87	$8,022.47	$10,166.27	$4,828.12	$5,921.08
Feb	**March**	**April**	**May**	**June**	**July**
$8,256.71					

Food Commit 2014-2015: $100,527.09

YTD % Usage: 51%

Total Sales to Date for 2014-2015

$51,086.39

Total Sales for ESU# 6 : $366,482.40

BOONE CENTRAL ELEM. & H.S. — **ALBION, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$6,015.34	$7,988.69	$5,482.40	$4,116.87	$3,168.14	$2,827.22
Feb	**March**	**April**	**May**	**June**	**July**
$4,397.12					

Food Commit 2014-2015: $60,000.00

YTD % Usage: 57%

Total Sales to Date for 2014-2015

$33,995.78

CENTRAL CITY PUBLIC SCHOOL — **CENTRAL CITY, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$2,028.45	$5,648.49	$3,587.61	$2,984.87	$4,521.94	$3,715.71
Feb	**March**	**April**	**May**	**June**	**July**
$3,399.89					

Food Commit 2014-2015: $50,000.00

YTD % Usage: 52%

Total Sales to Date for 2014-2015

$25,886.96

Central Nebraska Community Services — **Columbus, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$1,304.28	$5,415.16	$3,790.64	$3,732.87	$3,072.69	$2,176.47
Feb	**March**	**April**	**May**	**June**	**July**
$2,833.32					

Food Commit 2014-2015: $16,200.00

YTD % Usage: 138%

Total Sales to Date for 2014-2015

$22,325.43

CROSS COUNTY COMM. SCHOOL — **STROMSBURG, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$2,851.87	$4,638.22	$2,677.09	$3,410.07	$2,613.62	$2,509.38
Feb	**March**	**April**	**May**	**June**	**July**
$3,407.77					

Food Commit 2014-2015: $57,715.95

YTD % Usage: 38%

Total Sales to Date for 2014-2015

$22,108.02

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DAVID CITY - BELLWOOD ATTENDENCE CENTER — **Bellwood, NE**

ESU# 07

August	Sept	Oct	Nov	Dec	Jan
$2,147.77	$1,220.79	$1,028.69	$743.31	$813.86	$606.54
Feb	**March**	**April**	**May**	**June**	**July**
$660.52					

Food Commit 2014-2015: $13,199.11 — YTD % Usage: 55%

Total Sales to Date for 2014-2015: $7,221.48

DAVID CITY PUBLIC SCHOOL — **DAVID CITY, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$6,333.19	$8,475.48	$5,482.41	$6,767.39	$6,105.99	$5,941.16
Feb	**March**	**April**	**May**	**June**	**July**
$4,966.34					

Food Commit 2014-2015: $67,984.69 — YTD % Usage: 65%

Total Sales to Date for 2014-2015: $44,071.96

EAST BUTLER PUBLIC SCHOOL — **BRAINARD, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$2,238.25	$4,150.30	$2,785.82	$3,050.28	$2,203.01	$2,540.98
Feb	**March**	**April**	**May**	**June**	**July**
$2,444.55					

Food Commit 2014-2015: $40,273.12 — YTD % Usage: 48%

Total Sales to Date for 2014-2015: $19,413.19

HUMPHREY PUBLIC SCHOOL — **HUMPHREY, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$1,609.76	$2,525.59	$1,725.82	$1,396.27	$1,269.47	$1,051.58
Feb	**March**	**April**	**May**	**June**	**July**
$980.18					

Food Commit 2014-2015: $35,522.26 — YTD % Usage: 30%

Total Sales to Date for 2014-2015: $10,558.67

LAKEVIEW COMM. SCHOOL — **COLUMBUS, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$2,947.53	$17,970.63	$8,009.69	$9,808.25	$8,020.00	$8,849.28
Feb	**March**	**April**	**May**	**June**	**July**
$8,258.77					

Food Commit 2014-2015: $95,938.43 — YTD % Usage: 67%

Total Sales to Date for 2014-2015: $63,864.15

PALMER PUBLIC SCHOOL — **PALMER, NE**

ESU# 7

August	Sept	Oct	Nov	Dec	Jan
$2,858.42	$7,432.55	$4,533.05	$4,681.48	$4,160.01	$3,562.70
Feb	**March**	**April**	**May**	**June**	**July**
$4,094.12					

Food Commit 2014-2015: $51,199.46 — YTD % Usage: 61%

Total Sales to Date for 2014-2015: $31,322.33

Total Sales for ESU# 7 : $280,767.97

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MADISON ELEMENTARY SCHOOL — MADISON, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
$2,048.24	$7,329.16	$5,116.18	$5,366.10	$5,033.10	$2,733.02
Feb	**March**	**April**	**May**	**June**	**July**
$4,365.39					

Food Commit 2014-2015: $41,176.14

YTD % Usage: 78%

Total Sales to Date for 2014-2015

$31,991.19

MADISON HIGH / MIDDLE SCHOOL — MADISON, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
$2,719.42	$8,244.74	$7,824.59	$6,816.25	$6,660.69	$3,838.10
Feb	**March**	**April**	**May**	**June**	**July**
$5,859.89					

Food Commit 2014-2015: $48,710.78

YTD % Usage: 86%

Total Sales to Date for 2014-2015

$41,963.68

NELIGH OAKDALE SCHOOL — NELIGH, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
$3,351.28	$6,818.10	$4,399.89	$4,262.07	$2,496.99	$3,427.59
Feb	**March**	**April**	**May**	**June**	**July**
$5,696.16					

Food Commit 2014-2015: $65,701.69

YTD % Usage: 46%

Total Sales to Date for 2014-2015

$30,452.08

OSMOND COMMUNITY SCHOOL — OSMOND, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
$2,294.85	$3,848.42	$2,229.15	$2,451.83	$1,447.88	$1,240.19
Feb	**March**	**April**	**May**	**June**	**July**
$1,595.62					

Food Commit 2014-2015: $38,160.86

YTD % Usage: 40%

Total Sales to Date for 2014-2015

$15,107.94

PIERCE PUBLIC SCHOOL — PIERCE, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
$8,559.34	$11,516.60	$9,316.60	$8,763.16	$4,678.98	$3,424.05
Feb	**March**	**April**	**May**	**June**	**July**
$8,525.50					

Food Commit 2014-2015: $103,217.99

YTD % Usage: 53%

Total Sales to Date for 2014-2015

$54,784.23

STANTON COMMUNITY SCHOOLS — STANTON, NE

ESU# 8

August	Sept	Oct	Nov	Dec	Jan
	$2,061.78	$4,888.54	$2,944.72	$2,953.02	$2,928.15
Feb	**March**	**April**	**May**	**June**	**July**
$3,805.84					

Food Commit 2014-2015: $79,524.45

YTD % Usage: 25%

Total Sales to Date for 2014-2015

$19,582.05

Total Sales for ESU# 8 : $193,881.17

Nebraska E.S.U. Coop Food Program Update Report - 2014-2015

February 2014 Update Report

BLUE HILL SCHOOL — BLUE HILL, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
	$2,440.81	$2,249.23	$1,026.91	$1,578.00	$1,015.09
Feb	**March**	**April**	**May**	**June**	**July**
$1,645.83					

Food Commit 2014-2015: $48,414.46

YTD % Usage: 21%

Total Sales to Date for 2014-2015

$9,955.87

CHRIST LUTHERAN ELEMENTARY — JUNIATA, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$817.56	-$16.36	$1,583.49	-$31.71	$745.52	
Feb	**March**	**April**	**May**	**June**	**July**
$886.92					

Food Commit 2014-2015: $5,419.59

YTD % Usage: 74%

Total Sales to Date for 2014-2015

$3,985.42

DONIPHAN-TRUMBULL PUBLIC SCHOOLS — DONIPHAN, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$4,227.78	$10,262.31	$5,084.95	$5,938.27	$3,773.55	$6,487.66
Feb	**March**	**April**	**May**	**June**	**July**
$6,413.28					

Food Commit 2014-2015: $53,756.04

YTD % Usage: 78%

Total Sales to Date for 2014-2015

$42,187.80

KENESAW PUBLIC SCHOOL — KENESAW, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
	$596.91	$423.20		$330.03	$198.51
Feb	**March**	**April**	**May**	**June**	**July**
$508.65					

Food Commit 2014-2015: $26,578.52

YTD % Usage: 8%

Total Sales to Date for 2014-2015

$2,057.30

LAWRENCE NELSON ELEMENTARY SCHOOL — LAWRENCE, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$1,382.50	$2,625.09	$2,594.85	$1,964.24	$1,705.56	$1,393.39
Feb	**March**	**April**	**May**	**June**	**July**
$2,444.65					

Food Commit 2014-2015: $22,911.24

YTD % Usage: 62%

Total Sales to Date for 2014-2015

$14,110.28

LAWRENCE NELSON JR/SR HIGH SCHOOL — NELSON, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$2,069.29	$2,802.41	$2,276.31	$2,002.69	$1,396.49	$2,110.36
Feb	**March**	**April**	**May**	**June**	**July**
$1,439.50					

Food Commit 2014-2015: $18,067.91

YTD % Usage: 78%

Total Sales to Date for 2014-2015

$14,097.05

SANDY CREEK SCHOOLS — FAIRFIELD, NE

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$5,517.51	$7,054.16	$5,562.17	$3,570.56	$3,858.08	$4,639.01
Feb	**March**	**April**	**May**	**June**	**July**
$4,033.56					

Food Commit 2014-2015: $94,798.40

YTD % Usage: 36%

Total Sales to Date for 2014-2015

$34,235.05

Nebraska E.S.U. Coop Food Program Update Report - 2014-2015

February 2014 Update Report

SILVER LAKE PUBLIC SCHOOL — **ROSELAND, NE**

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$4,742.85	$7,349.10	$5,248.25	$5,814.88	$5,606.48	$4,303.44
Feb	**March**	**April**	**May**	**June**	**July**
$4,893.00					

Food Commit 2014-2015: $42,818.06

YTD % Usage: 89%

Total Sales to Date for 2014-2015

$37,958.00

SUPERIOR PUBLIC SCHOOL — **SUPERIOR, NE**

ESU# 9

August	Sept	Oct	Nov	Dec	Jan
$5,848.26	$10,519.38	$7,185.77	$9,643.18	$6,893.59	$6,250.11
Feb	**March**	**April**	**May**	**June**	**July**
$6,840.64					

Food Commit 2014-2015: $72,175.15

YTD % Usage: 74%

Total Sales to Date for 2014-2015

$53,180.93

Total Sales for ESU# 9 : $211,767.70

CENTURA PUBLIC SCHOOL — **CAIRO, NE**

ESU# 10

August	Sept	Oct	Nov	Dec	Jan
$3,796.30	$10,145.31	$6,584.79	$5,544.93	$4,812.85	$4,065.51
Feb	**March**	**April**	**May**	**June**	**July**
$5,011.58					

Food Commit 2014-2015: $70,977.03

YTD % Usage: 56%

Total Sales to Date for 2014-2015

$39,961.27

LOUP CITY PUBLIC SCHOOL — **LOUP CITY, NE**

ESU# 10

August	Sept	Oct	Nov	Dec	Jan
$3,847.19	$5,962.48	$7,118.71	$5,393.01	$2,176.19	$3,841.08
Feb	**March**	**April**	**May**	**June**	**July**
$2,103.51					

Food Commit 2014-2015: $48,000.00

YTD % Usage: 63%

Total Sales to Date for 2014-2015

$30,442.17

NORTHWEST HIGH SCHOOL — **GRAND ISLAND, NE**

ESU# 10

August	Sept	Oct	Nov	Dec	Jan
$5,239.45	$9,910.61	$6,792.34	$6,283.40	$4,515.45	$6,298.61
Feb	**March**	**April**	**May**	**June**	**July**
$4,252.91					

Food Commit 2014-2015: $175,222.42

YTD % Usage: 25%

Total Sales to Date for 2014-2015

$43,292.77

RAVENNA PUBLIC SCHOOL — **RAVENNA, NE**

ESU# 10

August	Sept	Oct	Nov	Dec	Jan
$3,897.10	$6,685.85	$4,786.02	$4,415.13	$2,340.89	$3,302.46
Feb	**March**	**April**	**May**	**June**	**July**
$2,782.14					

Food Commit 2014-2015: $75,097.51

YTD % Usage: 38%

Total Sales to Date for 2014-2015

$28,209.59

Nebraska E.S.U. Coop Food Program Update Report - 2014-2015

February 2014 Update Report

ST PAUL PUBLIC SCHOOL — **ST PAUL, NE**

ESU# 10

August	Sept	Oct	Nov	Dec	Jan
$7,362.83	$18,185.82	$9,772.53	$9,916.20	$7,844.33	$8,293.57
Feb	**March**	**April**	**May**	**June**	**July**
$8,429.93					

Food Commit 2014-2015: $120,715.34

YTD % Usage: 58%

Total Sales to Date for 2014-2015

$69,805.21

Total Sales for ESU# 10 : $211,711.01

AXTELL PUBLIC SCHOOLS — **AXTELL, NE**

ESU# 11

August	Sept	Oct	Nov	Dec	Jan
$1,459.02	$4,611.55	$4,173.83	$3,281.89	$3,161.78	$2,944.55
Feb	**March**	**April**	**May**	**June**	**July**
$3,586.27					

Food Commit 2014-2015: $39,396.32

YTD % Usage: 59%

Total Sales to Date for 2014-2015

$23,218.89

MINDEN PUBLIC SCHOOLS — **MINDEN, NE**

ESU# 11

August	Sept	Oct	Nov	Dec	Jan
$5,183.31	$12,074.26	$7,533.25	$6,438.50	$4,688.65	$6,289.99
Feb	**March**	**April**	**May**	**June**	**July**
$5,890.96					

Food Commit 2014-2015: $100,630.85

YTD % Usage: 48%

Total Sales to Date for 2014-2015

$48,098.92

Total Sales for ESU# 11 : $71,317.81

BAYARD PUBLIC SCHOOLS — **BAYARD, NE**

ESU# 13

August	Sept	Oct	Nov	Dec	Jan
$4,864.01	$4,436.04	$7,052.66	$4,014.84	$3,725.49	$2,611.49
Feb	**March**	**April**	**May**	**June**	**July**
$5,175.83					

Food Commit 2014-2015: $40,000.00

YTD % Usage: 80%

Total Sales to Date for 2014-2015

$31,880.36

GARDEN COUNTY SCHOOLS — **OSHKOSH, NE**

ESU# 13

August	Sept	Oct	Nov	Dec	Jan
$2,915.17	$4,228.32	$3,054.59	$2,897.77	$1,874.45	$2,735.86
Feb	**March**	**April**	**May**	**June**	**July**
$1,976.00					

Food Commit 2014-2015: $28,000.00

YTD % Usage: 70%

Total Sales to Date for 2014-2015

$19,682.16

SIDNEY PUBLIC SCHOOL — **SIDNEY, NE**

ESU# 13

August	Sept	Oct	Nov	Dec	Jan
$9,643.69	$10,266.11	$8,241.16	$6,158.62	$3,576.09	$5,499.23
Feb	**March**	**April**	**May**	**June**	**July**
$8,507.16					

Food Commit 2014-2015: $184,528.64

YTD % Usage: 28%

Total Sales to Date for 2014-2015

$51,892.06

Total Sales for ESU# 13 : $103,454.58

Nebraska E.S.U. Coop Food Program Update Report - 2014-2015

February 2014 Update Report

OUR REDEEMER LUTHERAN SCHOOL NORTH PLATTE, NE

ESU# 16

August	Sept	Oct	Nov	Dec	Jan
	$1,786.94	-$27.57	$818.89		
Feb	**March**	**April**	**May**	**June**	**July**
$462.27					

Food Commit 2014-2015 $6,251.93

YTD % Usage 49%

Total Sales to Date for 2014-2015 $3,040.53

Total Sales for ESU# 16 : $3,040.53

CODY KILGORE SCHOOLS CODY, NE

ESU# 17

August	Sept	Oct	Nov	Dec	Jan
	$9,252.82	$5,224.62	$5,265.47	$4,536.11	$3,429.08
Feb	**March**	**April**	**May**	**June**	**July**
$4,233.21					

Food Commit 2014-2015 $26,136.91

YTD % Usage 122%

Total Sales to Date for 2014-2015 $31,941.31

ROCK COUNTY HIGH SCHOOL BASSETT, NE

ESU# 17

August	Sept	Oct	Nov	Dec	Jan
$3,545.91	$4,510.15	$3,102.22	$3,161.66	$1,915.68	$1,470.29
Feb	**March**	**April**	**May**	**June**	**July**
$3,388.40					

Food Commit 2014-2015 $24,845.30

YTD % Usage 85%

Total Sales to Date for 2014-2015 $21,094.31

Total Sales for ESU# 17 : $53,035.62

August Total	$400,746.89
September Total	$781,781.88
October Total	$553,301.23
November Total	$549,101.32
December Total	$403,533.46
January Total	$401,846.66
February Total	$449,187.39
March Total	
April Total	
May Total	
June Total	
July Total	

Total Current Sales for All ESUs: $3,539,498.83

Total Comparative Data 2013-2014 Sales for All ESU's: **$4,342,421.24**
(Last year August-February Sales)

Quill.com
A small part of your job is 100% of ours.

AEPA IFB 015-A Office Supplies Bid



100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

October 1, 2014

Jeff Kimball
Purchasing Department
Oakland Schools
2111 Pontiac Lake Road
Waterford, MI 48328-2736

Quill Bid Number: 14-9910
Customer Bid Info: IFB 015-A Office Supplies
Account Number: 6714762

Dear Jeff Kimball,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. Please note that the bid prices and free shipping are good through **February 28, 2016.**

In addition to the enclosed bid items, for all other purchases we're pleased to offer your organization additional **column discounts*** to our already discounted prices in our catalog which are up to 80% off list. These extra savings are good through **February 28,2016.**

25% Janitorial
20% Paper
20% Office Products
20% Education Products
12% Ink and Toner
10% Furniture
5% Technology

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- **Written acceptance** is requested to guarantee your discounts. Please see attached Bid Response Form.
- Please be sure to reference the above Quill.com account for easy and accurate processing.
- Quill.com offers easy online ordering with visibility to your column discount*.
- Please fax or email your tax exempt form to taxexempt@Quill.com or fax 800-499-8805.

Quill's delivery policy is standard UPS or local carrier drop off, or truck tailgate delivery. Inside delivery is available at an additional charge. Installation or set up is not included.
This contract must be renewed before expiration date and will not automatically renew.
Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,
Quill's Bid Department

***Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).**

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

BID AWARD FORM

Written acceptance is requested in order to ensure the proper bid pricing discount quoted, ***please fill out and return*** this form as soon as possible.

Quill Bid #: **14-9910** ****Please reference this bid # and Quill Item Numbers on ALL purchase orders***

Account #: **6714762** State: **MI**

Account Name: **Oakland Schools**

Do you accept our discounts on our catalog? Yes ____ No _____

25% Janitorial
20% Paper
20% Office Products
20% Education Products
12% Ink and Toner
10% Furniture
5% Technology

Do you accept our itemized bid prices? Yes_____ No_____

If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.

If no, who was awarded your bid_____

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered

_____

_____

Are you tax exempt? Yes___ No___ If yes, please send your certificate to tax.exempt@Quill.com or fax to 800-499-8805.

This BID RESPONSE FORM can be returned by:

Fax: (888) 888-8250
Email: bid@quill.com
Or Mail:
Quill Corporation
Bid Department
100 Schelter Road
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Your Quill Bid Team
(800) 634 – 4809

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

To Whom It May Concern:

Re: EEO Certification

Because we deal with 700 vendors and 1.1 million customers, it is impossible for us to reply on an individual basis and read each company's certification requirements. Please accept the following as our standard report.

- You are advised that Quill Corporation does not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability; or an unfavorable discharge from military service.

- Quill Corporation hereby certifies that it does not maintain or provide for their employees any segregated facilities at any establishment. As used in this Certification, the term "Segregated Facilities" means any waiting rooms, work area, rest rooms and other storage or dressing areas, transportation and housing facilities provided for the employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, religion, sex marital status, national origin or ancestry, age physical or mental handicap unrelated to ability, or and unfavorable discharge from military service.

- Quill Corporation also maintains and conspicuously posts a written sexual harassment policy consistent with state and federal law.

- Quill Corporation also complies with Affirmative Action obligations under Executive Order 11246.

- Quill Corporation has a commitment to its employees to provide a safe and drug free work environment, with policies in places that address our expectations.

If we can clarify any questions regarding our policy on this issue, please call or write.

Sincerely yours,

Thank you,
Susan DeSack

Employment Compliance Manager
Staples
500 Staples Drive
Framingham, MA 01702
☎ Office: 1-508-253-1727
🖷 eFax: 1-508-382-5528
✉ Email: Susan.Desack@Staples.com
June 2014

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

EQUAL EMPLOYMENT OPPORTUNITY

Quill Corporation is a large business, wholly owned subsidiary of Staples, Inc.

As a company we comply with all Federal and State Affirmative Action Laws and Requirements.

See attached EEO1 for Staples and Certification

co= L103806

u= L103806

EQUAL EMPLOYMENT OPPORTUNITY

2013 EMPLOYER INFORMATION REPORT

CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

2.a. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

c. Y

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:151064821

SECTION E - ESTABLISHMENT INFORMATION

NAICS:

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												OVERALL TOTALS
	********** MALE **********								********** FEMALE **********						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	6	1	143	2	0	4	0	0	48	0	0	5	0	0	209
FIRST/MID OFFICIALS & MGRS	236	98	2347	194	12	99	10	7	1219	100	3	55	7	2	4389
PROFESSIONALS	90	101	1403	68	5	241	3	1	1521	104	7	137	4	5	3690
TECHNICIANS	67	16	348	60	3	10	0	0	89	20	3	1	0	1	618
SALES WORKERS	2374	2332	12541	2491	110	699	81	40	10187	2272	103	485	79	53	33847
ADMINISTRATIVE SUPPORT	184	233	997	217	4	41	7	4	1921	465	5	52	7	17	4154
CRAFT WORKERS	51	1	209	11	0	7	0	1	7	0	0	0	0	0	287
OPERATIVES	1286	663	2461	1267	18	185	16	6	1474	384	10	84	6	3	7863
LABORERS & HELPERS	0	0	3	2	0	0	0	0	2	0	0	0	0	0	7
SERVICE WORKERS	35	15	158	50	3	8	0	1	50	17	0	3	0	0	340
TOTAL	4329	3460	20610	4362	155	1294	117	60	16518	3362	131	822	103	81	55404
PREVIOUS REPORT TOTAL	4326	3387	21043	4257	159	1272	123	49	16939	3284	104	793	104	43	55883

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/25/2013 THRU 08/31/2013

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: REGIS MULOT
TITLE: SVP HUMAN RESOURCES

EEO-1 REPORT CONTACT PERSON: REGIS MULOT
TITLE: SVP HUMAN RESOURCES

EMAIL: REGIS.MULOT@STAPLES.COM
TELEPHONE NO: 1508253220

CERTIFIED DATE[EST]: 02/07/2014 11:04 AM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Beecher Carlson Insurance Services
6 Concourse Parkway, Suite 2300
Atlanta, GA 30328

www.beechercarlson.com

CONTACT NAME: (ATL) Diane Stalcup
PHONE (A/C, No, Ext): 678-539-4877 FAX (A/C, No): 678-539-4890
E-MAIL ADDRESS: dstalcup@beechercarlson.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: ACE Property & Casualty	20699
INSURER C: Indemnity Insurance of North America	43575
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Staples, Inc.
and the attached Named Insureds
500 Staples Drive
Framingham MA 01702

COVERAGES **CERTIFICATE NUMBER:** 18988480 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	✓		HDO-G27330472	2/1/2014	2/1/2015	EACH OCCURRENCE	$ 1,000,000
	✓ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	☐ CLAIMS-MADE ✓ OCCUR						MED EXP (Any one person)	$
	✓ Contractual Liability						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	✓ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY			ISA-H08818897	2/1/2014	2/1/2015	COMBINED SINGLE LIMIT (Ea accident)	$ 3,000,000
	✓ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	✓ HIRED AUTOS ✓ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
								$
B	✓ UMBRELLA LIAB ✓ OCCUR			XOO-G27368566	2/1/2014	2/1/2015	EACH OCCURRENCE	$ 5,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$ 5,000,000
	☐ DED ☐ RETENTION $							$
								$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR-C47878305(AZ,CA,MA)	2/1/2014	2/1/2015	✓ WC STATU-TORY LIMITS ☐ OTH-ER	
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N]	N/A		SCF-C47878317(WI)	2/1/2014	2/1/2015	E.L. EACH ACCIDENT	$ 1,000,000
A	(Mandatory in NH)			WCU-C47878329 (OH)	2/1/2014	2/1/2015	E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
C	If yes, describe under DESCRIPTION OF OPERATIONS below			WLR-C47878299(AOS)	2/1/2014	2/1/2015	E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is included as Additional Insured to the extent required by written contract only.

CERTIFICATE HOLDER

** Evidence of Coverage **

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sharon D. Brainard

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AGENCY CUSTOMER ID: 39

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY	NAMED INSURED
Beecher Carlson Insurance Services	Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (05/10)

CERTIFICATE HOLDER: ** Evidence of Coverage **
ADDRESS:

INSURED: Staples, Inc.
POLICY PERIOD: 2/1/14 - 2/1/15

NAMED INSUREDS:

Staples the Office Superstore East, Inc.

Staples the Office Superstore LP

Staples Contract & Commercial, Inc., including:
- Staples National Advantage
- Business Interiors by Staples (fka Corporate Express Business Interiors)
- Coastwide Laboratories, Inc.
- Staples Promotional Products (fka Corporate Express Promotional Marketing, Inc.)
- Kross Outfitters
- Corporate Express Imaging & Computer Graphic Supplies
- Any other entity formerly known as Corporate Express
- Staples Technology Solutions.com
- Staples Enterprise Advantage
- Staples Business Advantage
- Staples Advantage
- Staples Industrial
- Staples Print Solution

Quill Corporation
- MAP (Medical Arts Press, Inc.)

Schoolkids.com, Inc.

Smilemakers, Inc.

Thrive Networks, Inc.

Corporate Express Document & Print Management, Inc.

Lonesource

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ATTACHMENT

Association of Educational

INVITATION FOR BID NUMBER AEPA IFB #015
PART A – TERMS AND CONDITIONS

Notice to Bidders

Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

1:30 p.m. EDT, Wednesday, October 8, 2014

For Catalog Bids: 015-A. Office Supplies, 015-B. Instructional & School Supplies, 015-C. Custodial Equipment & Supplies, Restroom, Break Room & Safety Supplies, 15-D. Security, 015-E. Live Finger Print & Palm Scanning, 015-F. Walk-Through Metal Detectors

For Construction Related Bids: 15.1–A Modular & Portable Buildings, 015.1–B Security & Consulting

Each bid package consists of three or more parts:

Part A – Notice to Bidders, Bid Procedures and Terms and Conditions
Part B – Commodity Specifications
Part C – Bid Forms
Part D - G – Additional Bid Forms if required (varies by commodity)

All bids shall be submitted to Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736, in a sealed envelope marked "SEALED BID AEPA #015" on the front of the envelope. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Bid documents can be downloaded after registering by following the link from the web at www.aepacoop.org. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and publicly read immediately following the deadline.

Bid and Contract Timeline:

August 18, 2014	Publication of Bids and IFB available on the AEPA website www.aepacoop.org
September 9, 2014	Pre-Bid Conference Call – Must register by Sept. 3rd to participate
September 25, 2014	Deadline for questions from Bidders
October 8, 2014, 1:30 pm EDT	**Deadline for Bid Submittals and Public Opening of Bids**
November 7, 2014	Contract Recommendations posted on www.aepacoop.org
December 2, 2014	AEPA Approval of bids
December 8, 2014	Bidders are advised of the results of the bid
December 3, 2014 to March 1, 2015	Vendor Partner's submit required documentation to Member Agencies
No later than March 1, 2015 to February 28, 2016	Initial contract term (up to fifteen months) – See Term of Contract and Extensions in General Terms & Conditions
March 1, 2016 - 2018	Annual contract renewal dates subject to approval by AEPA

For information on how to address all questions regarding this Invitation for Bid (IFB), reference Section II. Bid Procedures, Section C. Questions.

AEPA Member Agency Information

State	Agency Name	Contact	Email	Students
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	twitt@epylon.com	6,220,993
Colorado	Colorado BOCES Association	John Tillman	jtillman@my.amigo.net	854,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	554,845
Florida	Panhandle Area Education Consortium	Larche Hardy	larche_hardy@paec.org	2,668,155
Indiana	Wilson Education Center	Phil Partenheimer	philp@wesc.k12.in.us	1,041,602
Iowa	Iowa Educators Consortium	Jamie Albertsen	jalbertsen@iec-ia.org	510,000
Kansas	Southeast Kansas Education Service Center	Brad Stefanoni	brad.stefanoni@greenbush.org	468,510
Kentucky	Green River Regional Educational Cooperative	Ann Burden	ann.burden@grrec.ky.gov	675,530
Massachusetts	The Education Cooperative	Joan Preble	jpreble@tec-coop.org	954,177
Michigan	Oakland Schools	Tim Loock	tim.loock@oakland.k12.mi.us	1,525,000
Minnesota	Minnesota Service Cooperative	Jeremy Kovash	jkovash@lcsc.org	845,177
Missouri	Cooperating School Districts	Kelly Hackworth	khackworth@edplus.org	650,000
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	142,347
Nebraska	Nebraska ESU Cooperative Purchasing	Kip Schnedier	kschneider@esu17.org	336,069
New Jersey	Middlesex Regional Educational Services Commission	Pat Moran	pmoran@mresc.k12.nj.us	1,300,000
New Mexico	Cooperative Educational Services	Dotty McKinney	dotty@ces.org	338,223
North Dakota	North Dakota Educators Service Cooperative	John Jankowski	john.jankowski.1@sendit.nodak.edu	105.632
Ohio	Ohio Council of Educational Purchasing Consortium	Elmo Kallner	kallner@mail.mecdc.org	1,850,000
Oregon	Intermountain ESD	Caryn Appler	caryn.appler@imesd.k12.or.us	531,555
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Jeff Kimball	jkimball@csiu.org	4,600,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	4,933,617
Virginia	Fairfax County Public Schools	Michelle Pratt	MRPratt@fcps.edu	1,200,000
Washington	King County Directors Association	Dave Mahalko	dmahalko@kcda.org	1,000,000
West Virginia	WV Regional Education Service Agencies Cooperative Purchasing	Dee Cockrille	dcockril@access.k12.wv.us	282,308
Wisconsin	Cooperative Educational Service Agency (CESA) #2	Lisa Stahl	lisa.stahl@cesa2.org	873,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services	Julie Cudmore	jcudmore@newboces.com	90,000
			Total Students:	**34,551,336**

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I. ABOUT AEPA

The Association of Educational Purchasing Agencies (AEPA) is a school procurement consortium established in 2000 through a Memorandum of Understanding, and incorporated in 2007 under the state laws of Nevada. Currently, twenty-six (26) states have joined to issue simultaneous Invitations for Bids (IFB) generating sales in forty-nine (49) states.

AEPA requires that Bidders only respond if they are able to offer prices equal to or lower than what they ordinarily offer on separate, single school district, single state or multi-state contracts that have equal or lesser volume. AEPA's mission is to cooperatively serve our members though a continuous effort to explore and solve present and future purchasing needs. Our goals include working to secure multi-state volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. AEPA is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a manner in which they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

Each Member Agency, along with the awarded Vendor Partner, represents, supports and promotes the AEPA contracts within their respective state. While the consortium was initially created to support educational entities, the Member Agency for each state determines which public entities (higher educational institutions, cities, counties, townships, states, etc.) can utilize the competitively bid contracts (see the Summary of State Participation by Bid Category Table).

II. BID PROCEDURES

A. Issuing Agency

The great benefit to the Bidder is that one response may be prepared for approval by AEPA and award by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Some of these 26 AEPA Member Agencies have Participating Entities in other non-AEPA states as identified in the Part B - Specifications document. Bidders responding to this IFB will prepare two (2) computer/electronic CD or USB Flash Drive of all files requested along with complete catalogs (See Section F. Bid Submission below). Bidders selected in response to this single IFB have the potential to provide products and services to local education agencies serving over 34,000,000 (excludes non-represented AEPA states) students.

Each AEPA Member Agency will individually publish notice of the IFB. Bidders will send responses to a single receiving point for all AEPA Member Agencies. Responses will be evaluated by bid oversight committees comprised of AEPA Member Agencies representatives who have indicated they will participate in the category of products and services being solicited, and after AEPA approval, individual AEPA Member Agencies may award contracts to the AEPA Approved Vendor Partners or reject their offers.

The procurement activities of AEPA are limited to document preparation, distribution of the IFB, initial evaluation, and recommendation for possible approval to AEPA Member Agencies. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of the states of each AEPA Member Agency. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with bidding regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own IFB, Request for Proposal (RFP), or Request for Quotations (RFQ). This saves the entity time and allows for economical and efficient purchasing.

State laws that permit or encourage cooperative purchasing contracts do so in the belief that it saves the participants both time and money. Time is saved by having access to volume discounted contracts publicly solicited and being able to purchase what is needed without having to wade through the solicitation process (write solicitation, advertise the IFB, open each response, evaluate and make a selection). Money is saved in procurement cost and lower prices will be the result of volume purchasing. *Therefore, a contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency or state contract can get through its own bid, a cooperatively bid contract makes no sense.*

The AEPA policy for membership permits new agencies to become AEPA Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded Vendor Partners and in accordance with their state laws.

B. *Voluntary Pre-Bid Conference Call –*

Pre-Registration Required by 3:00 PM EDT September 3, 2014 (No exceptions)

AEPA will host a voluntary pre-bid conference call on Tuesday, September 9, 2014, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. Bidders must register no later than **3 PM EDT, Wednesday, September 3, 2014,** by faxing the Pre-bid Conference Call Registration Form (found on AEPA Bid website) to **Jeff Kimball** to 888-490-3184. No registration will be accepted after this date. Bidders must indicate which bid category or categories that they would like to participate in their registration. An email confirmation with details of the phone conference will be sent to the Bidder at least 24 hours prior to the conference call. Each Bidder will be allowed only one phone line to participate in conference call. It will be the Bidder's responsibility to have one primary person responsible for asking questions during the conference call. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule – Tuesday, September, 9, 2014

	Eastern	Central	Mountain	Pacific
A. Office Supplies Catalog	11:30 AM	10:30 AM	9:30 AM	8:30 AM
B. Instructional & School Supplies Catalog	12:00 PM	11:00 AM	10:00 AM	9:00 AM
C. Custodial Equipment & Supplies Catalogs	12:30 PM	11:30 AM	10:30 AM	9:30 AM
D. Security Related Bids	1:30 PM	12:30 AM	11:30 AM	10:30 AM
E. Modular & Portable Buildings	2:30 PM	1:30 PM	12:30 PM	11:30 AM

C. *Questions*

All questions and responses received during the IFB process will be available on the AEPA website (www.aepacoop.org), as addenda, and will become part of the bid documents. It is the Bidders responsibility to check the website for the addenda prior to the bid deadline. Questions received less than fourteen (14) days prior to bid due date will not be answered. **All questions should reference the bid number and category for which the question is being asked and submit as follows:**

Questions regarding this IFB *from the time the IFB is published until September 25, 2014*, should be submitted to ~~**Questions@aepacoop.org**~~. SEE CORRECTION PAGE

Questions regarding this IFB *after Bid Opening (October 8, 2014) but prior to the approval of the contract*, should be submitted to **Bids@aepacoop.org**.

Questions regarding this IFB *after Notification of Approval* should be submitted to **President@aepacoop.org**.

D. *Bidder Qualifications*

An essential part of the bid evaluation process is an evaluation to qualify the company being considered. All bids must contain answers, responses and/or documentation to the information requested in the Bid Documents. Any Bidder failing to provide the required information/ documentation may be considered non-responsive.

Bidders, within their response, must demonstrate their ability, capacity and available resources to provide the proposed products and services to all of the AEPA Member Agencies indicating an interest in participating in the categories being solicited. The Bidders are required to communicate and demonstrate within their response they have extensive knowledge, background and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. AEPA and/or its Member Agencies reserve the right to accept or

reject newly formed companies or companies failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

E. Bid Security – The only bid category requiring a bid bond is Modular Buildings

If required, bids shall be accompanied by a satisfactory bid security in the amount of $25,000.00 or $100,000.00 as noted in Part B of Modular & Portable Buildings. If a Bidder fails to submit the bid security by the bid due date, its response shall be deemed non-responsive and will not be considered.

Acceptable bid security will be in an amount of $25,000 or $100,000, with the principal being the Bidder and the Association of Educational Purchasing Agencies being the Agency of Record. Bid Security may be a one-time bid bond underwritten by a surety company licensed to issue bid bonds in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC financial institution. The bid security shall remain in force for one hundred twenty (120) days of bid opening.

F. Bid Submission

1. Preparation of the Bid Response

a. The IFB is published in three parts. Part A contains the terms and conditions that apply to all IFB's in the current series of bids. Part B is the specifications for the bid commodity. Part C contains the Bid Forms to be filled out and returned by the Bidder. Some bid categories may contain additional Parts or Forms.

b. All bid responses shall be on the forms provided and referenced in Part C – Bid Forms.

c. Bid Forms requiring signatures shall be submitted with original ink signatures, by the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations or other modifications in the bid document. Failure to properly sign the bid documents or to make other notations as indicated will result in the response being deemed non-responsive.

d. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid documents. Corrections and/or modifications received after the opening time will not be accepted, except as authorized by applicable rule, regulation or statute and AEPA.

e. In case of an error in extension of prices in the bid, unit prices shall govern.

f. Periods of time, stated as a number of days, shall be in calendar days, not business days.

g. It is the responsibility of all Bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.

h. The Bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidders' ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the AEPA Member Agency and a Bidder requires the delivery of information and data. The quality of organization and writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

2. Format of Bid Submittal

a. Two (2) complete copies of the bid response shall be submitted on separate but identical electronic media, either CDs or flash drives. CDs or flash drives must be properly labeled with the Bidders name and bid category. ***NOTE: Individual files should not exceed the maximum file size of 20MB. If a file size is larger, Bidders will have to separate into multiple parts and label accordingly.***

b. Bid Form A, Bid Form B and Bid Security, if applicable, shall be submitted in hard copy and a copy of these forms and the remaining response shall be submitted in electronic format with original signatures.

c. Format for the CD or Flash Drive – Files must be placed in the proper folders on the CD or Flash Drive as listed below:

FOLDER A CONTENTS:

a. **Document Development:** Bid Forms for this IFB are published on www.aepacoop.org in both Microsoft Word and PDF formats. Bidders may download the Microsoft Word forms and complete them electronically or they may download PDF forms, type or complete by hand. All documents

requiring an original signature or which were not completed electronically must be scanned and saved as PDF documents on the electronic media. All documents must be titled with the name of the Company and Form. For example: *Bidder Name Form A.*

b. **Table of Contents:** Using the form provided (See Part C – Bid Forms), complete a Table of Contents for the bid proposal. Provide as a Word Document or a document that has been scanned to a PDF, and title as per the instructions in **Document Development** above.

c. **Bid Affidavit (FORM A):** Complete the form provided. A signature of the Bidder's authorized representative is required and a Notary Public must complete this form. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency..***

d. **Acceptance of Bid and Contract Award (FORM B):** Complete the form provided. A signature of the Bidder's authorized representative is required. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.***

e. **Service Questionnaire for Bidder (FORM C):** The Questionnaire seeks information about the Bidder's pricing structure, service areas, past performance and commerce processes. Complete the form provided. The authorized representative must sign the completed document. Scan to a PDF format and title as per the instructions in **Document Development** above.

f. **Company Information (FORM D):** The Company Information Form provides background information on the Company. The authorized representative must sign the completed document. **NOTE:<u>An attached letter of line of credit from the Bidder's chief financial institution is required unless the company is publicly traded and then a complete Annual Financial Report from the most recent year is REQUIRED.</u>** Scan the Form, any attachments and the letter from the Bidder's chief financial institution or Annual Financial Report to a single PDF format and title as per the instructions in **Document Development** above.

g. **Exceptions to Terms and Conditions (FORM E):** Exceptions to Terms and Conditions set forth in Parts A and B of this IFB must be noted on this Form. If there are no exceptions, the form must be returned with the "no exceptions" box checked and signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

h. **Part B - Specifications:** The Part B – Specifications document . represents the needs and interests of the AEPA Member Agencies and their Participating Entities. Alternatives or deviations may be proposed unless otherwise specified. While deviations may be acceptable, the Bidder who is able to comply with the greater number of specifications may be considered more responsive. Bidders must check either the 'Comply' or 'Deviate' column for all specifications listed in this section. The authorized representative must initial the form. Scan to a PDF format and title as per the instructions in **Document Development** above.

i. **Deviations (FORM F):** Explanations of deviations noted in response to standard, product, category and service specifications on the **Part B - Specifications** are required on Form F. If there are no deviations, the form must be returned with the "no deviations" box checked and initialed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

j. **Bid Security,** if required, for various categories. Hard copy sent with bid and a PDF of Bid Security in folder A.

FOLDER B CONTENTS:

a. **Pricing (FORM G):** Form G is intended as the cover document for the Bidder's discount pricing schedule. This form must be signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

b. **Excel Workbook with Discounts and Pricing Schedule:** Title the Excel document as per the instructions in **Document Development** above. Be sure to complete the required tabs as outlined on Form G.

c. **Warranties, Additional Services or Incidental Price Schedule (G.5):** In response to Form G., the Bidder may be asked to provide a price schedule for warranties, etc. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

d. **Additional Discounts (G.6):** In response to Form G, the Bidder may be select to offer additional discounts/bonuses to AEPA members based on a dollar volume, sizes of orders or other criteria, and must state the formula for arriving at these discounts. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

e. **Catalogs and/or Price lists:** For catalog bids, PDFs of the Bidder's most recent published catalog(s) or price lists must be included for catalog bids. Each PDF document must be titled as per the instructions in **Document Development** above.

FOLDERS C and ETC., CONTENTS:
Folder C and additional folders are reserved for any additional documents or files other than those listed above that may be requested and/or related to this bid.

If the bid is awarded, the Bidder will be required to produce original signed and notarized Forms A and B in paper (hard copy) form for each participating AEPA Member Agency. Additionally, if required, a copy of the bid security to each participating AEPA Member Agency as indicated for that bid category.

3. Bid Transmittal – Due by October 8, 2014, at 1:30 PM EDT

It is the responsibility of the Bidder to be certain that the bid submittal is in the actual possession of AEPA at **Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736**, on or prior to the exact due date and time of **October 8, 2014, at 1:30 PM EDT**. Bids must be submitted in a sealed envelope or box properly addressed to Association of Educational Purchasing Agencies, with the Bid Number, Bid Category being offered, Bid Due Date and Time, and Bidder's Name and Address clearly indicated on the envelope or box. **Bids received late will not be opened and will be deemed non-responsive. Anyone who downloads the bid documents and fails to submit a bid shall be deemed as a No-Bid Response.**

If the designated location for receiving bids is closed due to an unforeseen circumstance on the day bid responses are due, responses will be due at the same time on the next day the building is open.

Responsive bids will be opened and the name of each Bidder and other appropriate information will be publicly read.

G. Bid Evaluation

Bid responses will be reviewed, analyzed and evaluated based on the evaluation criteria stipulated within this bid document (Refer to the *Evaluation, Approval and Award* section located in Section V. General Terms and Conditions for All Agencies).

H. Contract Award and Implementation

An AEPA oversight committee will perform initial bid response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Bidders who are approved by AEPA will then be considered by the individual AEPA Member Agencies for contract award. It should be noted that once AEPA has approved the bid response, a Bidder becomes a "Vendor Partner" for AEPA.

Recommendations for approval by AEPA will be posted to the website (SEE LINK BELOW) on November 7, 2014. ***If the AEPA approves the recommended contract at the Winter Meeting, the Vendor Partner will be invited to present for 15 minutes to the group to educate all 26 states on your company, products, etc.*** **It is the Bidder's responsibility to access this information. It should be noted that while a**

company may be recommended for approval, there is no guarantee of an approved contract until the AEPA Member Agencies vote on the recommendation.

http://www.aepacoop.org/pages/Association_of_Educational_Pur/Bidding_Information/Bid_2015/Contract_Approval_Recs

Once the approved Bidders have been notified by AEPA, ***it is their responsibility to contact those AEPA Member Agencies (up to 26) who had indicated an interest in participating and mail the signed and notarized Forms A and B (Located in Part C) to each of the participating AEPA Member Agencies.*** Each AEPA Member Agency will review, evaluate and determine which, if any, it will award contracts to.

The approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if necessary, to work out state specific details of contract implementation including:

1. Acquiring additional information and having discussions on how the awarded contract will be executed.
2. Signing the contract with the AEPA Member Agency.
3. Jointly develop marketing strategies and a plan for contract roll-out activities to the AEPA Member Agency's Participating Entities (Advertising, flyers, website access, etc.).
4. Establish how orders will be processed, handled and reported.
5. Contract management: Establish how and by whom the day-to-day contract management will be handled and who will be the AEPA Member Agency' representative.

It is not guaranteed that each AEPA Member Agency will enter into a contract with AEPA approved Vendor Partners. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that AEPA Member Agency.

III. RESPONSIBILITIES OF A VENDOR PARTNER

As an approved AEPA Vendor Partner, the following is expected in support of the contract:

1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April and the Winter Meeting which is typically the end of November or early December and has historically been held in conjunction with the Association of Educational Service Agencies (AESA) annual conference. At the Annual meeting, Vendor Partners participate in a round table meeting with each of the AEPA Member Agencies. Vendor Partners that have paid the registration fees can participate in the meetings.
9. Trade show support: Strongly encourage participation in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).
10. Increasing sales over the term of the contract with all participating AEPA Member Agencies.

IV. RESPONSIBILITIES OF AEPA MEMBER AGENCIES

In support of the Vendor Partner and respective contract, each AEPA Member Agency should provide the following support:

1. Designate a staff member(s) that will serve as a point person for the AEPA program within that state.
2. Provide a staff member to work collaboratively with the Vendor Partner to determine the best marketing plan for the respective Member Agency state. Marketing efforts may include but not be limited to the education and use of sales force, a website presence, electronic mailings, brochures, mailings, etc.
3. Develop marketing materials for the Member Agency to use that would include representation of the awarded contracts. Materials may include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc. as determined by the respective Member Agency and what works best within their state.
4. Assist the Vendor Partner to jointly market the contract to potential Participating Entities within the state.
5. Work with the Vendor Partner to identify eligible Participating Entities within the state possibly including providing a list of potential customers.
6. Attendance at the two (2) AEPA meetings which provides for opportunity to interact with Vendor Partners.

V. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES

For the purposes of this INVITATION FOR BID, the following terms shall be defined as indicated below:

The terms **Bidder, Offeror** and **Vendor Partner** are interchangeable and are used to identify the person(s) or firm(s) submitting a response to an Invitation for Bid.

The term **Participating Entity** is used to identify those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

The term **Buyer** is used to identify the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

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Administrative Fee: The percentage of sales that each Vendor Partner pays the Member Agency for sales in their respective state or states that they extend the AEPA pricing to. Administrative Fees shall be paid to each Member Agency on a quarterly basis. See the Summary of State General Overview for the administrative fees by Member Agency (state).

Advertising: Vendor Partner shall not advertise or publish information concerning this contract prior to the award being announced by the AEPA Member Agencies. Once the award is made, the Vendor Partner may advertise to the individual Participating Entities that products/services are available. Vendor Partner shall submit ad copy to the AEPA Member Agency for review and approval prior to issuing the advertisement.

AEPA Bi-Annual Meetings: AEPA holds two general meetings each year: one in the Spring (usually in the month of April or May) and the other in the Fall (currently the week after Thanksgiving). AEPA requires that all successful contract holders attend both meetings and participate in the vendor round tables at the Spring meeting. AEPA request that all vendor partners register in advance and stay at the AEPA official hotel if rooms are available. All registrations for the meetings are required by the official registration due date as announced by AEPA.

AEPA Member Agency: Refers to the entities identified in the table on page two of this document and are listed on the table presented in Part B - Specifications, Item 3: Anticipated Member Agency Participation on this bid, that has chosen to participate in this bid/category. "Direct or Indirect Participation" may include their involvement through the formulation of any part of a procurement activity; the influencing of the content of any term, condition and/or specification; the evaluation, investigation, auditing and/or the rendering, of advice, recommendation, decision, approval, disapproval and the award and implementation of procurement contract. Not every listed entity may elect to participate in this bid once the responses are reviewed and approved.

Amendment of Bid: A bid may be amended up to the time of opening by submitting a sealed letter to the place where the bids are received as indicated on the front of this solicitation.

Applicable Law: The laws of the state of the respective AEPA Member Agency shall govern any resulting contract of this bid. Suits pertaining to this contract may be brought only in courts in the County and State as

prescribed by the AEPA Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the AEPA Member Agency, shall fully apply. The Vendor Partner shall comply with any and all laws, whether local, state, federal or otherwise, applicable to any aspect of the work to be performed in relation to the resulting contract. It shall be the Vendor Partner's responsibility to identify, make themselves aware of and determine the applicability and requirements of any such laws and to abide by them.

Approval and Awarding of Contract: AEPA and its AEPA Member Agencies reserves the right to approve and award a contract to one Bidder, to make multiple approvals and awards, to reject any or all bids in whole or in part, to waive any minor formalities or irregularities in any bids, and to accept bids, which in its discretion and according to law may be in the best interest of the AEPA Member Agencies and their Participating Entities. A response to this solicitation is an offer to contract with the AEPA Member Agencies based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted, recommended and approved by AEPA and awarded by the individual AEPA Member Agency. A contract is formed when an AEPA Member Agency administrator and, if required, an AEPA Member Agency Board approves and signs the **Acceptance of Bid and Contract Award Form** (see Form B) document, eliminating the need for a formal signing of a separate contract.

Assignment: No right or interest in this contract shall be assigned or transferred by the Vendor Partner without prior written permission by AEPA and its AEPA Member Agencies, and no delegation of any duty of the Vendor Partner shall be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies shall not unreasonably withhold approval and shall notify the Vendor Partner within fifteen (15) days of receipt of written notice by the Vendor Partner.

Audit Rights: In accordance with applicable law of the State of the AEPA Member Agency, the Vendor Partner's books and pertinent records related to this contract may be audited at a reasonable time and place.

Authority: This solicitation, as well as any resulting contract/agreement, is issued under the general authority of the State laws of the AEPA Member Agency and those identified within the AEPA Member Agencies' Specific Terms and Conditions, Part A, Section VI (see also Procurement Code below). Internal or external Cooperative Purchasing Agreements between the AEPA Member Agency and Participating Entities may exist.

Bid Opening: Bids shall be opened at the time and place, and in the manner designated in this document. The name of each Bidder shall be publicly read and recorded in the presence of witnesses.

Bid Security: There are AEPA Member Agencies that require that respondents to a bid submit a form of bid security executed by a surety company authorized to do business in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC or nationally recognized financial institution. The bid security shall remain in force for a period of One Hundred Twenty (120) days of bid opening. Bid Security must accompany the Vendor Partner's bid response when submitted and be placed in Folder A. If the Bidder fails to submit the bid security, its response will be deemed non-responsive.

Bidder/Vendor Partner Definitions:

"Prospective Bidder" has notified AEPA of a desire to bid by registering on the AEPA website.

"Bidder" has submitted a bid to AEPA in response to an Invitation for Bid (IFB).

"Recommended Bidder" has been approved by AEPA for its AEPA Member Agencies for contract consideration.

"Vendor Partner" has entered into a contract with a participating AEPA Member Agency or subsequently a Participating Entity.

Bidder Acceptance Period: In order to allow AEPA Member Agencies the opportunity to evaluate the bids, AEPA requires that a bid in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

Bonding: The Vendor Partner agrees to provide all performance and payment bonds executed by a surety company authorized to do business in the individual AEPA Member's state and said surety to be approved in federal circular 570 as published by the United States treasury department, the state or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; when required by an AEPA Member Agency or Participating Entity at the time a contract is executed. If the Vendor Partner fails to deliver any required performance or payment bonds, the AEPA Member Agency or Participating Entity shall not execute the contract with the Vendor Partner and the appropriate AEPA Oversight Committee shall be notified of such failure and shall take the appropriate action.

Brand Names: The use of the name of a manufacturer, brand, make or catalog number does not restrict the Bidder. Brand names and model numbers are used to indicate the character, quality and/or performance

equivalence of the commodity on which bids are submitted. Bidders may submit alternates. However, the AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are in fact equal to the product, equipment and/or service described in the invitation. AEPA's decision shall be final.

Buyer: Identifies the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

Captions, Headings and Illustrations: The captions, illustrations, headings and subheadings in this solicitation are for convenience, enjoyment and ease of perusal only and in no way define, limit or describe the scope or intent of the request.

Catalog Bid: (See Types of Bids)

Certificate of Insurance: (See Insurance)

Certification: By signature in the bid section of the Contract Award page, the Bidder certifies:

The submission of the bid did not involve collusion or other anti-competitive practices;

The Bidder shall not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);

The Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid; and

The Bidder agrees to promote and offer to AEPA Member Agencies and Participating Entities only those materials and/or services as stated in and allowed under resultant contract(s) awarded.

Christian Doctrine: Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is sole responsibility of the Bidder to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

Clarification: As used in this solicitation, clarification means communication with a Bidder for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Bidder. Clarification does not give the Bidder an opportunity to revise or modify its bid.

Commercially Available Catalog: A published paper catalog or an online website that is widely distributed or accessible. It is made available to the general public or schools and contains a verifiable price, along with product descriptions, SKU numbers, and photographs. A Commercially Available Catalog is distinct from a custom catalog or website, whose prices and offerings are tailored to niche audiences.

Competitive Range: AEPA and its AEPA Member Agencies reserve the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

Contract Documents: AEPA Member Agency will review proposed contract documents. Vendor Partner's contract document shall not become part of AEPA Member Agency's contract with Vendor Partner unless and until an authorized representative of an AEPA Member Agency reviews and accepts it.

Construction: Each AEPA Member Agency within their state statutes defines what constitutes construction, identifies the policies, rules, regulations and codes that govern construction projects. AEPA has defined construction as building, altering, repairing, installing or demolishing in the ordinary course of business any road, highway, bridge, parking area or related project; building, stadium or other structure; airport, subway or similar facility; park, trail, athletic field, golf course or similar facility; dam, reservoir, canal, ditch or similar facility; sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; sewage, water, gas or other pipeline; transmission line; radio, television or other tower; water, oil or other storage tank; shaft, tunnel or other mining appurtenance; electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations. Construction shall also include: leveling or clearing land; excavating earth; drilling wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.

Cooperative Procurement: Some individual state procurement codes may contain cooperative purchasing statutes that state any state agency or local public body may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each of the state agencies, local public bodies or external procurement units involved. The cooperative procurement agreement shall clearly specify the purpose of the agreement and the method by which the purpose will be accomplished. Any power exercised under

a cooperative procurement agreement entered into pursuant to each state's procurement code shall be limited to the central purchasing authority common to the contracting parties, even though one or more of the contracting, parties may be located in different states.

Cooperative Purchasing Contracts: The Bidder agrees that all the prices, terms, warranties and benefits granted by the Bidder to AEPA Member Agencies or Participating Entities through this contract **will be equal to or better than** those offered to any present or future customer or cooperative that have equal or lesser volume. If the Bidder shall, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Bidder shall notify the AEPA oversight committee chairman and offer said prices, terms, warranties and benefits to all AEPA Member Agencies. The following shall be noted:

1. AEPA and its AEPA Member Agencies reserves the right to accept or reject the Bidder's response if it is determined it does not comply with the above based on their knowledge, investigation, review and findings of Bidders' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies shall notify the Vendor Partner of the deviation and request written justification. Based on AEPA and its AEPA Member Agencies' investigation, review and findings, AEPA reserves the right to take following actions:
   A. To request the Vendor Partner to immediately adjust its AEPA's offered prices to match the lower prices offered;
   B. To work with the Vendor Partner to mediate and resolve the situation; or
   C. To notify the Vendor Partner that it intends to suspend and/or terminate their contract.

Cost of Bid Preparation: Neither AEPA nor any AEPA Member Agency shall reimburse the cost of developing, presenting or providing any response to this solicitation.

Credit Hold: The Bidder must agree not to place the AEPA Member Agency and/or its Participating Entity on "credit hold" without 10-days advanced notice in writing, either by letter, facsimile or email to the AEPA Member Agency and the Participating Entity. [The AEPA Member Agencies believes it is better for the Vendor Partner if the AEPA Member Agency places the slow-paying Agency Member on "credit hold;" if a Vendor Partner places the Participating Entity on credit hold, agencies that pay promptly are penalized. If, on the other hand, the Member Agency places the offending Participating Entity on "credit hold", payment is more likely to result and only the offender is disciplined.]

Delivery Terms, Conditions and Requirements:

1. **Delivery:** is to be made within the specified time identified in Part B Specifications for each bid category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify Buyer if an order cannot be processed within the specified period and/or the agreed upon timelines.
2. **The title and risk of loss of material or service:** shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery and they have been accepted, unless otherwise provided within this document or individual project's contract.
3. **Ownership of products and services:** happens only after receipt and acceptance of delivery by the Buyer. The Buyer will be the determining judge of whether materials and services delivered under the purchase order/contract satisfy the specifications and requirements as identified in the contract/order.
4. **Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a Buyer until a separation of the purchased share has been made, delivered and received.
5. **Shipping Terms:** See Part B Specifications to determine how the shipping and handling costs are to be addressed; this varies based on the specific bid category. Vendor Partner shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the Vendor Partner. Shipping shall be F.O.B. destination. The Vendor Partner shall file all claims for visible or concealed damage. AEPA Member Agency, or the receiving Buyer, will notify the Vendor Partner and/or Freight Company promptly of any damaged goods and shall assist the freight company/Vendor Partner in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.
   A. Shipping Costs: Products may be shipped without additional cost. If shipping is allowed per Part B Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted.

B. Shipment under Reservation: Vendor Partner is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.

C. Shipping Errors: Vendor Partner agrees that shipping errors will be at the expense of the Vendor Partner. For example, if a Vendor Partner ships a product that was not ordered, it is the responsibility of the Vendor Partner to pay for return mail or shipment.

6. **Stored Materials:** Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Buyer prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Buyer and be separated from other materials. Buyer must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it shall be Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials and equipment shall pass to Buyer upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.
7. **Improper delivery:** Unless contrary to other parts of this solicitation, if the goods, services or tender of delivery fail in any respect to conform and adhere to the terms, conditions, specifications of the resulting contract based on this solicitation and/or the individual Buyer's contract/order. The Buyer may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
8. **Defective Goods:** Vendor Partner agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Vendor Partner must agree to arrange for return shipment of damaged goods.
9. **Liquidated Damages:** The Buyer may suffer financial loss if the project is not substantially complete or products or services are not delivered on the established date. The Vendor Partner (if applicable Surety) shall be liable for and shall pay to the Buyer, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Buyer to be complete and/or delivered. Liquidated damages will be determined on a project-by-project basis.
10. **No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this shall constitute a breach and Vendor Partner shall not have the right to substitute a conforming tender without written consent of all parties involved.
11. **Default in One Installment to Constitute Total Breach:** Vendor Partner shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The AEPA Member Agency reserves the right to declare a breach of contract if the Vendor Partner delivers nonconforming materials or services to any Buyer under this contract.
12. **Restocking Fees:** A restocking fee may only be charged on products ordered and that have been delivered to the Buyer's site in accordance with the order/contract. Restocking fees in excess of 15% will not be allowed. Restocking fees may be waived, at the option of the Vendor Partner.
13. The Vendor Partner must identify, specify and justify any exceptions or deviations taken.

Deviations or Exceptions to Requirements: Deviations or exceptions stipulated in a Bidder's proposal may result in rendering of the response non-responsive. AEPA and its AEPA Member Agencies reserve the right to determine whether the deviation or exception does or does not serve the interest of or is not advantageous or acceptable to AEPA, its AEPA Member Agencies or Participating Entities.

Disbarment and Suspension: By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five years.

Eligible Entities: The individual AEPA Member Agency's state procurement code and statutes provides for cooperative procurement and identifies those types of agencies, entities and organizations that are allowed to participate in and take advantage of cooperative procurement contracts solicited and approved by AEPA and awarded by AEPA Member Agencies. Therefore, depending on the individual state procurement codes and statutes federal agencies, state agencies, local public bodies and Non-Profit/Non-Public entities may be allowed to participate in and utilize AEPA solicited, approved and AEPA Member Agency awarded contracts.

Estimated Quantities: In Part B: Bid Specifications of this solicitation AEPA and AEPA Member Agencies' have indicated their anticipated volume for the products and services being solicited in this solicitation. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee

of future order quantities due to the fact that this is an indefinite quantity contract. Usage depends on the actual needs of the AEPA Member Agencies, their Participating Entities and the marketing by the Vendor Partner.

Experience, Proven Track Record and Past Performance Information: has been determined by AEPA and its AEPA Member Agencies to be a major factor in considering if a Bidder possesses the ability, capacity and resources to acquire, manufacture, deliver, construct, install, services and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserves the right to accept or reject an offer, if in its judgment, the Bidder failed to demonstrate the following.

1. Has a proven track record in the products and services offered (qualifications, knowledge and background).
2. Is willing and able to deliver the proposed products and/or services to ninety (90%) percent of those participating AEPA Member Agencies identified in Part B: Specifications.
3. Has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Bidder's record of conforming to specifications and to standards of good workmanship; the Bidder's record of containing and forecasting costs on any previously performed cost reimbursable contract schedules, including the administrative aspects of performance; the Bidder's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Bidder's businesslike concern for the interests of the customer.

Evaluation, Approval and Award: Bid responses received will be evaluated in accordance with acceptable standards of cooperative purchasing, set forth in and governed by the Procurement Codes of AEPA Member Agency's states; AEPA by-laws, policies and procedures; AEPA Member Agencies' policies and procedures. Approval of prospective Vendor Partners and award of contracts will be made to the lowest responsive and responsible Bidder utilizing the criteria listed below and elsewhere in this bid.

1. **Responsive Bidder:** A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive and approved by AEPA to receive award consideration by AEPA Member Agencies. To be determined responsive, the response must meet all of the requirements below:
   A. Submitted on time.
   B. Materially satisfy all mandatory requirements identified throughout the IFB.
   C. Must substantially conform to all of the specified requirements in the IFB in the judgment of AEPA and its AEPA Member Agency representatives.
   D. Any deviation from requirements indicated herein must be stated, in writing, and included with the bid submittal. Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful Bidder will be held responsible therefore.
   E. Deviations or exceptions stipulated in Bidder's response may result in the bid being classified as non-responsive. Language to the effect that the Bidder does not consider this bid to be part of a contractual obligation will result in that Bidder's response being disqualified. Terms of the IFB that any Bidder considers particularly unwarranted, and to which that Bidder would have to take significant exception in his bid, should be stated clearly and concisely as exceptions and/or deviations.
   F. In preparing a proposal, the Bidder's inability to follow the proposal preparation instructions set forth in this solicitation and its inability to provide written responses, narratives, requested and support documentation relating to the Bidder's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Bidder's response to be deemed non-responsive.
2. **Non-responsive Bid:** Any bid that does not conform to all material requirements of the solicitation including but not limited to: bids received after the deadline; bids that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; bids that do not contain the proper bid bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual customers and/or cooperatives with equal or lesser volume. Non-responsive bids will not be considered for approval and award.
3. **Responsible Bidder:** A responsible Bidder is a firm or person with the qualifications, capability and capacity to perform the contract requirements with integrity and reliability, which will assure a good faith performance. AEPA's approval of a Bidder's response will make the Bidder available for consideration to the AEPA Member Agencies for contract award. Prior to this recommendation the Contract Oversight committee will determine whether a Bidder is responsible. If a Bidder is approved by AEPA, the AEPA Member Agency reserves the right to determine if said Vendor Partner is responsible in their respective state.

   Factors to be considered in determining whether the standard of responsibility has been met may include but is not limited to whether a Bidder has:

A. Submitted a responsive bid;

B. The qualifications stipulated herein that may include but are not limited to adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction, described in the invitation for bids to those AEPA member states who have indicated their participation;

C. A demonstrated and documented satisfactory track record of performance in the national market place;

D. A satisfactory record of integrity and a reputation of responding to and meeting educational institutions' needs, adherence of and compliance with federal, state, local and industry standards, rules, regulations and codes;

E. Quality and suitability of products and services offered to meet and perform to the specifications, expectations and requirements identified in this bid;

F. Supplied all necessary information and data in connection with determining whether a Bidder meets the standard of responsibility.

4. **Cost Evaluation:**

A. Cost and price schedules conform to and provide the information required in Part B and C of this bid;

B. Pricing offered that is equal to or better than those offered to individual entities or cooperatives with equal or lesser volume;

C. Methodology used by AEPA and its AEPA Member Agencies to approve prospective Vendor Partners and award contracts:

1) Line Item Bid: Lowest responsive, responsible Bidder(s); or

2) Catalog Bid: Lowest responsive, responsible Bidder(s) is/are determined based on the price evaluation criteria; and by a "Core List" and/or by creating a "Market Basket Study" to compare overall pricing between Bidders. A "Market Basket" is a list of items typically purchased by AEPA Member Agencies and their Participating Entities that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators;

D. Based on the cost evaluation, a recommendation will be made to approve a single bidder or make a multiple bidder award.

External Procurement Unit means any procurement organization not located in a current AEPA Member Agency state which, if located in the state, would qualify as a federal or state agency or a local public body. Various state procurement codes allow external procurement units to offer their contracts and for agencies within those states to utilize those contracts to acquire goods and services.

Federal Agency [25] USC 3001 (4) Is defined as any department, agency, or instrumentality of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishment in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.

Federal Requirements: Vendor Partner agrees, when working on any federally assisted projects with more than $2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor regulations (41 CFR Part 60)). In such projects, the Vendor Partner agrees to post wage rates at the work site and submit a copy of their payroll to the AEPA Member Agency for their files. In addition, to comply with the Copeland Act, the Vendor Partner must submit weekly payroll records to the AEPA Member Agency. The Vendor Partner must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to AEPA Member Agency that exceed $10,000 may be terminated by the federal grantee for noncompliance by the Vendor Partner. In projects that are not federally funded, Bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this contract. Vendor Partner shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. Seq.); and, Executive Order 11738 and Environmental Protection

Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

Form of contract: The form of contract for this solicitation shall be the Invitation for Bid, the awarded Bidder response and properly issued purchase orders and/or contracts in accordance with this Invitation for Bid. If a firm submitting a bid requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with the bid.

Gratuities: AEPA Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor Partner or any agent or representative of the Vendor Partner, to any employee of the AEPA Member Agency with a view toward securing a contract or with respect to the performance of this contact. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the AEPA Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, **its Members, Participating Entities, its employees** from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which might be brought or made against or incurred by, AEPA, **its Members, Participating Entities, its employees** on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors or claims under similar such laws or obligations. Vendor Partner's obligation under this section will not extend to any liability caused by the sole negligence of AEPA, **its Members, participating Entities, its employees. The liability of** AEPA, **its Members, Participating Entities or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency's state laws. Installation:** Equipment and items of construction shall be installed in accordance with the manufacturer's instructions, specifications, in accordance with any federal, state, local rules, regulations, codes and the schedule determined by the AEPA Member Agency and/or Participating Entity.

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner shall procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, to include but not limited to comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment and other insurance coverage required by and applicable to each AEPA Member Agency state's statutes and federal laws in which proposed products and services will be offered and provided.

1. Evidence of the required insurance for each of those AEPA Member Agencies' state, who indicated an interest to participate in this solicitation, identified in Part B: Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each states requirements.
2. Certificate of Insurance: The Vendor Partner shall provide, as required, a certificate of insurance for commercial liability insurance naming the AEPA Member Agency and or its Participating Entity as the certificate holder (co-insurer).

3. All insurance policies are to be executed by an insurance company authorized to do business in those AEPA Member Agency's states participating in this solicitation.
4. Subcontractor's Insurance: Prior to commencing any work, any Subcontractor shall procure and maintain, at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime Vendor Partner. All Subcontractors shall hold the appropriate type and amount of insurance coverage required by the AEPA Member Agency state in which the work is being done and will provide insurance, which waives all subrogation rights against the prime Vendor Partner, AEPA Member Agency and its Participating Entities.

Invalid Term or Condition: If any term or condition of this solicitation and any resulting contract shall be held invalid or unenforceable, the remainder of this solicitation and any resulting contract shall not be affected and shall be valid and enforceable.

Late Bids: Late bids shall not be opened and will be deemed non-responsive and within twenty-four hours such determination will be posted to AEPA's website www.aepacoop.org. Bidders with rejected bids must make a written request within thirty (30) days to AEPA by sending an email to secretary@aepacoop.org requesting to have their rejected bid returned at Bidder's expense. Late bids will be destroyed after forty-five (45) days.

Leases and Rentals: Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease or lease purchase. Buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will be in compliance with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the bid, with interest rates described as related to a published government standard. Vendor Partner must indicate in their response to this solicitation and in any leasing/rental agreement, all costs (must be itemized) associated with early termination and/or the returning of leased or rented equipment that are the responsibility of the Buyer. No sale of a contract to a third party will be made without informing the Buyer of the transfer. If Vendor Partner sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original Vendor Partner.

Legal Remedies: All claims and controversies shall be subject to the Procurement Code of the state in which the AEPA Member Agency or Participating Entity resides.

Licenses and Registration: Each state and local jurisdictions in which a transaction may occur may require various types of licenses and/or registrations (business, construction Vendor Partner, etc). Likewise, there are various policies, procedures, rules, regulations, codes and laws that govern such licensing/registration within federal, state and local jurisdictions, therefore, it is the Bidder's/Vendor Partner's responsibility to be aware of, obtain and maintain in current status all federal, state and local licenses, registrations and bonds required for the performance and delivery of any and all products and services offered in its response to this solicitation. It is also the responsibility of the Bidder/Vendor Partner to ensure that any Subcontractors performing under this bid hold and maintain the appropriate licenses/registrations. The Bidder will submit copies of licenses, registration and/or other documentation to substantiate they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

Liens: All materials and services shall be free of all liens.

Local public body: A political subdivision of the state and the agencies, instrumentalities and institutions thereof. Such agencies may include but are not limited to two-year and four-year post-secondary educational institutions, pre-k-12 institutions, counties, cities and municipalities, except as exempted pursuant to the Procurement Code within each state. Entities within these groups may include but are not limited to political subdivisions, administrative units, councils, commissions, boards and organizations that either by federal, state or local legislative or administrative action or appointment and have been established or given the responsibility and authority to act, conduct and perform various activities on behalf of the federal or state agency or local public body.

Manufacturer's Representative: Dealers, distributors and installers of specialized facility technology, electrical, mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Bidder is a bona fide manufacturer's agent for the specific products/services proposed, the Bidder is authorized to submit an offer on such products/services, and a guarantee that, should the Bidder fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations covered by warrantees or provide for their competent assumption by one or more bona fide representatives for the term of the contract/warrantee period. Bidders of software, mechanical devices, electrical products/systems and other commodities that make up systems/networks must be able to provide the same information from a manufacturer.

Modification by Buyer: Vendor Partner shall have no obligation with respect to any patent and copyright infringement claim based upon Buyer's modification of the equipment and/or software, or its operation or use

with apparatus, data or programs not furnished by Vendor Partner. However, one Buyer's action will not preclude Vendor Partner's obligation to others not having modified their equipment or software.

Money: All transactions are payable in U.S. currency only. **Multiple Approvals and Awards:** Throughout the United States, AEPA Member Agencies have a large number of Participating Entities who take advantage of and utilize awarded contracts. In order to assure that any issued contract will allow these entities to fulfill current and future needs and requirements, AEPA and its AEPA Member Agencies reserve the right at its discretion to approve and/or award one contract, multiple contracts or no contracts. The actual use of any contract will be at the sole discretion of the AEPA Member Agency or the Participating Entity.

Nonexclusive Contract: Any contract resulting from this solicitation shall be approved and awarded with the understanding and agreement that it is for the sole convenience of the AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

Non-Profit, Non-Public Educational Institutions and other Non-Profit Organizations (Section 501(c)(3) of the Internal Revenue Code, Federal Tax Code) is defined as charitable, religious, educational, public service, support and scientific organizations, entities, corporations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of the Federal Tax Code.

Notice: Notices under this solicitation/contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, email with appropriate verification, properly addressed to the respective parties as specified herein or at such other address as may be specified by either party from time to time.

Novation: If the original Vendor Partner sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA and its AEPA Member Agencies reserves the right to recommend approval, acceptance or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the Vendor Partner.

Ordering Procedures: AEPA has established a standard and special ordering process as defined below. Additionally, some AEPA Member Agencies also prefer or utilize electronic ordering as the method for the transactions. For details on the ordering processes utilized for each AEPA Member Agency, please reference the Summary of State General Overview.

1. **Standard Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver and invoice the Buyer:
   D. Buyer will acknowledge delivery and acceptance by issuing the Vendor Partner payment;
   E. Vendor Partner, based on the agreed to process, will report and submit payment for the AEPA Member Agency's administrative fee to the AEPA Member Agency (quarterly).
   F. Vendor Partner shall provide the transaction and volume reporting in the AEPA report format.

2. **Special Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the AEPA Member Agency based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver the goods and/or service to the Buyer and will invoice the AEPA Member Agency;
   D. AEPA Member will invoice the Buyer and add their administrative fee to the invoice price;
   E. AEPA Member will pay Vendor Partner for the goods and/or service once the Buyer has confirmed acceptance.
   F. Vendor Partner shall provide the transaction and volume reporting as stipulated on a quarterly basis in the AEPA report format.

3. **Electronic Ordering (Optional by AEPA Member Agency)**

   When a Vendor Partner based online ordering system is available, the following functionality is preferred:
   A. Electronic ordering systems shall be secure and password protected. Entering the system with the designated password shall automatically send the user to AEPA contract pricing.
   B. When the Buyer requires purchase orders, electronic ordering system shall require entry of a purchase order number, credit card or purchasing card prior to accepting an order.

C. Electronic ordering systems shall block excluded items not covered by the AEPA contract from any order.

D. Electronic ordering systems shall automatically assign correct contract prices to applicable orders.

E. Electronic ordering systems that list catalog price and AEPA discounted price.

F. Electronic ordering systems shall track orders and purchases covered by the AEPA contract for reporting and audit purposes. Vendor Partner shall provide the transaction and volume reporting in the AEPA format.

G. Electronic ordering systems' pricing shall include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.

H. Electronic ordering systems that allow AEPA Member Agencies to print an archived (historical) copy of a Buyer's order.

Order of Precedence: In the event a conflict occurs the following order of precedence shall prevail:

A. Member Agency Specific terms and conditions

B. Specifications and scope of work

C. General terms and conditions

D. Attachments and exhibits

E. Documents referenced or included in the solicitation

Overcharges by Antitrust Violations: Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the Buyer. Therefore, to the extent permitted by law, the Vendor Partner hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Parole Evidence: This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

Participating Entity: Those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

Patent and copyright indemnification: To the extent permitted by law, Vendor Partner shall indemnify and hold harmless Member Agency and its Participating Entities against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Member Agency and its Participating Entities of materials furnished or work performed under this contract. Member Agency and its Participating Entities shall reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

Piggy Back Contracts: In the event a new Member Agency joins AEPA, the Member Agency may elect to award any and all existing contracts if permissible by their State laws.

Pricing: Within Part B: Bid Specifications and Part C: Bid Forms of this solicitation, AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, etc. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. Please note the following that relate to pricing:

Most Advantageous Pricing: The Bidder/Vendor Partner must agree that they will not offer or provide a better price to any individual entities or cooperatives with equal or lesser volume than that through AEPA.

Primary Pricing/Secondary Pricing Strategies: All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in the bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".

1) **Primary Pricing:** All Bidders are required to submit the required primary pricing as indicated in each bid category's Part B: Specifications and Part C: Bid Forms (requirements vary based on bid category).

   A. **Catalog Pricing**: Catalog pricing is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price, catalog price, published price or list price. The discounts may be for the entire commercially available catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder.

a. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.

b. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Contract Oversight Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid shall remain firm for the duration of the contract.

c. **Core List:** In a Catalog Priced bid, a category (i.e. office supplies) *may* include a "core list" which contains a selection of the most commonly used products/services with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discounts shall be applied to the new published prices to establish the AEPA price for these core items.

d. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.

B. **Line-Item Pricing:** Line-item pricing is utilized when products and/or services that are broken down in detail by element, component, product categories, product type and each product and/or service is presented as an individual item which needs to be combined with other items to make up a final project or solution. The Bidder offers firm pricing for specific line items in response to this bid; a project's cost is derived by the Vendor Partner preparing and providing a quote based on the project's terms, conditions and requirements based on the line item pricing provided in the bid. The information provided in this bid for each item includes:

Product Category
Product Description
Manufacturer
Manufacturer SKU
Vendor SKU
Unit of Measure
Item List Price
AEPA Bid Price

a. **Fixed prices:** Prices bid shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. Fixed price offers shall include prices for any and all items.

b. **Routine Price Adjustments (Without Economic Price Adjustment):** Vendors may only request adjustments to the prices once a year at the time of renewal at the AEPA Winter meeting that goes into effect March 1st. Vendor Partner's must submit a fully documented written request to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting. The request must specifically detail and document the cause and/or reason for price changes and include any supporting documentation (manufacturer's letter, indexes, etc.). All price changes require approval by the AEPA Member Agencies at the AEPA Winter meeting to go into effect the following contract term.

c. **Unpredictable Economic Price Adjustment:** If economic price adjustment contingencies occur, Vendor Partner may submit a fully documented request (manufacturer's letter, indexes, etc.) for price adjustment to AEPA Contract Oversight Committee for review and approval by the committee and the AEPA Member Agencies. The documentation must substantiate the cause and/or reason for the requested price increase and demonstrate that it was unpredictable at the time of bid submittal and/or contract renewal and out of the Vendor Partner's control. Pricing will take effect thirty (30) days after approval and acceptance.

d.

e. **New Products/Services:** Vendor Partner may submit new products or technologies, that are within the original scope of work for the bid, to be added to the contract at the time of renewal pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership. Requests

should be submitted to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting.

C. Pricing based on a Cost-plus-a-percentage-of-cost: This type of pricing is prohibited.

2) **Secondary Pricing Methods:** Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

A. Customized Price List: Bidders are **required** to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:

a. Up to 100 items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
b. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
c. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
d. Items may not include special order or customized service products unless agreed to by the Vendor Partner.

B. Hot List Pricing: Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions:

a. The price reduction is available to all AEPA Member Agencies equally.
b. The price reduction is for a specific time period, no less than thirty (30) days.
c. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such.
d. The original price for products/services is not exceeded after the time limit.
e. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities.
f. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.

C. Volume Price Discounts: Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions:

a. Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms.
b. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis.
c. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

Prime Vendor Partner: For the purpose of this bid, a Vendor Partner will be considered a prime Vendor Partner and not a Subcontractor. Any Vendor Partner paid directly by the AEPA Member Agency or Participating Entity is a prime Vendor Partner; a Vendor Partner pays a Subcontractor. Prime Vendor Partners using Subcontractors are responsible for all actions of its Subcontractors.

Procurement Code: All Bidder/Vendor Partner's must make themselves aware of and comply with all federal, state, and local statutes and regulations.

Products and Services:

1. **Product Line:** If applicable, contracts will be a awarded to Bidders able to provide their complete product line(s) of commodities, supplies, equipment, software and services that meets the scope of work and specifications of this solicitation. Bidders with a published, priced catalog may submit their entire catalog; AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.

2. **Serial Numbers:** Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All bids shall be for commodities, supplies, equipment, supplies and software in current production; meet or exceed commercial and industry standards; and marketed and provided nationally to the general public and/or educational/governmental agencies.
4. **Construction Products and/or Services:** are associated with building, erecting, altering, repairing, installing or demolishing in the ordinary course of business any: (1) road, highway, bridge, parking area or related project; (2) building, stadium or other structure; (3) airport, subway or similar facility; (4) park, trail, athletic field, golf course or similar facility; (5) dam, reservoir, canal, ditch or similar facility; (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; (7) radio, television or other tower; (8) shaft, tunnel or other mining appurtenance; (9) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; (10) air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations; (11) leveling or clearing land; (12) excavating earth; (13) drilling, wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.
5. **Services**: are defined as the furnishing of labor, time or effort by a Vendor Partner not involving the delivery of a specific tangible product other than reports and other materials which are merely incidental to the required performance.
6. **Professional Services:** Services relating to architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, educational specialist, construction managers and other persons or businesses providing similar professional services, which may be designated as part of this solicitation.
7. **Peripheral & Optional Items:** Bidder can include various peripheral products, equipment, accessories, services, deliverables and related items that are associated with and function with the primary offering. Optional equipment or products may be added to the contract during the term of the contract. AEPA reserves the right to accept or reject such offerings under the following conditions:
   A. The enhancement is recommended by AEPA and approved by the Member Agency;
   B. The option is priced at a discount similar to other options;
   C. The option is an enhancement to the unit.
8. **Descriptive Literature and Brand Names**: All bids are to include a complete set of the manufacturer's descriptive literature regarding the commodities, supplies, materials, equipment and software offered. Brand names, trade names and/or catalog numbers used in the solicitation will be intended to describe and identify the type, level and quality of products, equipment and software being requested.
9. **Discontinued products:** If a product or model is discontinued by the manufacturer, Vendor Partner may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
10. **Product Specifications:** This solicitation is designed to enable a Bidder to satisfy a requirement for a commodity, supply, material, equipment, software, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard; by specifying a manufacturer's brand and model. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily and/or meeting the actual needs of the procurement. When a brand name product is specified and is only available for a single source, Bidders are encouraged to offer alternative products which they believe to adhere to and comply materially, functionally and operationally equal to or better than the brand name product specified. Any Bidder believing a specification is unnecessarily restrictive, shall indicate such in the form of a question during the solicitation process and prior to bid due date. The fact that a manufacturer or supplier chooses not to produce or supply the commodity, supply, material, equipment, software or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. If the Bidder deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the commodity, supply, material, equipment, software or services they bid will render equivalent reliability, coverage, performance and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire bid.
11. **Quality:** Unless otherwise modified elsewhere in this solicitation, Vendor Partner warrants the commodities, supplies, materials, equipment, and services delivered as stipulated in the Buyer's purchase order/contract, shall be:

A. Of a quality to pass without objection in the industry and professional standards normally associated with them;
B. Fit for the intended purpose(s) for which they are used;
C. Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
D. Adequately offered, presented, delivered, accomplished and complete as the contract may require; and
E. Conform to the written promises and/or oral affirmations of fact made by Vendor Partner.

Product Information | Catalogs | Price Lists:

1. Bidders shall include an electronic and paper copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the bid response.
2. Throughout the term of the contract, Vendor Partner(s) shall furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, paper, online shopping cart, etc.).

Progress Payments: Progress payments are allowed on purchases for goods and services under the following conditions:

1. The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order;
2. The purchase order describes the amounts to be paid and the date of payment;
3. The Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order;
4. That payments will only be made when actual goods and/or services are verified/received; and
5. That any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

Protests: Under this public procurement and AEPA's Solicitation, any Bidder who is aggrieved in connection with this procurement, can file a protest in accordance with (1) AEPA's Solicitation Document; (2) AEPA's Policies and Procedures; and (3) AEPA Member Agency's State Procurement Code and Board Policies. Venue for any and all legal actions regarding or arising out of the transactions covered herein shall be solely in the court of jurisdiction located in the state and county of the AEPA Member Agency and will govern any resulting transactions.

1. **Procurement Phases:** AEPA's procurement/solicitation process is broken down into three (3) phases. Any Bidder who is aggrieved in connection with any of the three (3) procurement/solicitation phases listed below and/or any functions or activities associated with each shall file their protest with the AEPA representative indicated below.
   A. **Bid Due Date:** The preparation and contents of the solicitation, its terms, conditions and specifications, the notification, distribution of solicitation documents and addendums (date published through the bid due date and time).
   B. **AEPA Approval:** The receiving, opening, recording, evaluating, recommending and approving Bidders to be considered for AEPA approval and/or actions relating to contract renewal and extension. (Date received and opened through date of individual contract award and future renewals).
   C. **Contract Award:** The awarding, implementing and administering of resulting contracts and the disclosure of confidential data. (Date individual contracts awarded by AEPA Member Agencies or 120 days from AEPA approval).
2. **Protest contents:** Protests shall be in writing and must be filed with the appropriate AEPA represented below. A protest must include:
   A. The name, address and telephone number of the protester;
   B. The original signature of the protester or its representative;
   C. Identification of the procurement function and/or contract activity with the solicitation or the contract number;
   D. A detailed statement of the factual grounds or legal basis for the protest;
   E. Supporting exhibits, evidence or documents to substantiate any claim unless not available within the filing time, in which case, the expected availability date shall be indicated; and
   F. The form of relief requested.
3. **Protest Submittal:** Protester shall submit the bid protest in accordance with the requirements of the above three (3) procurement functions immediately or within ten days of the date the protester knows or should have known the basis of the protest per the following:

A. Bid Due Date: Knows or should have known the basis of the protest upon the bid due date or 10 days after the bid due date.

B. AEPA Approval: Knows or should have known the basis of the protest upon notification from AEPA of the bid category approval.

C. Contract Award: Knows or should have known the basis of the protest or ten days after the notification from the AEPA Member Agency award.

Procurement Phase	Who to Contact	Email Address
Bid Due Date	Bid Question Coordinator	Questions@aepacoop.org
AEPA Approval	Bid Coordinator	Bids@aepacoop.org
Contract Award	Individual AEPA Member Agency with a copy to the AEPA President	See AEPA Member Agency Information sheet

1. **Protest Resolution:** Protest shall be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. It is the intent of AEPA that all bid protest decisions from the point a bid has been published through contract approval or rejection, will be resolved by AEPA. Bid protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.
2. **Protest Costs:** The losing party to the protest shall be responsible for the reasonable and justifiable costs of the protest. The protest costs shall be based on the costs and expenses incurred by the AEPA and its Member Agencies, including but not limited to staff salaries, attorneys' fees, hearing, reproduction, transcription and travel costs.

Provisions Required By Law: By submitting a response to this solicitation, bidders are acknowledging they have conducted and performed the required research to make themselves aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this bid. These provisions of law and any clause required by law that is associated with and relates to this bid and any resulting contract will be read and enforced as though it were included herein.

Public Record: All bids submitted to this invitation shall become the property of the AEPA and will become a matter of public record, available for review, subsequent to the bid due date. Bids may be viewed, by appointment only, at the Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328, under the supervision of the AEPA Executive Director or his designee, from 8:30 a.m. to 3:30 p.m., Monday through Friday. Within fifteen days, the Bid Receipt Summary Report will be posted to the AEPA website (www.aepacoop.org).

Questions: Inquiries and questions related to this solicitation, should reference the bid number and respective category and be submitted as follows:

1. From the time the solicitation is published until the deadline for questions for Bidders, questions should be submitted to **Questions@aepacoop.org.**
2. From the time bids are opened but prior to the approval of the contract by AEPA, questions should be submitted to **Bids@aepacoop.org**.
3. After notification of AEPA contract approval, questions should be submitted via email to **President@aepacoop.org**.
4. Once a contract has been awarded by an individual AEPA Member Agency any inquiries and questions relating to contract implementation, execution, transactions and/or concerns/issues occurring within that state should be addressed to the individual AEPA Member Agency.

All other inquiries and questions should be addressed and submitted to the AEPA President by email at **President@aepacoop.org.**

Reporting: Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies and must complete an online sales report on the AEPA Website. Access to reports will be granted after contract approval. If there are no sales, $0 reports are required.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Right to Request Additional Information: AEPA, and its respective bid representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted bid response including, but not limited to, clarifying questions. Bidders may be requested to submit such answers in writing but will not be allowed to change or alter their bid.

Safety Measures: Vendor Partners shall take all necessary precautions for the safety of employees on the worksite, and shall erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They shall post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions shall be taken pursuant to state law and standard construction practices in order to protect workers, the general public and existing structures from injury or damage.

Safety Standards: All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

Substance Use & Conduct: All Vendor Partners and Subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on AEPA Member Agencies and Participating Entities premises.

State Agency: means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state.

Survival: All applicable software license agreements, warranties or service agreements that were entered into between Vendor Partner and Buyer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Vendor Partner shall survive expiration or termination of the Contract.

Suspension or Debarment Status: If within the past five (5) years, any Bidder has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract. By signing the bid section, the Bidder certifies that no current suspension or debarment exists.

Tare: If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing shall be of the lightest weight practical for safe delivery of the contents.

Taxes: Different jurisdictions taxing authorities have different tax laws, rules, regulations and processes, therefore, prices offered will not include applicable federal, state and local taxes. All applicable taxes must be listed as a separate item on all cost proposals, invoices.

Term of Contract and Extensions: The initial term of the contract shall be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the **Acceptance of Bid and Contract Award (Form B)**. The contract shall continue in accordance with the dates stipulated in the Bid and Timeline schedule located in Part A of this bid unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods, ending on the last day of February. AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose, at their sole discretion, to extend the contract. In the event AEPA does not recommend or approve a contract extension, a Member Agency reserves the right to offer month-by-month extensions not to exceed six (6) months until a new contract is awarded by that Member Agency.

Termination by Non-Approval of AEPA: AEPA Member Agencies on annual basis assess, evaluate and review existing AEPA vendors to determine if the organization as a whole desires to extend its approval of those vendors. If an existing AEPA vendor's approval is not extended for an additional term, the AEPA Member Agencies can not extend the dis-approved vendor's contract. (See Term of Contract and Extensions)

Termination by AEPA Member Agency: An AEPA Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the AEPA Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when the parties to this contract receive written notice from the AEPA Member Agency unless the notice specifies a later time. Cancellation by one AEPA Member Agency does not require other Agencies to cancel their contracts.

Termination for Convenience: AEPA Member Agency reserves the right to immediately terminate this contract, without penalty or recourse, in whole or in part, if the AEPA Member Agency determines that termination is in the best interest of Participating Entities. The Vendor Partner, after receipt of a "Notice of Termination," shall not

accept any new orders after the termination date specified in the notice. Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Vendor Partner shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed and materials accepted before the effective date of the cancellation. The Vendor Partner will not be reimbursed for any anticipated profit.

The AEPA Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this IFB if the Vendor Partner files for bankruptcy protection, or is acquired by an independent third party.

Vendor Partner may cancel this contract upon written notice to the AEPA Member Agency prior to the intended termination date (or on the yearly anniversary of the bid). Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Termination for Default: If either party is in default under this contract, it shall have an opportunity to cure the default within the time indicated (ten business days in most states) after it is given written notice of default by the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party shall have ten business days to provide a satisfactory response to the AEPA Member Agency. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder.

The AEPA Member Agency reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Vendor Partner, or if the Vendor Partner fails to comply with any contract terms and conditions, or fails to provide the AEPA Member Agency, upon request, with adequate assurances of future performance. In the event of termination for cause, the AEPA Member Agency shall not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner shall be liable to the AEPA Member Agency or any Participating Entity for any and all rights and remedies provided by law. If it is determined that the AEPA Member Agency improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

The AEPA Member Agency will issue written notice to the Vendor Partner for acting or failing to act in any of the following:

1. The Vendor Partner provides material that does not meet the specifications of the contract;
2. The Vendor Partner fails to adequately perform the services set forth in the specifications of the contract;
3. The Vendor Partner fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Vendor Partner fails to make progress in the performance of the contract and/or gives the AEPA Member Agency reason to believe that the Vendor Partner will not or cannot perform to the requirements of the contract;
5. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that have equal or lesser volume.
6. The Vendor Partner fails to observe any of the terms and conditions of the contract;
7. The Vendor Partner fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the AEPA Member Agency.

Termination for Non-Appropriation: Any individual Buyer's procurement/contract covered by this bid and executed in accordance with resulting contract may be terminated if insufficient appropriations and/or authorizations do not exist due to changes in state or federal law, or because of court order, or because of insufficient appropriations made available to the Buyer's governing board and/or it State Legislature. Such termination will be effected by sending fifteen (15) days written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Vendor Partner and shall be final.

Title and Risk of Loss: The title and risk of loss of material or service shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery, unless otherwise provided within this document.

Trade-in Equipment: Equipment for trade-in shall be dismantled by the Vendor Partner and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the Vendor Partner shall be the same as when the original agreement was made, except as affected by normal wear and tear from use between the

time of the bid and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

Type of Bids: Due to the various types, kinds and levels of products and services solicited by AEPA in its IFBs; the various pricing methodologies/methods utilized and offered to price the various products and services offered; and the type of contracts that results from any one of AEPA's/bids, AEPA has established the following two types of bids.

1. **Catalog Bid:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
2. **Line Item Bid:** A Line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing..

Vendor Partner: Bidder who has been approved and awarded a contract for the delivery of construction, tangible personal property, supplies, or services in response to this IFB.

Vendor Partner Contact: Vendor Partner will designate one individual who will represent them to the AEPA, its AEPA Member Agencies during the contract period. This contact person will correspond with each AEPA Member Agency for technical assistance, problems, or questions that may arise. If other staff, distributors and/or independent Vendor Partners will be performing the sales or support functions for different geographical areas (states), Vendor Partner shall include instructions and contact information that can be distributed to AEPA Member Agencies upon approval of this bid.

Warranty: Vendor Partner warrants that all commodities, supplies, materials, equipment, software and service delivered under this contract shall conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum 12-month manufacturer's warranty that includes parts and labor unless otherwise specified and agreed to. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the Buyer. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the manufacturer and the Vendor Partner. All extended warranties must be passed on, without exception. If, upon discovery, the Vendor Partner charges a Buyer for a replacement part that the Vendor Partner actually received at no cost under a warranty, the Vendor Partner will rebate the amount billed and the Buyer reserves the right to cancel the contract.

Association of Educational Purchasing Agencies (AEPA)

Bid 015 - Summary of State General Overview

Part A Table

AEPA Member Agency State	General			Ordering Process			Construction Products and Serivces									Potential Customers						
	Administrative Fee	Bid Security Required on bid due date	Special Reporting Requirments	Standard Ordering Process	Electronic Ordering	Special Ordering Process	Davis Bacon and State Wage Rates	Payment & Performance Bonds Required	Contractor's Licesing Required	Permits and/or Registration Requjired	Construction Project Cost Limitations	Participate in Construction Services	Participate in Construction Products Only	Products are taxable	Service is Taxable	K-12 Education	Higher Ed.	Private Schools	Non-Profits	Federal Agencies	State Agencies	Cities & Counties
CA	2%	No	No	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CO	2%	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
CT	2%	Opt	No	Yes	Yes	No	Yes	Opt	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
FL	2%	No	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IN	Various	No	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IA	2%	No	Yes	Yes	Yes	No		**			Yes	Limited	Limited	**		Yes	Yes	Yes	No	Yes	Yes	Yes
KS	2%	No	n	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
KY	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MA	2%	No	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MI	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	TBD	Yes	Yes
MN	2%	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MO	2%	No	Yes	Yes	Yes	No	Yes	No	No	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MT	2%	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NE	2%	No	No	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	No	No	No	No
NJ	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No	No	Yes
NM	2%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ND	2%	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OH	2%	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OR	2%	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PA	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TX	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
VA	2%	No	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WA	2%	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
WV	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WI	2%	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WY	1%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Depending upon the type of agency making the purchase products may or may not be taxable

** Iowa Code Chpt. 26 & 273

BID BOND **TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA**
Hartford, Connecticut 06183

KNOWN ALL BY THESE PRESENTS, That we, Quill Corporation, as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto KCDA-King County Director's Association, as Obligee, in the sum of Ten Percent of Total Amount Bid Dollars ($ 10%) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for IFB#015-A Office Supplies Quill Bid No. 14-9910, Kent, WA ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 30th day of September, 2014.

Quill Corporation
(Principal)

By: _____

Travelers Casualty and Surety Company of America

By: _____
Jeffrey L. Broyles, Attorney-in-Fact

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

TRAVELERS

POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company
St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 225756 **Certificate No.** 005631532

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Margaret M. Davis, Shari K. Welborn, Joyce Bjorge, Jeffrey L. Broyles, Charles W. Floberg, Lisa Meyer, Jennifer Truesdale, Sue Noakes, Nadya Alami, Jessica Carpenter, and Tamara A. Ringeisen

of the City of Portland, State of Oregon, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 9th day of September, 2013.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company
St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

State of Connecticut
City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the 9th day of September, 2013, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.

MARIE C. TETREAULT NOTARY PUBLIC CONNECTICUT

Marie C. Tetreault
Marie C. Tetreault, Notary Public

58440-8-12 Printed in U.S.A.

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Association of Educational Purchasing Agencies (AEPA) solicitation on behalf of all Michigan public entities (the "Participating Entity"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to provide a response to a solicitation for three (3) years from the date it is determined that the person has submitted the false certification.

QUILL CORPORATION
Name of Company

Signature of Authorized Representative

Shina Goodman
Name of Authorized Representative

President NA Commercial
Title of Authorized Representative

10/2/2014
Date

To be completed and signed below. **Return with bid.**

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the bid. However, the MRESC will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes
☑ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report. ☑ Yes
☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***"NO"*** to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

- Click on "Forms" and then "AA302" and "Instructions" under the heading "Employee Information Report"
- Complete and submit the form with the *appropriate payment* to:

Department of Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the MRESC within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm Quill Corporation

Address 100 Schelter Rd

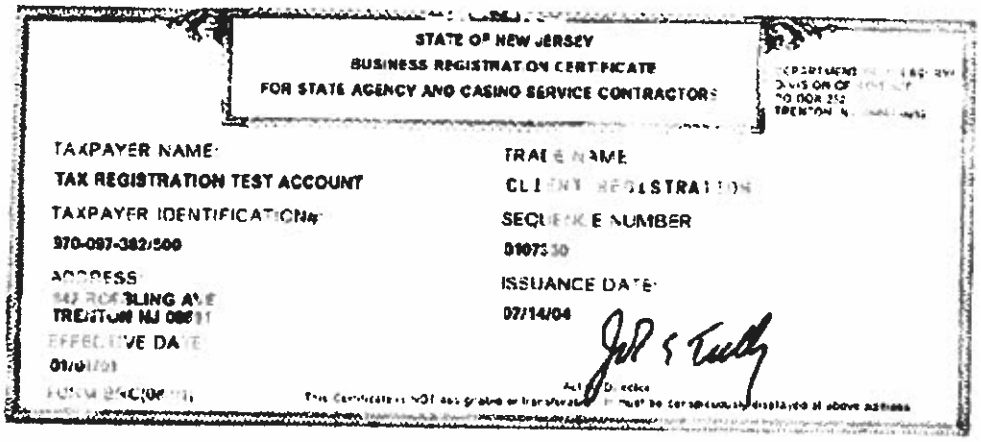
City, State, Zip Lincolnshire IL 60069

Name of Authorized Agent Nina Goodman *Title* President NA Commercial

SIGNATURE *Nina* *Date* 10/2/2024

NJ Business Registration Form

All vendors must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey and prior to receiving the award of a contract with a public entity.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME

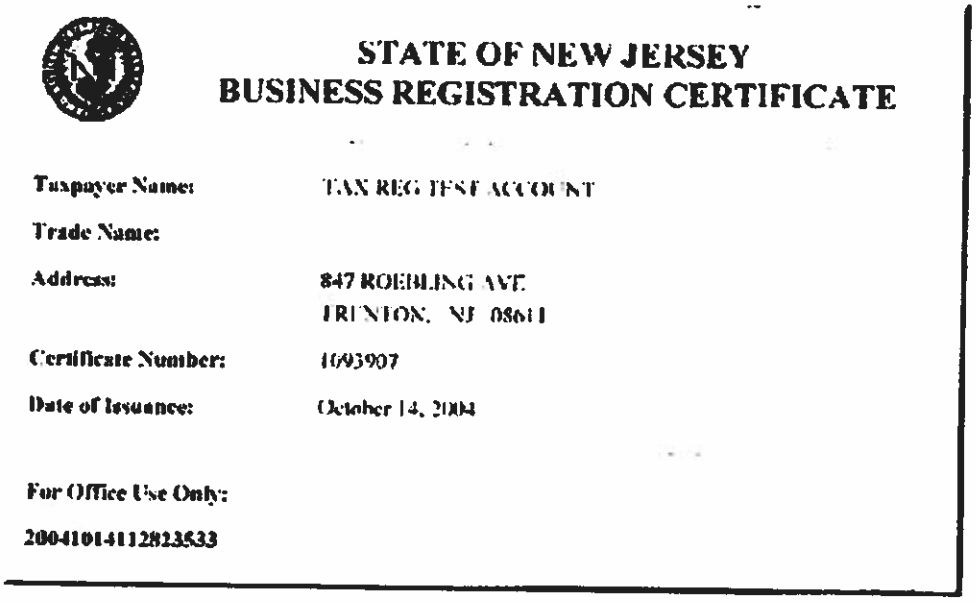
TAXPAYER IDENTIFICATION#
970-097-382/000

SEQUENCE NUMBER
0107330

ADDRESS
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

EFFECTIVE DATE
01/01/01



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REGISTEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at: http://www.state.nj.us/treasury/revenue/busregcert.shtml. **A valid Business Registration Certificate must be provided to the MRESC before the award of a contract can be made.**

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N. J. 08646

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

Pursuant to N.J.S.A. 54:32B-1 ET. SEQ.

This authorization is granted ONLY for the retail business at the location specified below.
This authorization is void and void if any change of ownership or address is effected

QUILL CORPORATION
100 SCHELTER RD.
LINCOLNSHIRE IL 60069-3621

Deputy Director

Tax Registration No: 362-952-984/000
Tax Effective Date: 04-07-02
Document Locator No. B0000000060
Date Issued: 03-22-02

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Aug-20-04 11:13am From-STAPLES FINANCE 4508-263-5485

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 25032

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-JUN-2012 to 15-JUN-2015

QUILL CORPORATION
100 SCHELTER ROAD
LINCOLN SHIRE IL 60069

Andrew P. Sidamon-Eristoff
State Treasurer

08/21/04

Taxpayer Identification# 362-952-904/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
QUILL CORPORATION

TRADE NAME:

TAXPAYER IDENTIFICATION#:
362-952-904/000

SEQUENCE NUMBER:
0843314

ADDRESS:
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621

ISSUANCE DATE:
08/21/04

EFFECTIVE DATE:
03/13/02

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

Statement of Suspension or Debarment

STATE OF ~~NEW JERSEY~~/ ILLINOIS
Specify, of other

COUNTY OF LAKE

I, Shina Goodman of the (City, Town, Borough)

of Lincolnshire State of ILLINOIS of full age,

being duly sworn according to law on my oath depose and say that:

I am President NA Commercial of the firm

of QUILL CORPORATION the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency.

Name of Contractor: QUILL CORPORATION
(Company Name)

By: _____
(Signature of authorized representative)

Subscribed and sworn to before me

This 2nd day of October, 2014.

Conni Ciffone

(Seal) Notary Public of ~~New Jersey~~/ ILLINOIS
Specify Other State

My Commission expires _____, 20

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2018

RETURN WITH BID

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU.EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

Signature RWG

Company: QUILL CORPORATION

Name Rita Goodman

Title President NA Commercial

Middlesex Regional Educational Services Commission
Business Office
1660 Stelton Road
Piscataway New Jersey 08854

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

☑ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that QUILL CORPORATION (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification
I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.
Name of Authorized Agent Nina Goodman
Signature _____ Title President NA Commercial
Business Entity QUILL CORPORATION

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005. c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*[1]
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

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[1] N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271
(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all

principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity of 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year $50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 52:34-25.

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Please check one type of Ownership, complete the form, and execute where provided.

☑	Corporation	☐	Limited Partnership
☐	Partnership	☐	Limited Liability Corporation
☐	Sole Proprietorship	☐	Limited Liability Partnership
☐	Sub Chapter S Corporation	☐	Other: _____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership," the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, then such fact should be certified below as part of this disclosure.

Name of Company QUILL CORPORATION

Address 100 Shelter Rd.

City, State, Zip Lincolnshire, IL 60069

List of Owners with Ten Percent (10%) or More Interest

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Share Owned
	NONE		

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _____ ***Date*** 10/2/2014

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont'd)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

_____

_____

Names of Principals N/A Title

_____

_____

_____

_____

_____

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company Quill Corporation

Address 100 Schelter Rd

City, State, Zip Cod Lincolnshire Illinois 60069

Authorized Agent Shira Goodman **Title** President NA Commerci

Shira Goodman

SIGNATURE OF AUTHORIZED AGENT

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Middlesex Regional Educational Services Commission (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☑ **I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification**

OR

☐ **I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name:_____ Relationship to Bidder/Vendor:_____

Description of Activities:

_____

_____

Duration of Engagement:_____ Anticipated Cessation Date_____

Bidder/Vendor_____

Contact Name:_____ Contact Phone Number:_____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Middlesex Regional Educational Services Commission is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Middlesex Regional Educational Services Commission to notify the Middlesex Regional Educational Services Commission in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Middlesex Regional Educational Services Commission and that the Middlesex Regional Educational Services Commission at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Nina Goodman Signature: [signature]

Title: President NA Commercial Date: 10/2/2014

Bidder/Vendor: Quill Corporation

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039

Telephone (609) 292-4886 / Facsimile (609) 984-2575

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Amona	20.	Liquefied Natural Gas Limited
2.	Bank Saderat PLC	21.	Maire Tecnimont SpA
3.	Bank Sepah	22.	Naftiran Intratrade Company (NICO)
4.	Bank Markazi Iran (Central Bank of Iran)	23.	National Iranian Tanker Company (NITC)
5.	Bank Mellat	24.	Oil and Natural Gas Corporation (ONGC)
6.	Bank Melli Iran	25.	Oil India Limited
7.	Bank Tejarat	26.	Panyu Chu Kong Steel Pipe Company, Ltd.
8.	Belaz	27.	Persia International Bank
9.	Belneftkhim (Belarusneft)	28.	PetroChina Company, Ltd.
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipec)	29.	Petroleos de Venezuela (PDVSA Petroleo, SA)
11.	China National Offshore Oil Corporation (CNOOC)	30.	Sameh Afzar Tajak Company (SATCO)
12.	China National Petroleum Corporation (CNPC)	31.	Schwing America, Inc.
13.	China National United Oil Corporation (ChinaOil)	32.	Shandong FIN CNC Machine Company, Ltd.
14.	China Petroleum & Chemical Corporation (Sinopec)	33.	Sinohydro
15.	China Precision Machinery Import-Export Corp. (CPMIEC)	34.	SK Energy
16.	Grimley Smith Associates	35.	SKS Ventures
17.	Indian Oil Corporation	36.	Som Petrol AS
18.	Industrija Nafte (INA)	37.	Sonangol
19.	Kingdream PLC	38.	Zhuhai Zhenrong Company

List Date: January 31, 2014

Association of Educational
PURCHASING AGENCIES

INVITATION FOR BID

AEPA IFB #015-A OFFICE SUPPLIES

PART B – SPECIFICATIONS

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****

1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 26) necessary to:

-Respond to request from a number of different types of educational, governmental and public institutions seeking office supplies.

-These parts and supplies will include but are not limited to: general office supplies, office electronics, paper products, miscellaneous equipment and specialty equipment and supplies.

-Types of services may include, but are not limited to: copy and print services.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		**CATALOG:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	**LINE ITEM:** A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

3. Anticipated AEPA Member Agency Participation

State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Year 2-4	State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Years 2-4
California	Yes	AZ,NV	$500,000	10%	Nebraska	Yes		$1,500,000	15%
Colorado	Yes		?	2%	New Jersey	Yes		$299,599	
Connecticut	Yes	MA,ME,NH, NY, RI,VT	$50,000	10%	New Mexico	Yes		$5,000,000	5%
Florida	Yes	AL,GA	$1,000,000	10-20%	North Dakota	Yes		$450,000	2%
Indiana	Yes		$2,000,000	2%	Ohio	Yes		$1,200,000	3%
Iowa	Yes	IL,SD	$600,000	5%	Oregon	Yes		$150,000	35%
Kansas	Yes	OK	$2,000,000	2%	Pennsylvania	Yes	DE,HA, MD,NY,	$750,000	20%
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	$100,000	3%	Texas	Yes		$800,000	10%
Massachusetts	Yes		$150,000	2%	Virginia	Yes		$500,000	5%
Michigan	Yes		$50,000	5%	Washington	No	AK,ID	-	
Minnesota	Yes	SD	$1,600,000	5%	West Virginia	Yes		750,000	15%
Missouri	Yes	AR,IL,LA,SD	$800,000	10%	Wisconsin	Yes		533,252	20%
Montana	Yes	ID	$300,000	8%	Wyoming	Yes	SD,UT	230,000	10%
					Total	**25**		**$21,312,851**	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful

Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

No Terms and Abbreviations for the Office Supplies category.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications [Fixed Specifications]
Bidder must check either the 'Comply' or 'Deviate' column for each specification item. All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).

Item	Description	Comply	Deviate
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.	✓	
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	✓	
6.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.	✓	
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.	✓	
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.	✓	
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.	✓	
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.	✓	
6.8	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.	✓	

Item	Description	Comply	Deviate
6.9	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.	✓	
6.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	✓	
6.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.	✓	
6.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.	✓	
6.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).	✓	
6.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	✓	
6.15	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.	✓	
6.16	Vendor Partner must have a 24-hour toll-free order fax line.	✓	
6.17	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.	✓	
6.18	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.	✓	
6.19	Orders that are $50.00 or more shall include free shipping. Vendor Partner shall bid a flat rate for all orders that are less than $50.00 regardless of where to be shipped in the continental United States.	✓	

7. Product | Category Specific Specifications

Bidder must check either the 'Comply' or 'Deviate' column for each specification item. All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).

7.1 Minimum Requirements:

Item	Description	Comply	Deviate
7.1.1	The catalog includes a variety of manufacturers of specified products and services, and 80% or more of the catalog is dedicated to office supplies.	✓	
7.1.2	The Vendor Partner provides general office supplies that include but are not limited to: pencils, pens, markers and other writing instruments; correction fluid, tape, film and other correction products; ink and toner cartridges, tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and	✓	

7.1 Minimum Requirements:			
Item	**Description**	**Comply**	**Deviate**
	organization systems, bulletin boards, batteries, mailing and shipping supplies; storage files.	✓	
7.1.3	The Vendor Partner provides office electronics that include but are not limited to: scanners; printers, electronic handheld, desktop and scientific printing and nonprinting calculators.	✓	
7.1.4	The Vendor Partner provides paper products that include but are not limited to: white and color copy and duplicator paper, linen office papers, envelopes, index cards, writing pads, composition books, loose-leaf paper, card and cover stock.	✓	
7.1.5	The Vendor Partner provides miscellaneous equipment that includes but is not limited to: laminators, paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets and labeling equipment.	✓	
7.1.6	The Vendor Partner provides specialty equipment supplies that includes but is not limited to: signs, nameplates, name badges, computer supplies, carrying cases, briefcases, break room and housekeeping supplies.	✓	
7.1.7	All copier paper shall meet the following specifications: 20# weight; 92 brightness per US Brightness Scale; 190 or better in smoothness	✓	

7.2 Optional Requirements:			
Item	**Description**	**Comply**	**Deviate**
7.2.1	The Vendor Partner provides voluntary take back and/or recycling programs for ink cartridges/toners, batteries and other electronics.	✓	
7.2.2	The Vendor Partner should meet innovative and responsible environmental practices through their company to reduce their carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more.	✓	

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

8.1 This bid category has a Core Item List.

8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:

G.1 Catalog Discount (Required)
G.2A Core List Price Schedule (Required) ***Additional product offerings may <u>not</u> be added to this form.***
G.2B Non-Core Price Schedule (Required)
G.3 Services Price Schedule (Optional)
G.4 Volume Discounts (Optional)

8.3 The Catalog Category Discount and the Core Items award will <u>not</u> be split.

8.4 Bid pricing will be evaluated on a combination of items from both the Category Discount list and the Core Item list. See Evaluation, Approval and Award in Part A, V. General Terms & Conditions for All Agencies for additional information.

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

Association of Educational Purchasing Agencies

INVITATION FOR BID

AEPA IFB #015-A Office Supplies

PART C – BID FORMS

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BID SUBMITTAL INSTRUCTIONS

1. Bid submission instructions can be found in Part A: Terms and Conditions, Section II, F: Bid Submission of this solicitation. Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive.
2. It is the bidder's responsibility to ascertain that all documents submitted have been saved completely and appropriately to the CD or flash drive. Bidders should test both of the CDs or flash drives on computers independent from the system on which they were created to make sure the documents can be opened. Electronic media that cannot be opened by the bid committee may result in the rejection of the proposal.
3. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable or received after the deadline.

AEPA IFB #015-A
OFFICE SUPPLIES
Bid Proposal Table of Contents

Bidder QUILL CORPORATION

Name of Authorized Representative Nina Goodman

Office Address 100 Shelter Rd., Lincolnshire, IL 60069

Time Zone: ☐ Eastern ☑ Central ☐ Mountain ☐ Pacific

Telephone 800.634.4809 **Fax** 800.789.2016

Email bid@quill.com **Website** www.Quill.com

Instructions: Please complete the table below with the information for the documents included in this bid proposal. The bidder is reminded that two identical copies of this material on electronic media, either two (2) CDs or two (2) flash drives, are required.

Form	Folder	Document Title on CD or Flash drive	Format (i.e., Word, PDF, Excel)	Notes
Table of Contents	A		PDF	
FORM A Bid Affidavit	A		PDF and hard copy	Signature and notarization required.
FORM B Acceptance of Bid & Contract Award	A		PDF and hard copy	Signature required.
FORM C Questionnaire	A		PDF	Signature required
FORM D Company Info	A		PDF	Signature required
Letter of Line of Credit or Annual Report	A		PDF	
FORM E Exceptions	A		PDF	Signature required
FORM F Deviations	A		PDF	Signature required
Part B – Specifications	A		PDF	Signature required
State Specific Required Forms (See Part A)	A		PDF	
FORM G Discount & Pricing Schedules	B		PDF	Signature required
Excel Workbook- FORM G Discount & Pricing Schedules	B		Excel	
G.5 Warranties, Additional Services (Optional)	B		PDF	
G.6 Additional Discounts (Optional)	B		PDF	
Catalogs/price lists	B		PDF	

AEPA BID FORM A: BID AFFIDAVIT

AEPA IFB #015-A
OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

Instructions: This form must be signed by the bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package.** If awarded, the bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the ***Member Agency***, or any employee thereof, or any person, firm or corporation under contract with the ***Member Agency*** whereby the bidder, in order to induce the acceptance of the foregoing bid by the ***Member Agency***, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of ***Member Agency***, ***Member Agency***, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

Shina Goodman — Authorized Representative (Please print or type)

President NA Commercial — Title (Please print or type)

Signature of Authorized Representative

100 Schelter Rd. — Mailing Address

Lincolnshire, IL 60069 — City, State, Zip

10/2/14 — Date

800.634.4809 — Phone

Subscribed and sworn to before me this 2nd day of October 2014

Notary Public in and for County of LAKE State of ILLINOIS

My commission expires: Signature: Conni Ciffone

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2016

AEPA FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD
AEPA IFB #015-A
OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

INSTRUCTIONS: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package.** If approved by AEPA, the bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Quill Corporation Date 10/2/14

Company Address 100 Schelter Rd. City Lincolnshire State IL Zip 60069

Contact Person Nina Goodman Title Assistant VP Commercial

Authorized Signature (ink only) _____ Title _____

Email Address bid@quill.com Phone 800.634.4809

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2016 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): ☐ _____ or ☐ March 1, 2015
(Enter date)

AEPA FORM C: SERVICE QUESTIONNAIRE FOR BIDDER

AEPA IFB #015-A

OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

Instructions: Please respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. Follow the instructions for titling the file and file organization under Part A, Section II Bid Procedures, F. Bid Submission, 2. Format of Bid Submittal.

Note: As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. ***Note: A Bidder must be <u>willing and able</u> to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.***

AEPA Member States	Participate in this bid category?	Has your company sold these products/services in these states for the PAST <u>THREE</u> YEARS?	If awarded a contract, which states does your company PROPOSE TO SELL IN?	Indicate which states your company has sales reps, distributors or dealers in.
California	Yes	X	X	X
Colorado	Yes	X	X	
Connecticut	Yes	X	X	X
Florida	Yes	X	X	X
Indiana	Yes	X	X	
Iowa	Yes	X	X	X
Kansas	Yes	X	X	X
Kentucky	Yes	X	X	X
Massachusetts	Yes	X	X	
Michigan	Yes	X	X	
Minnesota	Yes	X	X	
Missouri	Yes	X	X	X
Montana	Yes	X	X	
Nebraska	Yes	X	X	X
New Jersey	Yes	X	X	
New Mexico	Yes	X	X	X
North Dakota	Yes	X	X	
Ohio	Yes	X	X	X
Oregon	Yes	X	X	
Pennsylvania	Yes	X	X	X
Texas	Yes	X	X	X
Virginia	Yes	X	X	
Washington	No	X		
West Virginia	Yes	X	X	
Wisconsin	Yes	X	X	
Wyoming	Yes	X	X	

2. **e-commerce:** Does this company have an e-commerce website? ✓ YES _____ NO

   If **YES**, what is the website? www.quill.com

3. **Customer and Support Service:** It is understood depending on the type, kind and level of products and/or services being proposed in response to this bid will impact and determine the type and level of services required and these are identified in Part B Bid Specifications of this IFB.

   a. Does this company have online customer support option? ✓ YES _____ NO

   b. Does this company have a toll-free customer support phone option? ✓ YES _____ NO

   c. Does this company offer local customer and support service options? ✓ YES _____ NO

   d. Describe the type, level, available and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation.

   ✓ See Attached

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

   ✓ **YES** _____ **NO**

   If **YES**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

   ✓ SEE Attached

5. **Pricing:**

   a. Is your pricing methodology guaranteed for the term of the contract? ✓ **YES** _____ **NO**

   b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

6. **Competitiveness:** In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume? ✓ **YES** _____ **NO**

   Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB. ✓ See Attached most favored customer pricing.

   ✓ Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

   _____ Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____ %

7. **Cooperative Contracts:** Does your company currently have contracts with other cooperatives (local, regional, state, national)? ✓ **YES** _____ **NO**

   If YES, identify which cooperatives and the respective expiration date(s).

   TCPN 3/1/2015
   RUMC 11/1/2015

#3d.

The AEPA/Quill.com relationship will be managed by the following 3 individuals: Justin Sampsel, Ryan Spiegel, and Jonathan Warwick. All of the aforementioned individuals have the ability to travel anywhere within the United States as needed to service the AEPA account. Quill.com also offers a dedicated customer service line and interactive chat line which are available Monday through Friday 6 am to 6 pm CST and Saturday 8 am to 12 pm CST.

#4. Training

Quill.com will:

- Host quarterly team meetings to train and retrain sales associates on our TCPN offerings
- Conduct one-on-one coaching and sales training where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEPA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

Quill.com

Most Favored Customer Pricing. If, during the Term, Supplier provides Products to another customer similar to Buyer, with similar volume requirements, order size, quantities and mix of products and services, delivery schedule, and geographic areas as Buyer, and offers similar discounts, rebates, and guarantees as those offered to Buyer under this Agreement, at prices that are lower than the prices set forth in this Agreement, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above. Notwithstanding the foregoing, **Quill reserves the right not to sell any Products below supplier purchase order cost.**

If YES and your company is awarded an AEPA Contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? Quill.com induce diligence, will qualify potential AEPA customers to make the recommendation of an account to the aepa program whenever possible. Quill.com will do what's best for customer.

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee.

   a. ✓ The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.

   b. _____ The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to adjusted the AEPA Member Agency's price.

   c. _____ The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling:**

   Orders that are $50.00 or more shall include free shipping and handling. What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than $50.00?

   $ ~~0~~

10. **Product Returns:** Does your company have a return policy? ✓ **YES** _____ **NO**

    If **YES**, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment) See attached Return policy.

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? _____ **YES** ✓ **NO**

    If **YES**, what is the discount? _____% Net _____

12. **Leasing:** Do you offer leasing arrangements under this bid? _____ **YES** ✓ **NO**

    If **YES**, remember to indicate the rate factor and other cost factors on the Pricing spreadsheet(s).

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

No.	Responsibilities of an AEPA Vendor Partner	Yes	No
1	Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	✓	
2	Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	✓	
3	Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	✓	
4	Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor	✓	

Quill.com

Return Policy:

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

We do not charge a Restocking Fee

Technology and Electronic Items: Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

Vending Equipment: The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

Software: Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

Computers/Laptops: You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.

	Partner's local sales representatives to market within each state.	✓	
5	On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.	✓	
6	On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	✓	
7	Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	✓	
8	Attend two (2) AEPA meetings each year (see page 9 in Part A)	✓	
9	Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	✓	
10	Increase sales over the term of the contract with all participating AEPA Member Agencies.	✓	

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Forms

AEPA FORM D: COMPANY INFORMATION

AEPA IFB #015-A

OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

COMPANY CONTACT INFORMATION

Company Name: Quill Corporation Website: www.Quill.com

Company Address: 100 Schelter Rd.

City: Lincolnshire State: IL Zip: 600069

Contact Person: JUSTIN SAMPSEL Title: VERTICAL MARKET MANAGER

Contact Phone: 800.634.9809 Contact Email: bid@quill.com

BACKGROUND

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a ☑ public company ☐ privately owned company.

In what year was this business started under its present name? 1956

Under what other or former name(s) has your business operated? N/A

Is this business a corporation? ☐ No ☑ Yes. If yes, please complete the following:

Date of incorporation: 12/15/77 State of incorporation: Delaware

Name of President: Shira Goodman

Name(s) of Vice President(s): Sergio Pereira

Name of Secretary: _____

Name of Treasurer: _____

See attached certificate of authority

Is this business a partnership? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. ☑ No ☐ Yes.

IF THE ANSWER IS YES, describe the company's format, year and state of origin, and names and titles of the principals.

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

Certificate of Authority

The undersigned officer of Quill Corporation (the "Company") hereby certifies and that the below-named employees of the Company are authorized and empowered to make, enter into, sign, seal and deliver in behalf of the Company a contract for office and school supplies and a performance bond in connection with such contract:

Shira Goodman	President NA Commercial
Sergio Pereira	Senior Vice President
Kenneth M. Wnek	Vice President of Sales
Kayrle Sieber	Vice President of Marketing
Kevin Wood	Vice President of Merchandising
Matt Taylor	Director of Finance
Colin Doherty	Director of Sales
Barbara Slotten	National Sales Manager

IN WITNESS WHEREOF, I have signed this certificate on behalf of the Company on 10/2, 2014

Signature

Shira Goodman
Print Name & Title President NA Commercial

Corporate Seal

September 2014

COMPANY HEADQUARTER LOCATION

Company Address: 100 Shelter Rd.

City: Lincolnshire State: IL Zip: 600069

Main Phone Number: 800.634.4809 How long at this address? 58 years

COMPANY BRANCH LOCATIONS

Branch Address: See attached locations

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

If more branch locations, insert information here or add another sheet with above information.

SALES HISTORY

Provide your company's annual sales for 2011, 2012 and 2013 YTD in the United States by the various public segments:

	2011	2012	2013 YTD
K-12 (public & private), Educational Service Agencies	$ 123,937,890	$ 125,656,982	$ 123,431,424
Higher Education Institutions	$ 14,817,623	$ 14,131,921	$ 12,805,430
Counties, Cities, Townships, Villages	$ 134,315,276	$ 132,307,774	$ 128,251,529
States	$	$	$
Other Public Sector & Non-profits	$	$	$
Private Sector	$ 833,654,619	$ 865,518,736	$ 876,328,743
TOTAL	$ 1,106,725,407	$ 1,137,615,413	$ 1,140,817,130

WORK FORCE

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Justin Sampsel	Contract Manager	847.876.4239	Justin.Sampsel@gai.com
Sales Manager	Ryan Spiegel	National Sales Manager	402.651.5094	Ryan.Spiegel@gai.com

Quill.com

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

4510 Alitalia Ave.
Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

Customer & Support Manager	Justin Sampsel	Vertical Sales Manager	847.876.4239	Justin.Sampsel@quill.com

Function	Name	Title	Phone	Email
Distributors, Dealers, Installers, Sales Reps				
Consultants & Trainers				
Technical, Maintenance & Support Services	N/A			
Quotes, Invoicing & Payments				
Warranty & After the Sale				
Financial Manager				

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
65	MAITLAND	FL
80	Lincolnshire	IL

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
*SEE Attached WAREHOUSE LOCATIONS		

4. **In-house Resources:** Describe the business's current in-house workforce, equipment and facilities available to perform under this solicitation. *See Attached

MARKETING

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the State column.)*

Name	Title	Phone	Email
Justin Sampsel	Vertical Market Mgr	847.876.4239	Justin.Sampsel@quill.com
Jamie Bajgent	Marketing Associate		JamieBajgent@quill.com

Field Sales Team

1-Orlando/Tampa, FL
1-Cleveland, OH
1-Nashville, TN
1-Chicago, IL
1-Milwaukee, WI
2-State of Iowa
2-States of Missouri & Kansas
2-States of Missouri & Illinois
1-States of Connecticut & New York
1-State of Pennsylvania
1-State of Oklahoma
3-State of Texas
1-State of Arizona
2-State of California
1-State of New Mexico

Quill.com

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

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Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

In-house Resources

Number of Employees: 788

70 Inside Sales associates that manage Education and Commercial National Accounts

62 Inside Sales associates manage Commercial National Accounts

25 Sales Support Associates (Bids & Admin)

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012 – 2013 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited. *See attached

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid. *See attached

4. **Sales Training:** Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.
*See attached

ENVIRONMENTAL INITIATIVES

1. Describe how your products and/or services support environmental goals.
*See attached Green Initiatives

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.).
*See attached Green Initiatives

INDEPENDENT SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

DISCLOSURES

1. **Letter of Line of Credit or Annual Financial Report (REQUIRED):** Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2010, 2011 and 2012). This letter should state the line of credit as a range (ie., "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. **Legal:** Does this business have actions currently filed against it? ☑ No ☐ Yes.

   IF YES, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

#2 Marketing Activities: Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012-2013 (July 1 – June 30) List all conventions, conferences and other events at which this company exhibited.

- Utilize its sales force, comprised of 200 associates servicing commercial and education accounts throughout the United States to create and drive Quill and AEPA awareness
- Qualify accounts by having our sales team look at the overall performance of an account to determine opportunities to implement the AEPA pricing structure
- Enlist our marketing team to engage customers and enhance awareness through various channels including but not limited to emails, mailings, web and print ads and AEPA order form creation

Shows attended in 2013
MSBO (REMC)-Iowa ASBO (AEPA)-MACUL (REMC)-OKASBO (AEPA)-AEPA Spring Conference-Vision Source-Grrec Administrative Day-ALA-VLTA-FOE-PAEC (AEPA)-AASBO (AEPA)-NMCEL (AEPA)-Brightstar-TASBO-AEPA Winter Conference

#3 Cooperative Marketing: Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

- Quill.com has the ability to collaborate with Member Agencies in the following ways.... Co-branding of marketing materials like sell sheets, flyers, catalogs and tradeshow giveaways. Quill.com is able to participate in onsite trainings when available and also provide raffle/door prizes for AEPA sponsored events.

#4 Sales Training: Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

Quill.com will do the following....

- Host quarterly team meetings to train and retrain sales associates on our AEPA offerings
- Conduct one on one coaching and sales trainings where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEOA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

Green Initiatives

Our Commitment to the environment

Quill Corporation (Quill.com) is a subsidiary of Staples, Inc. Quill Corporation is committed to helping the environment. We've focused on reducing our footprint, promoting green initiatives and providing eco-conscious products to our customers. Quill.com manages and monitors the environmental impacts of our operations, from our energy use to our purchasing. To meet our environmental goals, we're taking a multifaceted approach across our entire business.

Green Initiatives

- Energy efficiency
- Renewable power investment
- Green building design
- Reducing the carbon impact of our delivery fleet
- Recycling programs
- Responsible purchasing

Office supplies

Stock your office with eco-conscious office supplies, including products with a minimum of 20% post-consumer recycled content, third-party certifications and other eco-design elements.

Facility solutions

Quill.com's Facilities team offers an extensive line of eco-conscious janitorial and maintenance products so you can balance the needs of your building and your desire to be environmentally responsible.

From the break room to the boardroom, Quill.com offers several safer alternatives for both you and the planet at a great price.

We offer:

Safe and effective cleaning chemicals

Remanufactured toner cartridges

Paper products made from sugarcane waste

Furniture solutions

Our Quill.com's Furniture team is committed to helping you develop responsible facilities, with a broad range of services and eco-conscious furniture products that meet leading third-party environmental standards.

Technology solutions

Quill.com Technology Solutions offers a wide range of products and services for all your sustainability needs, including remanufactured toner and data cartridges, ENERGY STAR® certified hardware and asset disposition.

Promotional products

With energy-efficient, organic, recycled and even biodegradable options, Quill.com Promotional Products® will make sure you have the right items to promote your brand and become more sustainable in the process.

Printing services

Quill.com Print Solutions features eco-conscious print materials and waste-reducing print-on-demand service to help reach your environmental goals, and we're proudly recognized by the Forest Stewardship Council™ and the Sustainable Forestry Initiative.

Disclosures

#1: Staples, Inc. ("Staples") is the parent corporation of Quill Corporation. Staples is a public company regulated by the Securities and Exchange Commission ("SEC"). For information concerning Staples' financial statements, please see Staples' quarterly and annual reports filed with the SEC, which are available at www.staples.com.

REFERENCES

Provide contact information of your company's ten largest public agency customers:

	Agency	Name	Title	Phone Number	Email
1.	* SEE Attached References				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Signature _____

Must be same signature that appears on the Bid Affidavit Signature and Acceptance Form



REGION 16 EDUCATION SERVICE
806/677-5000
5800 BELL ST
AMARILLO, TX 79109

GRANTS CIBOLA COUNTY SCHOOLS
505/285-2619
PO BOX 8
GRANTS, NM 87020

ALBUQUERQUE PUBLIC SCHOOLS
505/880-3700
PO BOX 25704
ALBUQUERQUE, TX 87125

ARCHDIOCESE OF MILWAUKEE SCHLS
SHIRLEY HORN 920/753-7500
ST LAWRENCE SEMINARY SCHOOL
301 CHURCH ST
MOUNT CALVARY, WI 53057

MILFORD BOARD OF EDUCATION
DEBBIE NESPOLI 203/783-3445
70 W RIVER ST
MILFORD, CT 06460

FARMINGTON MUNICIPAL SCHOOLS
DENISE STOKES 505/324-5009840
PO BOX 5850
FARMINGTON, NM 87499

PERRY COUNTY BD OF EDUCATION
JODY MAGGARD 606/439-5813
PO BOX 278
CHAVIES, KY 41727

DEMING PUBLIC SCHOOLS
VANESSA MILO 505/546-8841
1001 S DIAMOND AVE
DEMING, NM 88030

DADE COUNTY SCHOOL BOARD
DANIEL GARCIA 305/995-1624
1450 NE 2ND AVE
MIAMI, FL 33132

TRAVIS COUNTY PURCHASING OFC
ROSE GARCIA 512/473-9700
PO BOX 1748
AUSTIN, TX 78767

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

AEPA IFB #015-A
OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☐ **NO**, this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A or B of this IFB.

☑ **YES**, this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page	Outline Number	Term or Condition	Exception
C. pg 7	9	Delivery	*See attached Delivery
A, pg. 11	V	Audit Rights	
A, pg. 12	V	See Attached Exceptions	
A, pg 13, 20	V	Most Advantageous Pricing	
A, pg 14, 23, 28	V	Delivery Terms	
B, sec. 15	5.1	Special Terms	
A, pg. 17	V	Indemnification	

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

IFB Section and Page	Outline Number	Term or Condition	Exception
Part A, page 11	V	Audit Rights	*Proposed language to be added to the end of this section*: To the extent permitted by applicable law, the audit shall be conducted in accordance with the following: During the Term and for a period of twelve (12) months thereafter, Vendor Partner will upon not less than thirty (30) calendar days' prior written request, make available to Buyer no more than once per calendar year, at Vendor Partner's corporate offices, during normal business hours, the information from Vendor Partner's contract administration application pertaining to all invoices sent by Vendor Partner and payments made by Buyer for all products and services purchased by Buyer under this contract during the twelve (12) month period immediately prior to the date of Buyer's written audit request. Buyer may employ an independent auditor or consultant, or Buyer may choose to conduct such audit on its own behalf. Vendor Partner shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement with Vendor Partner, Vendor Partner will permit the auditor to review the relevant documents. Buyer shall be responsible for paying the fees and costs of any auditor or consultant. Vendor Partner reserves the right to charge a reasonable fee for the preparation and delivery of audit reports provided to Buyer or any auditor or consultant hired by Buyer. In the event that a properly conducted audit discloses any over-billing or under-billing from the then-current contractual price, Vendor Partner or Buyer shall promptly reimburse or pay the affected party, as applicable. AEPA and Buyer may not conduct duplicative audits.
Part A, page 12	V	Commercially Available Catalog	*Propose that the language be replaced in the entirety with the following language:* "The list of products and/or services set forth in Form G, which may be amended from time to time by Vendor Partner and AEPA."
Part A, page 13, 20	V	Cooperative Purchasing Contracts; Most Advantageous Pricing	We propose to modify the language follows: Notwithstanding anything to the contrary, if, during the term, Vendor Partner provides products to another customer similar to AEPA, with similar volume requirements, order size, quantities and mix of products and services, delivery

			schedule, and geographic areas, and offers similar discounts, rebates, and guarantees as those offered under this contract, at prices that are lower than the prices set forth in this contract, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above; provided that Vendor Partner reserves the right not to sell any products below its purchase order cost.
Part A, page 14; p. 23, p. 28 Part B, Section 5	V 5.1	Delivery Terms: Improper delivery; Defective Goods; Special Terms and Conditions	We propose that these sections be replaced by the following language: Notwithstanding anything to the contrary, Vendor Partner's warranty and return policy shall govern, as follows: Vendor Partner expressly warrants that it will provide Buyer with pass-through of all manufacturers' warranties for all products sold to Buyer. Vendor Partner expressly warrants that all Vendor Partner-branded products provided by it are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from the date of purchase, or (b) as otherwise specified on the packaging of the products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Vendor Partner's samples, if any. THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED. VENDOR PARTNER SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.
Part A, page 14	V	Delivery Terms: Liquidated Damages	We propose to remove this language, which appears suited for construction, or installation, or other services transactions as opposed to the sale of goods.
Part A, page 14	V	Delivery Terms: Default in One Installment to Constitute Total Breach	We propose to remove this term given the context/industry and purpose of this agreement. This term appears suited for supply chain agreements.
Part A, page 17	V	Indemnification	We propose to clarify that this language governs third party claims.

Quill.com

Delivery

- 99% in stock rate, 98% on time delivery

- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.

- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge– you must note the PO.
  - For an additional fee of $25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

Revised

AEPA FORM F: DEVIATIONS

AEPA IFB #015-A

Bid Category: OFFICE SUPPLIES

NAME OF BIDDER Quill Corporation

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☑ **NO, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B.**

☐ **YES, this bidder has the following deviations to the specifications listed in Part B.**

Outline Number from Part B	Specification (describe)	Details of Deviation

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

AEPA BID FORM G: PRICING SCHEDULE SUBMITTAL INSTRUCTIONS

AEPA IFB #015-A
OFFICE SUPPLIES

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS: ***Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)***

1. There is one (1) Excel Workbook provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "*Bidder Name* Form G—Pricing - *Description*."
2. In addition to the provided Excel Workbooks, copies of the bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Save all documents to Folder B.

These forms are provided on *individual tabs* on the Excel Workbook provided on the AEPA website:

G.1. Catalog Discount for Items in a Commercially Available (REQUIRED)

Complete a form for each catalog bid, reset the 'print area' if lines were added, and save the file according to directions. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid.

G.2A Core Items Price Schedule (REQUIRED)

Use this tab of the workbook to provide the Bid Discount Percentage and item information for all of the listed core items. Be sure to complete Form G.2B for non-core item pricing and item information.

G.2B Non-Core Price Schedule (REQUIRED)

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for all non-core items in your catalog. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid. The information may be downloaded from your computer system, but must comply with our format.

G.3 Services Price Schedule (OPTIONAL)

If your company provides any design, installation, training or support services to support the items you are bidding, use this form to provide your bid prices.

G.4 Volume Discounts Schedule (OPTIONAL)

Use this form if your company is offering additional discounts off of the base discounts bid for one time purchases AND for public agencies that group their requirements together (based on their estimated total annual spend for commodity). Each Bidder must specify the dollar ranges required in order for the agency(ies) to receive the additional discount.

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for ALL ITEMS

Additional Forms that may be provided by Bidder:

G.5. (Not Provided – Bidder Created) **Warranties, Additional Services or Incidental Price Schedule:** Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

G.6. (Not Provided – Bidder Created) **Additional Discounts:** If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Form

Association Educational

Form G.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #015-A OFFICE SUPPLIES

Bidding Company Name: *Quill Corporation*

Name of Catalog: *2014 School Reference Guide/Quill.com*
(This must be the catalog in effect as of the bid date)

Note: Groupings to be defined by Bidder and can be by sub-category, manufacturer, etc.

Form G.1 is a REQUIRED FORM

No.	Grouping of Discount	Discount Offered for This Grouping	Comments	No.
1	Facilities	25%	Includes Cleaning & Janitorial, Safety Products and Food & Beverage (K-Cups are excluded from discount) *Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).	1
2	Paper	20%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops),	2
3	Ink & Toner	12%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending	3
4	Furniture	10%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and	4
5	Technology	5%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and	5
6	Education Products	20%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and	6
7	Office Products	20%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops),	7
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Form G.2A – Core Items Price Schedule
AEPA IFB #015-A OFFICE SUPPLIES

INSTRUCTIONS: Complete the following information for **all core items listed below**. These are higher usage items and it is anticipated that deeper discounts will be bid for these items. In the event a new catalog or manufacturer's price list changes during the contract term, the Bid Discount Percentage would remain the same. ***Please be sure to set the 'Print Area' PRIOR to submitting your bid response.***

Form G.2A is a REQUIRED FORM

Bidding Company Name: *Enter company name here* **Catalog Name:** *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
1	BATTERIES	AAA COPPERTOP VALUE PACK 24	DURACELL	MN2400B240002	BID 867473	PK	$ 24.99	67.0%	$ 8.24		1
2	BATTERIES	ALKALINE AA COPPERTOP VALUE PK	DURACELL	MN1500B24	BID 867474	PK	$ 24.99	67.0%	$ 8.24		2
3	BATTERIES	PROCELL D BATTERY 12 PACK	DURACELL	PC1300	BID PC1300	PK	$ 21.99	77.3%	$ 4.99		3
4	BINDERS & PORTFOLIO	BINDER BLACK 1" 2PK	QUILL	739301	BID 739301	EA	$ 2.99	48.2%	$ 1.55		4
5	BINDERS & PORTFOLIO	BINDER WHITE 2" RR	QUILL	739513	BID 739513	EA	$ 4.99	56.5%	$ 2.17		5
6	BINDERS & PORTFOLIO	BINDER WHITE 3" RR	QUILL	739554	BID 739554	EA	$ 6.99	54.8%	$ 3.16		6
7	BINDERS & PORTFOLIO	BINDER,VIEW,.5",ROUND,WE	NB			EA					7
8	BINDERS & PORTFOLIO	CVR BINDER 2"CAP	NB			EA					8
9	BINDERS & PORTFOLIO	D-RING VIEW BINDER 3" WHITE	QUILL	7320313	BID 7320313	EA	$ 11.99	76.6%	$ 2.81		9
10	BINDERS & PORTFOLIO	D-RING VIEW BINDER 4" WHITE	QUILL	758554	BID 758554	EA	$ 16.99	67.8%	$ 5.47		10
11	BINDERS & PORTFOLIO	INDEX DIV CLEAR 8 TAB 3 PACK	AVERY	11417	BID 11417	PK	$ 8.49	63.6%	$ 3.09		11
12	BINDERS & PORTFOLIO	INDEX DIV MULTI C/N 5 TAB 3 PACK	AVERY	11406	BID 11406Q	PK	$ 6.99	60.7%	$ 2.75		12
13	BINDERS & PORTFOLIO	INDEX DIV MULTICLR 8TAB 3 PACK	AVERY	11407	BID 11407	PK	$ 8.49	62.7%	$ 3.17		13
14	BINDERS & PORTFOLIO	INSERTABLE 5TB BUFF-CLEAR 1PK	AVERY	CI2135C	BID 11110Q	PK	$ 1.29	65.9%	$ 0.44		14
15	BINDERS & PORTFOLIO	INSERTABLE 5TB BUFF-COLOR 1PK	AVERY	CI2135	BID 11109Q	PK	$ 1.99	77.9%	$ 0.44		15
16	BINDERS & PORTFOLIO	INSERTABLE 8TB BUFF-CLEAR 1PK	AVERY	CI2138C	BID 11112QL	PK	$ 1.99	66.8%	$ 0.66		16
17	BINDERS & PORTFOLIO	INSERTABLE 8TB BUFF-COLOR 1PK	AVERY	CI21385	BID 11111Q	PK	$ 1.99	66.8%	$ 0.66		17
18	BINDERS & PORTFOLIO	INSERTABLE PAPER 5TB CLEAR 1PK	NB			PK					18
19	BINDERS & PORTFOLIO	PRESSBOARD RPT COVER 3 LT BE	QUILL	7-40409	BID 740409	EA	$ 3.49	69.6%	$ 1.06		19
20	BINDERS & PORTFOLIO	REINFORCEMENTS WHITE 200PK	AVERY	TD909	BID 05729	PK	$ 2.49	73.1%	$ 0.67		20
21	BINDERS & PORTFOLIO	VIEW 1" BINDER BLACK	QUILL	7221BK	BID 7221BK	EA	$ 3.49	50.7%	$ 1.72		21
22	BINDERS & PORTFOLIO	VIEW 1" BINDER BLUE	QUILL	79809	BID 79809	EA	$ 9.49	67.0%	$ 3.13		22
23	BINDERS & PORTFOLIO	VIEW 1" BINDER WHITE	QUILL	7221WE	BID 7221WE	EA	$ 3.49	50.7%	$ 1.72		23
24	BINDERS & PORTFOLIO	VIEW 1.5" BINDER WHITE	QUILL	8179914	BID 72215WE	EA	$ 4.49	57.9%	$ 1.89		24
25	BINDERS & PORTFOLIO	VIEW BINDER WHITE 1.5" 2PK	NB			PK					25
26	BINDERS & PORTFOLIO	WRITE-ON TOP TAB 5TB COLOR 1PK	QUILL	7-WE-5	BID 7WE5	PK	$ 1.99	80.9%	$ 0.38		26
27	CLIPS, PINS & RUBBER BANDS	BINDER CLIPS MED BLACK 24PK	QUILL	720500-QCC	BID 720500	PK	$ 2.99	82.9%	$ 0.51		27
28	CLIPS, PINS & RUBBER BANDS	BINDER CLIPS MINI BLACK 60PK	QUILL	30790-QL	BID 720100	PK	$ 1.39	89.9%	$ 0.14		28
29	CLIPS, PINS & RUBBER BANDS	BINDER CLIPS SMALL BLACK 36PK	QUILL	30790-QL	BID 720200	PK	$ 1.39	84.9%	$ 0.21		29
30	CLIPS, PINS & RUBBER BANDS	CLEAR PUSH PINS 250CT	QUILL	11172-QL	BID 11172QL	PK	$ 2.29	78.2%	$ 0.50		30
31	CLIPS, PINS & RUBBER BANDS	CLIPS BNDR MED 1.25" 12/BOX	NB			BX					31
32	CLIPS, PINS & RUBBER BANDS	CLIPS BNDR SM 3/4"/19MM 12/BX	NB			BX					32
33	CLIPS, PINS & RUBBER BANDS	CLIPS STIKKICLIPS 20/PK WE	STIKKICLIPS	STK01320	BID JV45597	PK	$ 4.99	32.5%	$ 3.37		33
34	CLIPS, PINS & RUBBER BANDS	FASTNER ROUNDHEAD BRASS SIZE 4	NB			BX					34
35	CLIPS, PINS & RUBBER BANDS	PAPER CLIPS #1 1000PK	QUILL	P1KS	BID P1KS	PK	$ 5.49	60.5%	$ 2.17		35
36	CLIPS, PINS & RUBBER BANDS	PAPER CLIPS #1 NONSKID 1000PK	QUILL	P1KSNS	BID P1KSNS	PK	$ 5.49	58.5%	$ 2.28		36
37	CLIPS, PINS & RUBBER BANDS	PAPER CLIPS JUMBO 1000PK	QUILL	A70P1JGA	BID P1JG	PK	$ 10.99	53.8%	$ 5.08		37
38	CLIPS, PINS & RUBBER BANDS	RUBBERBANDS ASSORTED 1.5OZ	QUILL	790054	BID 790054	PK	$ 7.49	60.9%	$ 2.93		38
39	CLIPS, PINS & RUBBER BANDS	SMALL BINDER CLIPS 3/8"144PK	NB			PK					39
40	CORRECTION SUPPLIES	CORRECTION FLUID	BIC	WOFQD12	BID WOFQD12	EA	$ 2.49	67.9%	$ 0.80		40
41	CORRECTION SUPPLIES	CORRECTION TAPE 10PK	BIC	50790	BID WOTAPP10	PK	$ 21.99	49.3%	$ 11.14		41

Bidding Company Name:		Enter company name here				Catalog Name:	2014 School Reference Guide/Quill.com				
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
42	CORRECTION SUPPLIES	DRYLINE CORRECTION FILM 2 PK.	NB			PK					42
43	CORRECTION SUPPLIES	LIQUID PAPER BOND WHITE 3PK	NB			PK					43
44	DESK ACCESSORIES	6 OUTLET POWER STRIP 3FT	FELLOWES	99000	BID 99000	EA	$ 9.99	50.6%	$ 4.94		44
45	DESK ACCESSORIES	GAS DUSTER 2PACK 8OZ	DUST OFF	DPSM2	BID DPSM2	PK	$ 18.99	74.9%	$ 4.76		45
46	DESK ACCESSORIES	MED RECYCLED WASTE CAN, 28-QT	NB			EA					46
47	DESK ACCESSORIES	RECYCLED CLIPBRD HRDBD-LTR	OIC	8350583130	BID 83130	EA	$ 5.99	59.8%	$ 2.41		47
48	DESK ACCESSORIES	SCIENTIFIC CALC	TEXAS INSTRUMENT	TI-30X	BID TI30XA	EA	$ 10.99	5.0%	$ 10.44		48
49	DESK ACCESSORIES	SOLID MOUSE PAD BLACK	QUILL	382955QL	BID 382955QL	EA	$ 3.99	86.0%	$ 0.56		49
50	DRY ERASE	CHISEL ASST 4CT	EXPO	80699	BID 80699	PK	$ 16.99	51.4%	$ 8.26		50
51	DRY ERASE	CHISEL TIP GRN DZ	QUILL	787138	BID 787138	BX	$ 13.99	52.8%	$ 6.61		51
52	DRY ERASE	CHISEL TIP MARKER BLUE DZ	QUILL	787140	BID 787140	BX	$ 13.99	52.8%	$ 6.61		52
53	DRY ERASE	CHISEL TIP MARKR RED DZ	QUILL	787137	BID 787137	BX	$ 13.99	52.8%	$ 6.61		53
54	DRY ERASE	CHISEL TIP ORANGE DZ	NB			DZ					54
55	DRY ERASE	CHISEL TIP PURPLE DZ	NB			BX					55
56	DRY ERASE	ERASER	QUILL	81505	BID 81505	EA	$ 3.49	66.2%	$ 1.18		56
57	DRY ERASE	FINE CARDED 4CT ASST.	NB			PK					57
58	DRY ERASE	LOW ODOR CHISEL BLACK DZ	EXPO	80001	BID 80001BK	BX	$ 16.99	58.4%	$ 7.06		58
59	DRY ERASE	LOW ODOR CHISEL BLUE DZ	EXPO	80003	BID 80003BE	BX	$ 16.99	58.4%	$ 7.06		59
60	DRY ERASE	LOW ODOR CHISEL RED DZ	EXPO	80002	BID 80002RD	BX	$ 16.99	58.4%	$ 7.06		60
61	DRY ERASE	MARKER CLEANER 8 OZ	EXPO	81803	BID 81803	PK	$ 4.49	60.6%	$ 1.77		61
62	DRY ERASE	MARKERS ASST. 8/ST	EXPO	88078	BID 88078	PK	$ 12.99	49.7%	$ 6.53		62
63	ENVELOPES & MAILING	ENV #10 WHITE 500 COUNT	QUILL	478952	BID WW10ES	BX	$ 12.99	52.3%	$ 6.19		63
64	ENVELOPES & MAILING	ENV CLASP 10X13 28LB 100CT	QUILL	478953	BID 7CL101328	BX	$ 24.99	74.2%	$ 6.44		64
65	ENVELOPES & MAILING	ENV CLASP 6X9 28LB 100CT	QUILL	478946	BID 7CL6928	BX	$ 13.99	70.3%	$ 4.15		65
66	ENVELOPES & MAILING	ENV CLASP 9X12 28LB 100CT	QUILL	479086	BID 7CL91228	BX	$ 18.99	71.5%	$ 5.41		66
67	ENVELOPES & MAILING	ENV MOISTENER	DAB N SEAL	56766	BID S6766Q	EA	$ 12.99	76.6%	$ 3.04		67
68	ENVELOPES & MAILING	ENV WINDOW #10 500CT	QUILL	480377	BID WW10WES	BX	$ 25.99	58.8%	$ 10.72		68
69	ENVELOPES & MAILING	LABEL 1X2-5/8 WHT LSR/IJ 3000PK	QUILL	710786	BID 710786	PK	$ 24.99	71.9%	$ 7.03		69
70	ENVELOPES & MAILING	MAIL SEAL 1-1/2 WHT IJ/LSR 240	NB			PK					70
71	FILING	FOLDER 2 POCKET ASST 24PK	QUILL	7125AD	BID 7125AD	PK	$ 10.99	57.1%	$ 4.72		71
72	FILING	FOLDER 2PKT DK BLUE 25PK	QUILL	712523	BID 712523	PK	$ 10.99	57.1%	$ 4.72		72
73	FILING	FOLDER 2PKT LT BLUE 25PK	NB			PK					73
74	FILING	FOLDER 2PKT RED 25PK	QUILL	712558	BID 712558	PK	$ 10.99	57.1%	$ 4.72		74
75	FILING	FOLDER 2PKT YLW 25PK	QUILL	712570	BID 712570	PK	$ 10.99	57.1%	$ 4.72		75
76	FILING	FOLDER HANGING LTR1/5 RECYCLE 25	QUILL	7Q5215	BID 7Q5215	BX	$ 7.99	57.3%	$ 3.41		76
77	FILING	FOLDER LTR 1/3CUT MAN 100CT	QUILL	740137	BID 740137	BX	$ 7.49	53.3%	$ 3.50		77
78	FILING	FOLDER MANILA 1/5-CUT LETTER	QUILL	740139	BID 740139	PK	$ 12.99	62.2%	$ 4.91		78
79	FILING	STD WEIGHT SHEET PROT 100PK	QUILL	35167-QCC	BID 728100	PK	$ 13.99	61.3%	$ 5.41		79
80	INDEX CARDS	INDEX CARD 3X5 BLANK WHT 500CT	OXFORD	30	BID 30	PK	$ 1.49	83.2%	$ 0.25		80
81	INDEX CARDS	INDEX CARD 4X6 RULD WHT 500CT	OXFORD	41	BID 41	PK	$ 2.79	78.1%	$ 0.61		81
82	INDEX CARDS	INDEX CARD 5X8 RULD WHT 100CT	OXFORD	51	BID 51	PK	$ 3.99	79.2%	$ 0.83		82
83	MARKERS & HIGHLIGHTERS	FINE BLACK 12 PACK	SHARPIE	30001	BID 3000BK	PK	$ 8.99	27.9%	$ 6.48		83

Form G.2B – Non-Core Item Price Schedule
AEPA IFB #015-A OFFICE SUPPLIES

INSTRUCTIONS: Download the Net Effective Bid Price and respective information for **all line items except the core items (listed on G.2A)** in the entire catalog. Use a separate spreadsheet for each catalog.
Please be sure to set the 'Print Area' PRIOR to submitting your bid response.

NOTE: The Net Effective Price MUST be consistent with the percentage discounts listed on the **G.1** tab. **Failure to have price correspond may be cause for rejection of your offer.**

Form G.2B is a REQUIRED FORM

Bidding Company Name: *Quill Corporation* **Catalog Name:** *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
1	Office Products	PEDOMETER WITH COMPASS	DARD PRODS INC		DP529	EA	$ 4.99	20.0%	$ 3.99	
2	Office Products	CUSTOM PRINTED PORTION PLATE	EVANS MANUFACTURING INC.	1379	1379	EA	$ 1.99	20.0%	$ 1.59	
3	Office Products	CUSTOM MINI SLING FIRST AIDKIT	EVANS MANUFACTURING INC.	3553	3553	EA	$ 2.59	20.0%	$ 2.07	
4	Office Products	BLUE POST IT 4X3 (1PK=10PADS)	CARLSON CRAFT	IPS-354	43BE	PK	$ 24.99	20.0%	$ 19.99	
5	Office Products	WHITE POST IT 4X3 (1PK=10PADS)	CARLSON CRAFT	OQ2IPS35101	43WE	PK	$ 24.99	20.0%	$ 19.99	
6	Office Products	YLW POST IT 4X3 (1PK=10PADS)	CARLSON CRAFT	OQ2IPS35201	43YW	PK	$ 24.99	20.0%	$ 19.99	
7	Office Products	WHT POST-IT 4X3 (1PK=10PADS)	CARLSON CRAFT	IPB-351	43SWE	PK	$ 31.99	20.0%	$ 25.59	
8	Office Products	BLUE POST-IT 4X3 (1PK=10PADS)	CARLSON CRAFT	IPB-354	43SBE	PK	$ 31.99	20.0%	$ 25.59	
9	Office Products	YLW POST-IT 4X3 (1PK=10PADS)	CARLSON CRAFT	IPB-352	43SYW	PK	$ 31.99	20.0%	$ 25.59	
10	Office Products	IMPRINTD POST-IT CUBE W/TEXT	CARLSON CRAFT	ICS-372	234YW	EA	$ 15.99	20.0%	$ 12.79	
11	Office Products	IMP POST-IT CUBE W/TEXT	CARLSON CRAFT	ICS-371	234WE	EA	$ 15.99	20.0%	$ 12.79	
12	Office Products	BLUE POST-IT 4X6 (1PK=10 PADS)	CARLSON CRAFT	IPS-454	46BE	PK	$ 37.99	20.0%	$ 30.39	
13	Office Products	YLW POST IT 4X6 (1PK=10PADS)	CARLSON CRAFT	OQ2IPS45201	46YW	PK	$ 37.99	20.0%	$ 30.39	
14	Office Products	WHITE POST IT 4X6 (1PK=10PADS)	CARLSON CRAFT	OQ2IPS45101	46WE	PK	$ 37.99	20.0%	$ 30.39	
15	Office Products	CRM POST-IT 4X6 (1PK=10PADS)	CARLSON CRAFT	IPB-450	46SIV	PK	$ 46.99	20.0%	$ 37.59	
16	Office Products	BLUE POST-IT 4X6 (1PK=10PADS)	CARLSON CRAFT	IPB-454	46SBE	PK	$ 46.99	20.0%	$ 37.59	
17	Office Products	YLW POST-IT 4X6 (1PK=10PADS)	CARLSON CRAFT	IPB-452	46SYW	PK	$ 46.99	20.0%	$ 37.59	
18	Office Products	IMP POST-IT CUBE W/STOCK LOGO	CARLSON CRAFT	ICB-371	234SWE	EA	$ 20.99	20.0%	$ 16.79	
19	Office Products	IMP POST-IT CUBE W/STOCK LOGO	CARLSON CRAFT	ICB-372	234SYW	EA	$ 20.99	20.0%	$ 16.79	
20	Office Products	IMPRINTED GOLF TEES 4/PK	GOLD BOND INC	N/A	GTP4T	EA	$ 0.59	20.0%	$ 0.47	
21	Office Products	TITLEIST DTSOLO 2PK W/BUSINESS	GOLD BOND INC	T2BCB	T2BCB	EA	$ 11.99	20.0%	$ 9.59	
22	Office Products	WU CUSTOM PRINTED GOLF BALLS	GOLD BOND INC	ULTRA	ULTRA	DZ	$ 26.99	20.0%	$ 21.59	
23	Office Products	PREMIUM PEN WITH STYLUS TIP	GOLD BOND INC	N/A	89033	EA	$ 1.19	20.0%	$ 0.95	
24	Office Products	IWRITE STAINLESS PEN W/STYLUS	GOLD BOND INC	N/A	IWRITEEXEC	EA	$ 2.99	20.0%	$ 2.39	
25	Office Products	IWRITE TOUCHFREE STYLUS W PEN	GOLD BOND INC	IWRITELED2	IWRITELED2	EA	$ 4.99	20.0%	$ 3.99	
26	Office Products	IMPRINTED BIC PEN	BIC GRAPHIC, LLC	Q69598	RS	EA	$ 0.42	20.0%	$ 0.34	
27	Office Products	BIC CLIC STIC	BIC GRAPHIC, LLC	Q69598	CS	EA	$ 0.69	20.0%	$ 0.55	
28	Office Products	BIC TRI STIC	BIC GRAPHIC, LLC	Q69598	TS	EA	$ 0.86	20.0%	$ 0.69	
29	Office Products	WIDEBODY GRIP PEN	BIC GRAPHIC, LLC	CSWBG	CSWBG	EA	$ 1.10	20.0%	$ 0.88	
30	Office Products	BIC DIGITAL PEN	BIC GRAPHIC, LLC	DCWBCG	DCWBCG	EA	$ 1.25	20.0%	$ 1.00	
31	Office Products	PIVO TWIST PEN	BIC GRAPHIC, LLC	Q69598	TWP	EA	$ 0.73	20.0%	$ 0.58	
32	Office Products	BIC WIDEBODY ICE GRIP PEN	BIC GRAPHIC, LLC	CSWBIG	CSWBIG	EA	$ 1.16	20.0%	$ 0.93	
33	Office Products	BIC ROUND STIC ECOLUTIONS PEN	BIC GRAPHIC, LLC		RSECO	EA	$ 0.47	20.0%	$ 0.38	
34	Office Products	BIC HIGHLIGHTER W/GRIP	BIC GRAPHIC, LLC	BLG	BLG	EA	$ 0.96	20.0%	$ 0.77	
35	Office Products	WIDE BODY CLIC STIC	BIC GRAPHIC, LLC	Q69598	CSWB	EA	$ 1.06	20.0%	$ 0.85	
36	Office Products	CLIC STIC CLEAR COLORS PEN	BIC GRAPHIC, LLC	CSI	CSI	EA	$ 0.79	20.0%	$ 0.63	

Bidding Company Name:			Quill Corporation			Catalog Name:			2014 School Reference Guide/Quill.com	
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
37	Office Products	GRIP ROLLER	BIC GRAPHIC, LLC	GR	GR	EA	$ 1.17	20.0%	$ 0.94	
38	Office Products	VELOCITY GEL PEN	BIC GRAPHIC, LLC	VGEL	VGEL	EA	$ 2.19	20.0%	$ 1.75	
39	Office Products	WIDEBODY METAL GRIP PEN	BIC GRAPHIC, LLC	CSWBMG	CSWBMG	EA	$ 1.53	20.0%	$ 1.22	
40	Office Products	BIC ROUND STIC PEN W/GRIP	BIC GRAPHIC, LLC	RSG	RSG	EA	$ 0.62	20.0%	$ 0.50	
41	Office Products	BIC CLIC STIC ECOLUTIONS PEN	BIC GRAPHIC, LLC		CSECO	EA	$ 0.65	20.0%	$ 0.52	
42	Office Products	ROUND STIC CLEAR COLORS PEN	BIC GRAPHIC, LLC	RSI	RSI	EA	$ 0.60	20.0%	$ 0.48	
43	Office Products	BIC MEDIA CLIC PEN	BIC GRAPHIC, LLC	MC	MC	EA	$ 0.49	20.0%	$ 0.39	
44	Office Products	WH ROLLERBALL BLACK CT	SANFORD BUSINESS TO BUSINESS	1789265	1789265	EA	$ 49.99	20.0%	$ 39.99	
45	Office Products	PARKER IM BALL PEN SILVER CT	SANFORD BUSINESS TO BUSINESS	22638	22638Q	EA	$ 8.99	20.0%	$ 7.19	
46	Office Products	PARKER IM BALL PEN BLUE CT	SANFORD BUSINESS TO BUSINESS	22438	22438	EA	$ 8.99	20.0%	$ 7.19	
47	Office Products	PARKER IM ROLLERBALL PEARL WH	SANFORD BUSINESS TO BUSINESS	21928	21928Q	EA	$ 12.99	20.0%	$ 10.39	
48	Office Products	PARKER IM ROLLERBALL BLUE CT	SANFORD BUSINESS TO BUSINESS	22228	22228Q	EA	$ 12.99	20.0%	$ 10.39	
49	Office Products	PARKER IM ROLLERBALL BLACK GT	SANFORD BUSINESS TO BUSINESS	21428	21428Q	EA	$ 12.99	20.0%	$ 10.39	
50	Office Products	PARKER URBAN GELPEN BRUSHED CT	SANFORD BUSINESS TO BUSINESS	11618	11618Q	EA	$ 17.99	20.0%	$ 14.39	
51	Office Products	PARKER IM BALL PEN GUNMETAL CT	SANFORD BUSINESS TO BUSINESS	22738	22738	EA	$ 11.99	20.0%	$ 9.59	
52	Office Products	PARKER URBAN ROLLER BALL BLACK	SANFORD BUSINESS TO BUSINESS	11428	11428QQ	EA	$ 25.99	20.0%	$ 20.79	
53	Office Products	PAPERMATE PROPEL BALL PEN	SANFORD BUSINESS TO BUSINESS	PRTB	33675	EA	$ 1.09	20.0%	$ 0.87	
54	Office Products	PAPERMATE BREEZE PEN	SANFORD BUSINESS TO BUSINESS		360M	EA	$ 1.67	20.0%	$ 1.34	
55	Office Products	PAPERMATE TRIEDGE 3-SIDED	SANFORD BUSINESS TO BUSINESS		33674	EA	$ 1.20	20.0%	$ 0.96	
56	Office Products	DART CUSTOM PRINTED BALLPOINT	NORWOOD PROMOTIONAL PRODUCTS, INC	55245	55245Q	EA	$ 0.49	20.0%	$ 0.39	
57	Office Products	ION CUSTOM PRINTED PEN	NORWOOD PROMOTIONAL PRODUCTS, INC	55250	55250	EA	$ 0.69	20.0%	$ 0.55	
58	Office Products	TRANSLUCENT WAVY CLIP PEN	DARD PRODS INC	DP-66	DP66	EA	$ 1.04	20.0%	$ 0.83	
59	Office Products	ORIBTOR CUSTOM PRINT 4COLORPEN	NORWOOD PROMOTIONAL PRODUCTS, INC	55030	55030Q	EA	$ 0.89	20.0%	$ 0.71	
60	Office Products	DUAL ENDED HIGHLIGHTER	NORWOOD PROMOTIONAL PRODUCTS, INC	55429	55429Q	EA	$ 1.39	20.0%	$ 1.11	
61	Office Products	UNI-BALL COMBI BLACK BALL PEN	SANFORD BUSINESS TO BUSINESS	160407	1604XX	EA	$ 1.50	20.0%	$ 1.20	

Bidding Company Name:			Quill Corporation			Catalog Name:			2014 School Reference Guide/Quill.com	
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
62	Office Products	PAPERMATE SPORT IMP PEN	SANFORD BUSINESS TO BUSINESS	318XX	318XX	EA	$ 0.51	20.0%	$ 0.41	
63	Office Products	GLITZ PENCIL	GOLD BOND INC	GLITZ	GLITZ	EA	$ 0.33	20.0%	$ 0.26	
64	Office Products	NEON BUY WRITE PENCIL	GOLD BOND INC	NBW	NBW	EA	$ 0.26	20.0%	$ 0.21	
65	Office Products	BUY WRITE PENCIL	GOLD BOND INC	BW	BW	EA	$ 0.27	20.0%	$ 0.22	
66	Office Products	#2 PENCIL RECYCLED NEWSPAPER	EVANS MANUFACTURING INC.		EW	EA	$ 0.36	20.0%	$ 0.29	
67	Office Products	ORIGINAL KOOZIE	NORWOOD PROMOTIONAL PRODUCTS, INC		54719	EA	$ 1.46	20.0%	$ 1.17	
68	Office Products	IMPRINTED 16OZ TUMBLER W/STRAW	GOLD BOND INC	BOLERO	BOLERO	EA	$ 2.99	20.0%	$ 2.39	
69	Office Products	IMPRINTED 16OZ TRITAN CRUISER	GOLD BOND INC	N/A	CRUISER	EA	$ 4.99	20.0%	$ 3.99	
70	Office Products	VARSITY ULTIMATE 16OZ TUMBLER	GOLD BOND INC	VARSITYU	VARSITYU	EA	$ 6.49	20.0%	$ 5.19	
71	Office Products	VARSITY 16OZ ACYR CUP W/GIFT	GOLD BOND INC	VARSITYGIFT	VARSITYGIFT	EA	$ 7.99	20.0%	$ 6.39	
72	Office Products	TUBE HOTAND COLD DRINKWARE SET	GOLD BOND INC	TUBEHC	TUBEHC	EA	$ 8.49	20.0%	$ 6.79	
73	Office Products	TREK BOTTLE	NORWOOD PROMOTIONAL PRODUCTS, INC	45698	45698	EA	$ 4.49	20.0%	$ 3.59	
74	Office Products	11OZ. BUDGET CERAMIC MUG	ADG PROMOTIONAL PROD.	SBUD	666440	EA	$ 2.19	20.0%	$ 1.75	
75	Office Products	11OZ COLOR STRIPE MUG	NORWOOD PROMOTIONAL PRODUCTS, INC	45464	45464	EA	$ 2.40	20.0%	$ 1.92	
76	Office Products	12 OZ TWO-TONE MUG	NORWOOD PROMOTIONAL PRODUCTS, INC	45238	45238	EA	$ 3.03	20.0%	$ 2.42	
77	Office Products	13 OZ CITRUS MUG	NORWOOD PROMOTIONAL PRODUCTS, INC	45821	45821	EA	$ 3.99	20.0%	$ 3.19	
78	Office Products	ROADSTER TRAVEL MUG	GOLD BOND INC	RST16	RST16	EA	$ 3.49	20.0%	$ 2.79	
79	Office Products	EVOLVE RECYCLED 16 OZ MUG	GOLD BOND INC		ERST	EA	$ 3.99	20.0%	$ 3.19	
80	Office Products	11OZ CLASSIC CERAMIC MUG	ADG PROMOTIONAL PROD.	NBG	666051	EA	$ 3.49	20.0%	$ 2.79	
81	Office Products	EVOLVE RECYCLED 16OZ GT TUMBLR	GOLD BOND INC		EGTT	EA	$ 3.99	20.0%	$ 3.19	
82	Office Products	IMPRINTED 16OZ STEEL TUMBLER	GOLD BOND INC	N/A	TUNDRA	EA	$ 4.99	20.0%	$ 3.99	
83	Office Products	NITRO 14OZ STAINLESS STEEL TUM	GOLD BOND INC	NITRO	NITRO	EA	$ 13.99	20.0%	$ 11.19	
84	Office Products	CONTEMPORARY X-ONE TRAVEL MUG	GOLD BOND INC	X1	X1M	EA	$ 2.30	20.0%	$ 1.84	
85	Office Products	22 OZ ALUMINUM BOTTLE	GOLD BOND INC	WMA	WMA	EA	$ 3.49	20.0%	$ 2.79	
86	Office Products	43 FOLDING UMBRELLA W/CASE	GOLD BOND INC	U-GO	UGO	EA	$ 11.99	20.0%	$ 9.59	
87	Office Products	IMPRINTED NON-SLIP PHONE HLDR	GOLD BOND INC	N/A	IGRIPPERJR	EA	$ 1.99	20.0%	$ 1.59	
88	Office Products	RIP N RULE	GOLD BOND INC	RNR	RNR	EA	$ 1.69	20.0%	$ 1.35	

Bidding Company Name:			Quill Corporation			Catalog Name:		2014 School Reference Guide/Quill.com		
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
89	Office Products	FABRIC IMPRINTED MOUSE PAD	BIC GRAPHIC, LLC	MP1A	MP1A	EA	$ 3.99	20.0%	$ 3.19	

Form G.3 – Services Price Schedule

AEPA IFB #015-A OFFICE SUPPLIES

Bidding Company Name: *Quill Corporation*

NOTE: If your company provides any of the services listed below, please complete the price schedule.

Form G.3 is an OPTIONAL FORM

Design Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Installation Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Training Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Support Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Si Se						

*Please detail additional discounts on large projects.

Form G.4 – Volume Discounts Schedule
AEPA IFB #015-A OFFICE SUPPLIES

Bidding Company Name: *Quill Corporation*

Association of Educational Purchasing Agencies

Form G.4 is an OPTIONAL FORM

Additional Discount for One Time Purchase OR a

Dollar Amount FROM	Dollar Amount TO	Catalog	Additional Discount Offered (%)
Example - $0	*$50,000*	*MyCompanyGeneral 2014 Catalog*	*5.0%*
	n/a		

Quill.com
A small part of your job is 100% of ours.

AEPA IFB 015-B
Instructional and School Supplies Bid



100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

October 1, 2014

Jeff Kimball
Purchasing Department
Oakland Schools
2111 Pontiac Lake Road
Waterford, MI 48328-2736

Quill Bid Number: 14-9911
Customer Bid Info: IFB 015-B Instructional & School Supplies
Account Number: 6714762

Dear Jeff Kimball,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. Please note that the bid prices and free shipping are good through **February 28, 2016.**

In addition to the enclosed bid items, for all other purchases we're pleased to offer your organization additional **column discounts*** to our already discounted prices in our catalog which are up to 80% off list. These extra savings are good through **February 28,2016.**

20% Education Products

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- **Written acceptance** is requested to guarantee your discounts. Please see attached Bid Response Form.
- Please be sure to reference the above Quill.com account for easy and accurate processing.
- Quill.com offers easy online ordering with visibility to your column discount*.
- Please fax or email your tax exempt form to taxexempt@Quill.com or fax 800-499-8805.

Quill's delivery policy is standard UPS or local carrier drop off, or truck tailgate delivery. Inside delivery is available at an additional charge. Installation or set up is not included.
This contract must be renewed before expiration date and will not automatically renew.
Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,
Quill's Bid Department

***Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).**

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

BID AWARD FORM

Written acceptance is requested in order to ensure the proper bid pricing discount quoted, ***please fill out and return*** this form as soon as possible.

Quill Bid #: **14-9911** ****Please reference this bid # and Quill Item Numbers on ALL purchase orders***

Account #: **6714762** State: **MI**

Account Name: **Oakland Schools**

Do you accept our discounts on our catalog? Yes ____ No _____

20% Education Products

Do you accept our itemized bid prices? Yes_____ No_____

If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.

If no, who was awarded your bid_____

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered _____

_____

Are you tax exempt? Yes___ No___ If yes, please send your certificate to tax.exempt@Quill.com or fax to 800-499-8805.

This BID RESPONSE FORM can be returned by:

Fax: (888) 888-8250
Email: bid@quill.com
Or Mail:
Quill Corporation
Bid Department
100 Schelter Road
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Your Quill Bid Team
(800) 634 – 4809

Quill.com

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

To Whom It May Concern:

Re: EEO Certification

Because we deal with 700 vendors and 1.1 million customers, it is impossible for us to reply on an individual basis and read each company's certification requirements. Please accept the following as our standard report.

- You are advised that Quill Corporation does not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability; or an unfavorable discharge from military service.

- Quill Corporation hereby certifies that it does not maintain or provide for their employees any segregated facilities at any establishment. As used in this Certification, the term "Segregated Facilities" means any waiting rooms, work area, rest rooms and other storage or dressing areas, transportation and housing facilities provided for the employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, religion, sex marital status, national origin or ancestry, age physical or mental handicap unrelated to ability, or and unfavorable discharge from military service.

- Quill Corporation also maintains and conspicuously posts a written sexual harassment policy consistent with state and federal law.

- Quill Corporation also complies with Affirmative Action obligations under Executive Order 11246.

- Quill Corporation has a commitment to its employees to provide a safe and drug free work environment, with policies in places that address our expectations.

If we can clarify any questions regarding our policy on this issue, please call or write.

Sincerely yours,

Thank you,
Susan DeSack

Employment Compliance Manager
Staples
500 Staples Drive
Framingham, MA 01702
☎ Office: 1-508-253-1727
🖷 eFax: 1-508-382-5528
✉ Email: Susan.Desack@Staples.com
June 2014

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

EQUAL EMPLOYMENT OPPORTUNITY

Quill Corporation is a large business, wholly owned subsidiary of Staples, Inc.

As a company we comply with all Federal and State Affirmative Action Laws and Requirements.

See attached EEO1 for Staples and Certification

co= L103806

u= L103806

EQUAL EMPLOYMENT OPPORTUNITY

2013 EMPLOYER INFORMATION REPORT

CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

2.a. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

c. Y

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:151064821

SECTION E - ESTABLISHMENT INFORMATION

NAICS:

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												OVERALL TOTALS
	********** MALE **********								********** FEMALE **********						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	6	1	143	2	0	4	0	0	48	0	0	5	0	0	209
FIRST/MID OFFICIALS & MGRS	236	98	2347	194	12	99	10	7	1219	100	3	55	7	2	4389
PROFESSIONALS	90	101	1403	68	5	241	3	1	1521	104	7	137	4	5	3690
TECHNICIANS	67	16	348	60	3	10	0	0	89	20	3	1	0	1	618
SALES WORKERS	2374	2332	12541	2491	110	699	81	40	10187	2272	103	485	79	53	33847
ADMINISTRATIVE SUPPORT	184	233	997	217	4	41	7	4	1921	465	5	52	7	17	4154
CRAFT WORKERS	51	1	209	11	0	7	0	1	7	0	0	0	0	0	287
OPERATIVES	1286	663	2461	1267	18	185	16	6	1474	384	10	84	6	3	7863
LABORERS & HELPERS	0	0	3	2	0	0	0	0	2	0	0	0	0	0	7
SERVICE WORKERS	35	15	158	50	3	8	0	1	50	17	0	3	0	0	340
TOTAL	4329	3460	20610	4362	155	1294	117	60	16518	3362	131	822	103	81	55404
PREVIOUS REPORT TOTAL	4326	3387	21043	4257	159	1272	123	49	16939	3284	104	793	104	43	55883

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/25/2013 THRU 08/31/2013

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: REGIS MULOT
EEO-1 REPORT CONTACT PERSON: REGIS MULOT
EMAIL: REGIS.MULOT@STAPLES.COM

TITLE: SVP HUMAN RESOURCES
TITLE: SVP HUMAN RESOURCES
TELEPHONE NO: 1508253220

CERTIFIED DATE[EST]: 02/07/2014 11:04 AM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Beecher Carlson Insurance Services
6 Concourse Parkway, Suite 2300
Atlanta, GA 30328

www.beechercarlson.com

CONTACT NAME: (ATL) Diane Stalcup
PHONE (A/C, No, Ext): 678-539-4877 FAX (A/C, No): 678-539-4890
E-MAIL ADDRESS: dstalcup@beechercarlson.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE American Insurance Company	22667
INSURER B: ACE Property & Casualty	20699
INSURER C: Indemnity Insurance of North America	43575
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Staples, Inc.
and the attached Named Insureds
500 Staples Drive
Framingham MA 01702

COVERAGES **CERTIFICATE NUMBER:** 18988480 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY ✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✓ OCCUR ✓ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC	✓		HDO-G27330472	2/1/2014	2/1/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ✓ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ✓ HIRED AUTOS ✓ NON-OWNED AUTOS			ISA-H08818897	2/1/2014	2/1/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 3,000,000 $ $ $
B	✓ UMBRELLA LIAB ✓ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $			XOO-G27368566	2/1/2014	2/1/2015	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A A A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WLR-C47878305(AZ,CA,MA) SCF-C47878317(WI) WCU-C47878329 (OH) WLR-C47878299(AOS)	2/1/2014 2/1/2014 2/1/2014 2/1/2014	2/1/2015 2/1/2015 2/1/2015 2/1/2015	✓ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is included as Additional Insured to the extent required by written contract only.

CERTIFICATE HOLDER

** Evidence of Coverage **

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sharon D. Brainard

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AGENCY CUSTOMER ID: 39

LOC #:

ADDITIONAL REMARKS SCHEDULE

Page ___ of ___

AGENCY	NAMED INSURED
Beecher Carlson Insurance Services	Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (05/10)

CERTIFICATE HOLDER: ** Evidence of Coverage **
ADDRESS:

INSURED: Staples, Inc.
POLICY PERIOD: 2/1/14 - 2/1/15

NAMED INSUREDS:

Staples the Office Superstore East, Inc.

Staples the Office Superstore LP

Staples Contract & Commercial, Inc., including:
- Staples National Advantage
- Business Interiors by Staples (fka Corporate Express Business Interiors)
- Coastwide Laboratories, Inc.
- Staples Promotional Products (fka Corporate Express Promotional Marketing, Inc.)
- Kross Outfitters
- Corporate Express Imaging & Computer Graphic Supplies
- Any other entity formerly known as Corporate Express
- Staples Technology Solutions.com
- Staples Enterprise Advantage
- Staples Business Advantage
- Staples Advantage
- Staples Industrial
- Staples Print Solution

Quill Corporation
- MAP (Medical Arts Press, Inc.)

Schoolkids.com, Inc.

Smilemakers, Inc.

Thrive Networks, Inc.

Corporate Express Document & Print Management, Inc.

Lonesource

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ATTACHMENT

Association of Educational

INVITATION FOR BID NUMBER AEPA IFB #015
PART A – TERMS AND CONDITIONS

Notice to Bidders

Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

1:30 p.m. EDT, Wednesday, October 8, 2014

For Catalog Bids: 015-A. Office Supplies, 015-B. Instructional & School Supplies, 015-C. Custodial Equipment & Supplies, Restroom, Break Room & Safety Supplies, 15-D. Security, 015-E. Live Finger Print & Palm Scanning, 015-F. Walk-Through Metal Detectors

For Construction Related Bids: 15.1–A Modular & Portable Buildings, 015.1–B Security & Consulting

Each bid package consists of three or more parts:

Part A – Notice to Bidders, Bid Procedures and Terms and Conditions
Part B – Commodity Specifications
Part C – Bid Forms
Part D - G – Additional Bid Forms if required (varies by commodity)

All bids shall be submitted to Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736, in a sealed envelope marked "SEALED BID AEPA #015" on the front of the envelope. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Bid documents can be downloaded after registering by following the link from the web at www.aepacoop.org. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and publicly read immediately following the deadline.

Bid and Contract Timeline:

August 18, 2014	Publication of Bids and IFB available on the AEPA website www.aepacoop.org
September 9, 2014	Pre-Bid Conference Call – Must register by Sept. 3rd to participate
September 25, 2014	Deadline for questions from Bidders
October 8, 2014, 1:30 pm EDT	**Deadline for Bid Submittals and Public Opening of Bids**
November 7, 2014	Contract Recommendations posted on www.aepacoop.org
December 2, 2014	AEPA Approval of bids
December 8, 2014	Bidders are advised of the results of the bid
December 3, 2014 to March 1, 2015	Vendor Partner's submit required documentation to Member Agencies
No later than March 1, 2015 to February 28, 2016	Initial contract term (up to fifteen months) – See Term of Contract and Extensions in General Terms & Conditions
March 1, 2016 - 2018	Annual contract renewal dates subject to approval by AEPA

For information on how to address all questions regarding this Invitation for Bid (IFB), reference Section II. Bid Procedures, Section C. Questions.

AEPA Member Agency Information

State	Agency Name	Contact	Email	Students
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	twitt@epylon.com	6,220,993
Colorado	Colorado BOCES Association	John Tillman	jtillman@my.amigo.net	854,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	554,845
Florida	Panhandle Area Education Consortium	larche_hardy@paec.org		2,668,155
Indiana	Wilson Education Center	Phil Partenheimer	philp@wesc.k12.in.us	1,041,602
Iowa	Iowa Educators Consortium	Jamie Albertsen	jalbertsen@iec-ia.org	510,000
Kansas	Southeast Kansas Education Service Center	Brad Stefanoni	brad.stefanoni@greenbush.org	468,510
Kentucky	Green River Regional Educational Cooperative	Ann Burden	ann.burden@grrec.ky.gov	675,530
Massachusetts	The Education Cooperative	Joan Preble	jpreble@tec-coop.org	954,177
Michigan	Oakland Schools	Tim Loock	tim.loock@oakland.k12.mi.us	1,525,000
Minnesota	Minnesota Service Cooperative	Jeremy Kovash	jkovash@lcsc.org	845,177
Missouri	Cooperating School Districts	Kelly Hackworth	khackworth@edplus.org	650,000
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	142,347
Nebraska	Nebraska ESU Cooperative Purchasing	Kip Schnedier	kschneider@esu17.org	336,069
New Jersey	Middlesex Regional Educational Services Commission	Pat Moran	pmoran@mresc.k12.nj.us	1,300,000
New Mexico	Cooperative Educational Services	Dotty McKinney	dotty@ces.org	338,223
North Dakota	North Dakota Educators Service Cooperative	John Jankowski	john.jankowski.1@sendit.nodak.edu	105.632
Ohio	Ohio Council of Educational Purchasing Consortium	Elmo Kallner	kallner@mail.mecdc.org	1,850,000
Oregon	Intermountain ESD	Caryn Appler	caryn.appler@imesd.k12.or.us	531,555
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Jeff Kimball	jkimball@csiu.org	4,600,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	4,933,617
Virginia	Fairfax County Public Schools	Michelle Pratt	MRPratt@fcps.edu	1,200,000
Washington	King County Directors Association	Dave Mahalko	dmahalko@kcda.org	1,000,000
West Virginia	WV Regional Education Service Agencies Cooperative Purchasing	Dee Cockrille	dcockril@access.k12.wv.us	282,308
Wisconsin	Cooperative Educational Service Agency (CESA) #2	Lisa Stahl	lisa.stahl@cesa2.org	873,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services	Julie Cudmore	jcudmore@newboces.com	90,000
			Total Students:	**34,551,336**

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I. ABOUT AEPA

The Association of Educational Purchasing Agencies (AEPA) is a school procurement consortium established in 2000 through a Memorandum of Understanding, and incorporated in 2007 under the state laws of Nevada. Currently, twenty-six (26) states have joined to issue simultaneous Invitations for Bids (IFB) generating sales in forty-nine (49) states.

AEPA requires that Bidders only respond if they are able to offer prices equal to or lower than what they ordinarily offer on separate, single school district, single state or multi-state contracts that have equal or lesser volume. AEPA's mission is to cooperatively serve our members though a continuous effort to explore and solve present and future purchasing needs. Our goals include working to secure multi-state volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. AEPA is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a manner in which they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

Each Member Agency, along with the awarded Vendor Partner, represents, supports and promotes the AEPA contracts within their respective state. While the consortium was initially created to support educational entities, the Member Agency for each state determines which public entities (higher educational institutions, cities, counties, townships, states, etc.) can utilize the competitively bid contracts (see the Summary of State Participation by Bid Category Table).

II. BID PROCEDURES

A. Issuing Agency

The great benefit to the Bidder is that one response may be prepared for approval by AEPA and award by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Some of these 26 AEPA Member Agencies have Participating Entities in other non-AEPA states as identified in the Part B - Specifications document. Bidders responding to this IFB will prepare two (2) computer/electronic CD or USB Flash Drive of all files requested along with complete catalogs (See Section F. Bid Submission below). Bidders selected in response to this single IFB have the potential to provide products and services to local education agencies serving over 34,000,000 (excludes non-represented AEPA states) students.

Each AEPA Member Agency will individually publish notice of the IFB. Bidders will send responses to a single receiving point for all AEPA Member Agencies. Responses will be evaluated by bid oversight committees comprised of AEPA Member Agencies representatives who have indicated they will participate in the category of products and services being solicited, and after AEPA approval, individual AEPA Member Agencies may award contracts to the AEPA Approved Vendor Partners or reject their offers.

The procurement activities of AEPA are limited to document preparation, distribution of the IFB, initial evaluation, and recommendation for possible approval to AEPA Member Agencies. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of the states of each AEPA Member Agency. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with bidding regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own IFB, Request for Proposal (RFP), or Request for Quotations (RFQ). This saves the entity time and allows for economical and efficient purchasing.

State laws that permit or encourage cooperative purchasing contracts do so in the belief that it saves the participants both time and money. Time is saved by having access to volume discounted contracts publicly solicited and being able to purchase what is needed without having to wade through the solicitation process (write solicitation, advertise the IFB, open each response, evaluate and make a selection). Money is saved in procurement cost and lower prices will be the result of volume purchasing. *Therefore, a contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency or state contract can get through its own bid, a cooperatively bid contract makes no sense.*

The AEPA policy for membership permits new agencies to become AEPA Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded Vendor Partners and in accordance with their state laws.

B. *Voluntary Pre-Bid Conference Call –*

Pre-Registration Required by 3:00 PM EDT September 3, 2014 (No exceptions)

AEPA will host a voluntary pre-bid conference call on Tuesday, September 9, 2014, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. Bidders must register no later than **3 PM EDT, Wednesday, September 3, 2014**, by faxing the Pre-bid Conference Call Registration Form (found on AEPA Bid website) to **Jeff Kimball** to 888-490-3184. No registration will be accepted after this date. Bidders must indicate which bid category or categories that they would like to participate in their registration. An email confirmation with details of the phone conference will be sent to the Bidder at least 24 hours prior to the conference call. Each Bidder will be allowed only one phone line to participate in conference call. It will be the Bidder's responsibility to have one primary person responsible for asking questions during the conference call. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule – Tuesday, September, 9, 2014

	Eastern	Central	Mountain	Pacific
A. Office Supplies Catalog	11:30 AM	10:30 AM	9:30 AM	8:30 AM
B. Instructional & School Supplies Catalog	12:00 PM	11:00 AM	10:00 AM	9:00 AM
C. Custodial Equipment & Supplies Catalogs	12:30 PM	11:30 AM	10:30 AM	9:30 AM
D. Security Related Bids	1:30 PM	12:30 AM	11:30 AM	10:30 AM
E. Modular & Portable Buildings	2:30 PM	1:30 PM	12:30 PM	11:30 AM

C. *Questions*

All questions and responses received during the IFB process will be available on the AEPA website (www.aepacoop.org), as addenda, and will become part of the bid documents. It is the Bidders responsibility to check the website for the addenda prior to the bid deadline. Questions received less than fourteen (14) days prior to bid due date will not be answered. **All questions should reference the bid number and category for which the question is being asked and submit as follows:**

Questions regarding this IFB *from the time the IFB is published until September 25, 2014*, should be submitted to **Questions@aepacoop.org**.

Questions regarding this IFB *after Bid Opening (October 8, 2014) but prior to the approval of the contract*, should be submitted to **Bids@aepacoop.org**.

Questions regarding this IFB *after Notification of Approval* should be submitted to **President@aepacoop.org**.

D. *Bidder Qualifications*

An essential part of the bid evaluation process is an evaluation to qualify the company being considered. All bids must contain answers, responses and/or documentation to the information requested in the Bid Documents. Any Bidder failing to provide the required information/ documentation may be considered non-responsive.

Bidders, within their response, must demonstrate their ability, capacity and available resources to provide the proposed products and services to all of the AEPA Member Agencies indicating an interest in participating in the categories being solicited. The Bidders are required to communicate and demonstrate within their response they have extensive knowledge, background and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. AEPA and/or its Member Agencies reserve the right to accept or

reject newly formed companies or companies failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

E. Bid Security – The only bid category requiring a bid bond is Modular Buildings

If required, bids shall be accompanied by a satisfactory bid security in the amount of $25,000.00 or $100,000.00 as noted in Part B of Modular & Portable Buildings. If a Bidder fails to submit the bid security by the bid due date, its response shall be deemed non-responsive and will not be considered.

Acceptable bid security will be in an amount of $25,000 or $100,000, with the principal being the Bidder and the Association of Educational Purchasing Agencies being the Agency of Record. Bid Security may be a one-time bid bond underwritten by a surety company licensed to issue bid bonds in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC financial institution. The bid security shall remain in force for one hundred twenty (120) days of bid opening.

F. Bid Submission

1. Preparation of the Bid Response

a. The IFB is published in three parts. Part A contains the terms and conditions that apply to all IFB's in the current series of bids. Part B is the specifications for the bid commodity. Part C contains the Bid Forms to be filled out and returned by the Bidder. Some bid categories may contain additional Parts or Forms.

b. All bid responses shall be on the forms provided and referenced in Part C – Bid Forms.

c. Bid Forms requiring signatures shall be submitted with original ink signatures, by the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations or other modifications in the bid document. Failure to properly sign the bid documents or to make other notations as indicated will result in the response being deemed non-responsive.

d. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid documents. Corrections and/or modifications received after the opening time will not be accepted, except as authorized by applicable rule, regulation or statute and AEPA.

e. In case of an error in extension of prices in the bid, unit prices shall govern.

f. Periods of time, stated as a number of days, shall be in calendar days, not business days.

g. It is the responsibility of all Bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.

h. The Bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidders' ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the AEPA Member Agency and a Bidder requires the delivery of information and data. The quality of organization and writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

2. Format of Bid Submittal

a. Two (2) complete copies of the bid response shall be submitted on separate but identical electronic media, either CDs or flash drives. CDs or flash drives must be properly labeled with the Bidders name and bid category. ***NOTE: Individual files should not exceed the maximum file size of 20MB. If a file size is larger, Bidders will have to separate into multiple parts and label accordingly.***

b. Bid Form A, Bid Form B and Bid Security, if applicable, shall be submitted in hard copy and a copy of these forms and the remaining response shall be submitted in electronic format with original signatures.

c. Format for the CD or Flash Drive – Files must be placed in the proper folders on the CD or Flash Drive as listed below:

FOLDER A CONTENTS:

a. **Document Development:** Bid Forms for this IFB are published on www.aepacoop.org in both Microsoft Word and PDF formats. Bidders may download the Microsoft Word forms and complete them electronically or they may download PDF forms, type or complete by hand. All documents

requiring an original signature or which were not completed electronically must be scanned and saved as PDF documents on the electronic media. All documents must be titled with the name of the Company and Form. For example: *Bidder Name Form A.*

b. **Table of Contents:** Using the form provided (See Part C – Bid Forms), complete a Table of Contents for the bid proposal. Provide as a Word Document or a document that has been scanned to a PDF, and title as per the instructions in **Document Development** above.

c. **Bid Affidavit (FORM A):** Complete the form provided. A signature of the Bidder's authorized representative is required and a Notary Public must complete this form. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.***.

d. **Acceptance of Bid and Contract Award (FORM B):** Complete the form provided. A signature of the Bidder's authorized representative is required. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.***

e. **Service Questionnaire for Bidder (FORM C):** The Questionnaire seeks information about the Bidder's pricing structure, service areas, past performance and commerce processes. Complete the form provided. The authorized representative must sign the completed document. Scan to a PDF format and title as per the instructions in **Document Development** above.

f. **Company Information (FORM D):** The Company Information Form provides background information on the Company. The authorized representative must sign the completed document. **NOTE:An attached letter of line of credit from the Bidder's chief financial institution is required unless the company is publicly traded and then a complete Annual Financial Report from the most recent year is REQUIRED.** Scan the Form, any attachments and the letter from the Bidder's chief financial institution or Annual Financial Report to a single PDF format and title as per the instructions in **Document Development** above.

g. **Exceptions to Terms and Conditions (FORM E):** Exceptions to Terms and Conditions set forth in Parts A and B of this IFB must be noted on this Form. If there are no exceptions, the form must be returned with the "no exceptions" box checked and signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

h. **Part B - Specifications:** The Part B – Specifications document . represents the needs and interests of the AEPA Member Agencies and their Participating Entities. Alternatives or deviations may be proposed unless otherwise specified. While deviations may be acceptable, the Bidder who is able to comply with the greater number of specifications may be considered more responsive. Bidders must check either the 'Comply' or 'Deviate' column for all specifications listed in this section. The authorized representative must initial the form. Scan to a PDF format and title as per the instructions in **Document Development** above.

i. **Deviations (FORM F):** Explanations of deviations noted in response to standard, product, category and service specifications on the **Part B - Specifications** are required on Form F. If there are no deviations, the form must be returned with the "no deviations" box checked and initialed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

j. **Bid Security,** if required, for various categories. Hard copy sent with bid and a PDF of Bid Security in folder A.

FOLDER B CONTENTS:

a. **Pricing (FORM G):** Form G is intended as the cover document for the Bidder's discount pricing schedule. This form must be signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

b. **Excel Workbook with Discounts and Pricing Schedule:** Title the Excel document as per the instructions in **Document Development** above. Be sure to complete the required tabs as outlined on Form G.

c. **Warranties, Additional Services or Incidental Price Schedule (G.5):** In response to Form G., the Bidder may be asked to provide a price schedule for warranties, etc. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

d. **Additional Discounts (G.6):** In response to Form G, the Bidder may be select to offer additional discounts/bonuses to AEPA members based on a dollar volume, sizes of orders or other criteria, and must state the formula for arriving at these discounts. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

e. **Catalogs and/or Price lists:** For catalog bids, PDFs of the Bidder's most recent published catalog(s) or price lists must be included for catalog bids. Each PDF document must be titled as per the instructions in **Document Development** above.

FOLDERS C and ETC., CONTENTS:

Folder C and additional folders are reserved for any additional documents or files other than those listed above that may be requested and/or related to this bid.

If the bid is awarded, the Bidder will be required to produce original signed and notarized Forms A and B in paper (hard copy) form for each participating AEPA Member Agency. Additionally, if required, a copy of the bid security to each participating AEPA Member Agency as indicated for that bid category.

3. Bid Transmittal – Due by October 8, 2014, at 1:30 PM EDT

It is the responsibility of the Bidder to be certain that the bid submittal is in the actual possession of AEPA at **Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736**, on or prior to the exact due date and time of **October 8, 2014**, at **1:30 PM EDT**. Bids must be submitted in a sealed envelope or box properly addressed to Association of Educational Purchasing Agencies, with the Bid Number, Bid Category being offered, Bid Due Date and Time, and Bidder's Name and Address clearly indicated on the envelope or box. **Bids received late will not be opened and will be deemed non-responsive. Anyone who downloads the bid documents and fails to submit a bid shall be deemed as a No-Bid Response.**

If the designated location for receiving bids is closed due to an unforeseen circumstance on the day bid responses are due, responses will be due at the same time on the next day the building is open.

Responsive bids will be opened and the name of each Bidder and other appropriate information will be publicly read.

G. Bid Evaluation

Bid responses will be reviewed, analyzed and evaluated based on the evaluation criteria stipulated within this bid document (Refer to the *Evaluation, Approval and Award* section located in Section V. General Terms and Conditions for All Agencies).

H. Contract Award and Implementation

An AEPA oversight committee will perform initial bid response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Bidders who are approved by AEPA will then be considered by the individual AEPA Member Agencies for contract award. It should be noted that once AEPA has approved the bid response, a Bidder becomes a "Vendor Partner" for AEPA.

Recommendations for approval by AEPA will be posted to the website (SEE LINK BELOW) on November 7, 2014. ***If the AEPA approves the recommended contract at the Winter Meeting, the Vendor Partner will be invited to present for 15 minutes to the group to educate all 26 states on your company, products, etc.*** **It is the Bidder's responsibility to access this information. It should be noted that while a**

company may be recommended for approval, there is no guarantee of an approved contract until the AEPA Member Agencies vote on the recommendation.

http://www.aepacoop.org/pages/Association_of_Educational_Pur/Bidding_Information/Bid_2015/Contract_Approval_Recs

Once the approved Bidders have been notified by AEPA, ***it is their responsibility to contact those AEPA Member Agencies (up to 26) who had indicated an interest in participating and mail the signed and notarized Forms A and B (Located in Part C) to each of the participating AEPA Member Agencies.*** Each AEPA Member Agency will review, evaluate and determine which, if any, it will award contracts to.

The approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if necessary, to work out state specific details of contract implementation including:

1. Acquiring additional information and having discussions on how the awarded contract will be executed.
2. Signing the contract with the AEPA Member Agency.
3. Jointly develop marketing strategies and a plan for contract roll-out activities to the AEPA Member Agency's Participating Entities (Advertising, flyers, website access, etc.).
4. Establish how orders will be processed, handled and reported.
5. Contract management: Establish how and by whom the day-to-day contract management will be handled and who will be the AEPA Member Agency' representative.

It is not guaranteed that each AEPA Member Agency will enter into a contract with AEPA approved Vendor Partners. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that AEPA Member Agency.

III. RESPONSIBILITIES OF A VENDOR PARTNER

As an approved AEPA Vendor Partner, the following is expected in support of the contract:

1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April and the Winter Meeting which is typically the end of November or early December and has historically been held in conjunction with the Association of Educational Service Agencies (AESA) annual conference. At the Annual meeting, Vendor Partners participate in a round table meeting with each of the AEPA Member Agencies. Vendor Partners that have paid the registration fees can participate in the meetings.
9. Trade show support: Strongly encourage participation in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).
10. Increasing sales over the term of the contract with all participating AEPA Member Agencies.

IV. RESPONSIBILITIES OF AEPA MEMBER AGENCIES

In support of the Vendor Partner and respective contract, each AEPA Member Agency should provide the following support:

1. Designate a staff member(s) that will serve as a point person for the AEPA program within that state.
2. Provide a staff member to work collaboratively with the Vendor Partner to determine the best marketing plan for the respective Member Agency state. Marketing efforts may include but not be limited to the education and use of sales force, a website presence, electronic mailings, brochures, mailings, etc.
3. Develop marketing materials for the Member Agency to use that would include representation of the awarded contracts. Materials may include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc. as determined by the respective Member Agency and what works best within their state.
4. Assist the Vendor Partner to jointly market the contract to potential Participating Entities within the state.
5. Work with the Vendor Partner to identify eligible Participating Entities within the state possibly including providing a list of potential customers.
6. Attendance at the two (2) AEPA meetings which provides for opportunity to interact with Vendor Partners.

V. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES

For the purposes of this INVITATION FOR BID, the following terms shall be defined as indicated below:

The terms **Bidder, Offeror** and **Vendor Partner** are interchangeable and are used to identify the person(s) or firm(s) submitting a response to an Invitation for Bid.

The term **Participating Entity** is used to identify those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

The term **Buyer** is used to identify the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

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Administrative Fee: The percentage of sales that each Vendor Partner pays the Member Agency for sales in their respective state or states that they extend the AEPA pricing to. Administrative Fees shall be paid to each Member Agency on a quarterly basis. See the Summary of State General Overview for the administrative fees by Member Agency (state).

Advertising: Vendor Partner shall not advertise or publish information concerning this contract prior to the award being announced by the AEPA Member Agencies. Once the award is made, the Vendor Partner may advertise to the individual Participating Entities that products/services are available. Vendor Partner shall submit ad copy to the AEPA Member Agency for review and approval prior to issuing the advertisement.

AEPA Bi-Annual Meetings: AEPA holds two general meetings each year: one in the Spring (usually in the month of April or May) and the other in the Fall (currently the week after Thanksgiving). AEPA requires that all successful contract holders attend both meetings and participate in the vendor round tables at the Spring meeting. AEPA request that all vendor partners register in advance and stay at the AEPA official hotel if rooms are available. All registrations for the meetings are required by the official registration due date as announced by AEPA.

AEPA Member Agency: Refers to the entities identified in the table on page two of this document and are listed on the table presented in Part B - Specifications, Item 3: Anticipated Member Agency Participation on this bid, that has chosen to participate in this bid/category. "Direct or Indirect Participation" may include their involvement through the formulation of any part of a procurement activity; the influencing of the content of any term, condition and/or specification; the evaluation, investigation, auditing and/or the rendering, of advice, recommendation, decision, approval, disapproval and the award and implementation of procurement contract. Not every listed entity may elect to participate in this bid once the responses are reviewed and approved.

Amendment of Bid: A bid may be amended up to the time of opening by submitting a sealed letter to the place where the bids are received as indicated on the front of this solicitation.

Applicable Law: The laws of the state of the respective AEPA Member Agency shall govern any resulting contract of this bid. Suits pertaining to this contract may be brought only in courts in the County and State as

prescribed by the AEPA Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the AEPA Member Agency, shall fully apply. The Vendor Partner shall comply with any and all laws, whether local, state, federal or otherwise, applicable to any aspect of the work to be performed in relation to the resulting contract. It shall be the Vendor Partner's responsibility to identify, make themselves aware of and determine the applicability and requirements of any such laws and to abide by them.

Approval and Awarding of Contract: AEPA and its AEPA Member Agencies reserves the right to approve and award a contract to one Bidder, to make multiple approvals and awards, to reject any or all bids in whole or in part, to waive any minor formalities or irregularities in any bids, and to accept bids, which in its discretion and according to law may be in the best interest of the AEPA Member Agencies and their Participating Entities. A response to this solicitation is an offer to contract with the AEPA Member Agencies based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted, recommended and approved by AEPA and awarded by the individual AEPA Member Agency. A contract is formed when an AEPA Member Agency administrator and, if required, an AEPA Member Agency Board approves and signs the **Acceptance of Bid and Contract Award Form** (see Form B) document, eliminating the need for a formal signing of a separate contract.

Assignment: No right or interest in this contract shall be assigned or transferred by the Vendor Partner without prior written permission by AEPA and its AEPA Member Agencies, and no delegation of any duty of the Vendor Partner shall be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies shall not unreasonably withhold approval and shall notify the Vendor Partner within fifteen (15) days of receipt of written notice by the Vendor Partner.

Audit Rights: In accordance with applicable law of the State of the AEPA Member Agency, the Vendor Partner's books and pertinent records related to this contract may be audited at a reasonable time and place.

Authority: This solicitation, as well as any resulting contract/agreement, is issued under the general authority of the State laws of the AEPA Member Agency and those identified within the AEPA Member Agencies' Specific Terms and Conditions, Part A, Section VI (see also Procurement Code below). Internal or external Cooperative Purchasing Agreements between the AEPA Member Agency and Participating Entities may exist.

Bid Opening: Bids shall be opened at the time and place, and in the manner designated in this document. The name of each Bidder shall be publicly read and recorded in the presence of witnesses.

Bid Security: There are AEPA Member Agencies that require that respondents to a bid submit a form of bid security executed by a surety company authorized to do business in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC or nationally recognized financial institution. The bid security shall remain in force for a period of One Hundred Twenty (120) days of bid opening. Bid Security must accompany the Vendor Partner's bid response when submitted and be placed in Folder A. If the Bidder fails to submit the bid security, its response will be deemed non-responsive.

Bidder/Vendor Partner Definitions:

"Prospective Bidder" has notified AEPA of a desire to bid by registering on the AEPA website.

"Bidder" has submitted a bid to AEPA in response to an Invitation for Bid (IFB).

"Recommended Bidder" has been approved by AEPA for its AEPA Member Agencies for contract consideration.

"Vendor Partner" has entered into a contract with a participating AEPA Member Agency or subsequently a Participating Entity.

Bidder Acceptance Period: In order to allow AEPA Member Agencies the opportunity to evaluate the bids, AEPA requires that a bid in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

Bonding: The Vendor Partner agrees to provide all performance and payment bonds executed by a surety company authorized to do business in the individual AEPA Member's state and said surety to be approved in federal circular 570 as published by the United States treasury department, the state or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; when required by an AEPA Member Agency or Participating Entity at the time a contract is executed. If the Vendor Partner fails to deliver any required performance or payment bonds, the AEPA Member Agency or Participating Entity shall not execute the contract with the Vendor Partner and the appropriate AEPA Oversight Committee shall be notified of such failure and shall take the appropriate action.

Brand Names: The use of the name of a manufacturer, brand, make or catalog number does not restrict the Bidder. Brand names and model numbers are used to indicate the character, quality and/or performance

equivalence of the commodity on which bids are submitted. Bidders may submit alternates. However, the AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are in fact equal to the product, equipment and/or service described in the invitation. AEPA's decision shall be final.

Buyer: Identifies the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

Captions, Headings and Illustrations: The captions, illustrations, headings and subheadings in this solicitation are for convenience, enjoyment and ease of perusal only and in no way define, limit or describe the scope or intent of the request.

Catalog Bid: (See Types of Bids)

Certificate of Insurance: (See Insurance)

Certification: By signature in the bid section of the Contract Award page, the Bidder certifies:

The submission of the bid did not involve collusion or other anti-competitive practices;

The Bidder shall not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);

The Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid; and

The Bidder agrees to promote and offer to AEPA Member Agencies and Participating Entities only those materials and/or services as stated in and allowed under resultant contract(s) awarded.

Christian Doctrine: Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is sole responsibility of the Bidder to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

Clarification: As used in this solicitation, clarification means communication with a Bidder for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Bidder. Clarification does not give the Bidder an opportunity to revise or modify its bid.

Commercially Available Catalog: A published paper catalog or an online website that is widely distributed or accessible. It is made available to the general public or schools and contains a verifiable price, along with product descriptions, SKU numbers, and photographs. A Commercially Available Catalog is distinct from a custom catalog or website, whose prices and offerings are tailored to niche audiences.

Competitive Range: AEPA and its AEPA Member Agencies reserve the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

Contract Documents: AEPA Member Agency will review proposed contract documents. Vendor Partner's contract document shall not become part of AEPA Member Agency's contract with Vendor Partner unless and until an authorized representative of an AEPA Member Agency reviews and accepts it.

Construction: Each AEPA Member Agency within their state statutes defines what constitutes construction, identifies the policies, rules, regulations and codes that govern construction projects. AEPA has defined construction as building, altering, repairing, installing or demolishing in the ordinary course of business any road, highway, bridge, parking area or related project; building, stadium or other structure; airport, subway or similar facility; park, trail, athletic field, golf course or similar facility; dam, reservoir, canal, ditch or similar facility; sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; sewage, water, gas or other pipeline; transmission line; radio, television or other tower; water, oil or other storage tank; shaft, tunnel or other mining appurtenance; electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations. Construction shall also include: leveling or clearing land; excavating earth; drilling wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.

Cooperative Procurement: Some individual state procurement codes may contain cooperative purchasing statutes that state any state agency or local public body may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each of the state agencies, local public bodies or external procurement units involved. The cooperative procurement agreement shall clearly specify the purpose of the agreement and the method by which the purpose will be accomplished. Any power exercised under

a cooperative procurement agreement entered into pursuant to each state's procurement code shall be limited to the central purchasing authority common to the contracting parties, even though one or more of the contracting, parties may be located in different states.

Cooperative Purchasing Contracts: The Bidder agrees that all the prices, terms, warranties and benefits granted by the Bidder to AEPA Member Agencies or Participating Entities through this contract **will be equal to or better than** those offered to any present or future customer or cooperative that have equal or lesser volume. If the Bidder shall, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Bidder shall notify the AEPA oversight committee chairman and offer said prices, terms, warranties and benefits to all AEPA Member Agencies. The following shall be noted:

1. AEPA and its AEPA Member Agencies reserves the right to accept or reject the Bidder's response if it is determined it does not comply with the above based on their knowledge, investigation, review and findings of Bidders' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies shall notify the Vendor Partner of the deviation and request written justification. Based on AEPA and its AEPA Member Agencies' investigation, review and findings, AEPA reserves the right to take following actions:
   A. To request the Vendor Partner to immediately adjust its AEPA's offered prices to match the lower prices offered;
   B. To work with the Vendor Partner to mediate and resolve the situation; or
   C. To notify the Vendor Partner that it intends to suspend and/or terminate their contract.

Cost of Bid Preparation: Neither AEPA nor any AEPA Member Agency shall reimburse the cost of developing, presenting or providing any response to this solicitation.

Credit Hold: The Bidder must agree not to place the AEPA Member Agency and/or its Participating Entity on "credit hold" without 10-days advanced notice in writing, either by letter, facsimile or email to the AEPA Member Agency and the Participating Entity. [The AEPA Member Agencies believes it is better for the Vendor Partner if the AEPA Member Agency places the slow-paying Agency Member on "credit hold;" if a Vendor Partner places the Participating Entity on credit hold, agencies that pay promptly are penalized. If, on the other hand, the Member Agency places the offending Participating Entity on "credit hold", payment is more likely to result and only the offender is disciplined.]

Delivery Terms, Conditions and Requirements:

1. **Delivery:** is to be made within the specified time identified in Part B Specifications for each bid category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify Buyer if an order cannot be processed within the specified period and/or the agreed upon timelines.
2. **The title and risk of loss of material or service:** shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery and they have been accepted, unless otherwise provided within this document or individual project's contract.
3. **Ownership of products and services:** happens only after receipt and acceptance of delivery by the Buyer. The Buyer will be the determining judge of whether materials and services delivered under the purchase order/contract satisfy the specifications and requirements as identified in the contract/order.
4. **Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a Buyer until a separation of the purchased share has been made, delivered and received.
5. **Shipping Terms:** See Part B Specifications to determine how the shipping and handling costs are to be addressed; this varies based on the specific bid category. Vendor Partner shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the Vendor Partner. Shipping shall be F.O.B. destination. The Vendor Partner shall file all claims for visible or concealed damage. AEPA Member Agency, or the receiving Buyer, will notify the Vendor Partner and/or Freight Company promptly of any damaged goods and shall assist the freight company/Vendor Partner in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.
   A. Shipping Costs: Products may be shipped without additional cost. If shipping is allowed per Part B Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted.

B. Shipment under Reservation: Vendor Partner is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.

C. Shipping Errors: Vendor Partner agrees that shipping errors will be at the expense of the Vendor Partner. For example, if a Vendor Partner ships a product that was not ordered, it is the responsibility of the Vendor Partner to pay for return mail or shipment.

6. **Stored Materials:** Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Buyer prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Buyer and be separated from other materials. Buyer must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it shall be Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials and equipment shall pass to Buyer upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.
7. **Improper delivery:** Unless contrary to other parts of this solicitation, if the goods, services or tender of delivery fail in any respect to conform and adhere to the terms, conditions, specifications of the resulting contract based on this solicitation and/or the individual Buyer's contract/order. The Buyer may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
8. **Defective Goods:** Vendor Partner agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Vendor Partner must agree to arrange for return shipment of damaged goods.
9. **Liquidated Damages:** The Buyer may suffer financial loss if the project is not substantially complete or products or services are not delivered on the established date. The Vendor Partner (if applicable Surety) shall be liable for and shall pay to the Buyer, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Buyer to be complete and/or delivered. Liquidated damages will be determined on a project-by-project basis.
10. **No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this shall constitute a breach and Vendor Partner shall not have the right to substitute a conforming tender without written consent of all parties involved.
11. **Default in One Installment to Constitute Total Breach:** Vendor Partner shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The AEPA Member Agency reserves the right to declare a breach of contract if the Vendor Partner delivers nonconforming materials or services to any Buyer under this contract.
12. **Restocking Fees:** A restocking fee may only be charged on products ordered and that have been delivered to the Buyer's site in accordance with the order/contract. Restocking fees in excess of 15% will not be allowed. Restocking fees may be waived, at the option of the Vendor Partner.
13. The Vendor Partner must identify, specify and justify any exceptions or deviations taken.

Deviations or Exceptions to Requirements: Deviations or exceptions stipulated in a Bidder's proposal may result in rendering of the response non-responsive. AEPA and its AEPA Member Agencies reserve the right to determine whether the deviation or exception does or does not serve the interest of or is not advantageous or acceptable to AEPA, its AEPA Member Agencies or Participating Entities.

Disbarment and Suspension: By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five years.

Eligible Entities: The individual AEPA Member Agency's state procurement code and statutes provides for cooperative procurement and identifies those types of agencies, entities and organizations that are allowed to participate in and take advantage of cooperative procurement contracts solicited and approved by AEPA and awarded by AEPA Member Agencies. Therefore, depending on the individual state procurement codes and statutes federal agencies, state agencies, local public bodies and Non-Profit/Non-Public entities may be allowed to participate in and utilize AEPA solicited, approved and AEPA Member Agency awarded contracts.

Estimated Quantities: In Part B: Bid Specifications of this solicitation AEPA and AEPA Member Agencies' have indicated their anticipated volume for the products and services being solicited in this solicitation. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee

of future order quantities due to the fact that this is an indefinite quantity contract. Usage depends on the actual needs of the AEPA Member Agencies, their Participating Entities and the marketing by the Vendor Partner.

Experience, Proven Track Record and Past Performance Information: has been determined by AEPA and its AEPA Member Agencies to be a major factor in considering if a Bidder possesses the ability, capacity and resources to acquire, manufacture, deliver, construct, install, services and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserves the right to accept or reject an offer, if in its judgment, the Bidder failed to demonstrate the following.

1. Has a proven track record in the products and services offered (qualifications, knowledge and background).
2. Is willing and able to deliver the proposed products and/or services to ninety (90%) percent of those participating AEPA Member Agencies identified in Part B: Specifications.
3. Has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Bidder's record of conforming to specifications and to standards of good workmanship; the Bidder's record of containing and forecasting costs on any previously performed cost reimbursable contract schedules, including the administrative aspects of performance; the Bidder's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Bidder's businesslike concern for the interests of the customer.

Evaluation, Approval and Award: Bid responses received will be evaluated in accordance with acceptable standards of cooperative purchasing, set forth in and governed by the Procurement Codes of AEPA Member Agency's states; AEPA by-laws, policies and procedures; AEPA Member Agencies' policies and procedures. Approval of prospective Vendor Partners and award of contracts will be made to the lowest responsive and responsible Bidder utilizing the criteria listed below and elsewhere in this bid.

1. **Responsive Bidder:** A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive and approved by AEPA to receive award consideration by AEPA Member Agencies. To be determined responsive, the response must meet all of the requirements below:
   A. Submitted on time.
   B. Materially satisfy all mandatory requirements identified throughout the IFB.
   C. Must substantially conform to all of the specified requirements in the IFB in the judgment of AEPA and its AEPA Member Agency representatives.
   D. Any deviation from requirements indicated herein must be stated, in writing, and included with the bid submittal. Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful Bidder will be held responsible therefore.
   E. Deviations or exceptions stipulated in Bidder's response may result in the bid being classified as non-responsive. Language to the effect that the Bidder does not consider this bid to be part of a contractual obligation will result in that Bidder's response being disqualified. Terms of the IFB that any Bidder considers particularly unwarranted, and to which that Bidder would have to take significant exception in his bid, should be stated clearly and concisely as exceptions and/or deviations.
   F. In preparing a proposal, the Bidder's inability to follow the proposal preparation instructions set forth in this solicitation and its inability to provide written responses, narratives, requested and support documentation relating to the Bidder's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Bidder's response to be deemed non-responsive.
2. **Non-responsive Bid:** Any bid that does not conform to all material requirements of the solicitation including but not limited to: bids received after the deadline; bids that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; bids that do not contain the proper bid bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual customers and/or cooperatives with equal or lesser volume. Non-responsive bids will not be considered for approval and award.
3. **Responsible Bidder:** A responsible Bidder is a firm or person with the qualifications, capability and capacity to perform the contract requirements with integrity and reliability, which will assure a good faith performance. AEPA's approval of a Bidder's response will make the Bidder available for consideration to the AEPA Member Agencies for contract award. Prior to this recommendation the Contract Oversight committee will determine whether a Bidder is responsible. If a Bidder is approved by AEPA, the AEPA Member Agency reserves the right to determine if said Vendor Partner is responsible in their respective state.

   Factors to be considered in determining whether the standard of responsibility has been met may include but is not limited to whether a Bidder has:

A. Submitted a responsive bid;

B. The qualifications stipulated herein that may include but are not limited to adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction, described in the invitation for bids to those AEPA member states who have indicated their participation;

C. A demonstrated and documented satisfactory track record of performance in the national market place;

D. A satisfactory record of integrity and a reputation of responding to and meeting educational institutions' needs, adherence of and compliance with federal, state, local and industry standards, rules, regulations and codes;

E. Quality and suitability of products and services offered to meet and perform to the specifications, expectations and requirements identified in this bid;

F. Supplied all necessary information and data in connection with determining whether a Bidder meets the standard of responsibility.

4. **Cost Evaluation:**

A. Cost and price schedules conform to and provide the information required in Part B and C of this bid;

B. Pricing offered that is equal to or better than those offered to individual entities or cooperatives with equal or lesser volume;

C. Methodology used by AEPA and its AEPA Member Agencies to approve prospective Vendor Partners and award contracts:

1) Line Item Bid: Lowest responsive, responsible Bidder(s); or

2) Catalog Bid: Lowest responsive, responsible Bidder(s) is/are determined based on the price evaluation criteria; and by a "Core List" and/or by creating a "Market Basket Study" to compare overall pricing between Bidders. A "Market Basket" is a list of items typically purchased by AEPA Member Agencies and their Participating Entities that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators;

D. Based on the cost evaluation, a recommendation will be made to approve a single bidder or make a multiple bidder award.

External Procurement Unit means any procurement organization not located in a current AEPA Member Agency state which, if located in the state, would qualify as a federal or state agency or a local public body. Various state procurement codes allow external procurement units to offer their contracts and for agencies within those states to utilize those contracts to acquire goods and services.

Federal Agency [25] USC 3001 (4) Is defined as any department, agency, or instrumentality of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishment in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.

Federal Requirements: Vendor Partner agrees, when working on any federally assisted projects with more than $2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor regulations (41 CFR Part 60)). In such projects, the Vendor Partner agrees to post wage rates at the work site and submit a copy of their payroll to the AEPA Member Agency for their files. In addition, to comply with the Copeland Act, the Vendor Partner must submit weekly payroll records to the AEPA Member Agency. The Vendor Partner must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to AEPA Member Agency that exceed $10,000 may be terminated by the federal grantee for noncompliance by the Vendor Partner. In projects that are not federally funded, Bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this contract. Vendor Partner shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. Seq.); and, Executive Order 11738 and Environmental Protection

Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

Form of contract: The form of contract for this solicitation shall be the Invitation for Bid, the awarded Bidder response and properly issued purchase orders and/or contracts in accordance with this Invitation for Bid. If a firm submitting a bid requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with the bid.

Gratuities: AEPA Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor Partner or any agent or representative of the Vendor Partner, to any employee of the AEPA Member Agency with a view toward securing a contract or with respect to the performance of this contact. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the AEPA Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, **its Members, Participating Entities, its employees** from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which might be brought or made against or incurred by, AEPA, **its Members, Participating Entities, its employees** on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors or claims under similar such laws or obligations. Vendor Partner's obligation under this section will not extend to any liability caused by the sole negligence of AEPA, **its Members, participating Entities, its employees. The liability of** AEPA, **its Members, Participating Entities or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency's state laws. Installation:** Equipment and items of construction shall be installed in accordance with the manufacturer's instructions, specifications, in accordance with any federal, state, local rules, regulations, codes and the schedule determined by the AEPA Member Agency and/or Participating Entity.

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner shall procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, to include but not limited to comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment and other insurance coverage required by and applicable to each AEPA Member Agency state's statutes and federal laws in which proposed products and services will be offered and provided.

1. Evidence of the required insurance for each of those AEPA Member Agencies' state, who indicated an interest to participate in this solicitation, identified in Part B: Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each states requirements.
2. Certificate of Insurance: The Vendor Partner shall provide, as required, a certificate of insurance for commercial liability insurance naming the AEPA Member Agency and or its Participating Entity as the certificate holder (co-insurer).

3. All insurance policies are to be executed by an insurance company authorized to do business in those AEPA Member Agency's states participating in this solicitation.
4. Subcontractor's Insurance: Prior to commencing any work, any Subcontractor shall procure and maintain, at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime Vendor Partner. All Subcontractors shall hold the appropriate type and amount of insurance coverage required by the AEPA Member Agency state in which the work is being done and will provide insurance, which waives all subrogation rights against the prime Vendor Partner, AEPA Member Agency and its Participating Entities.

Invalid Term or Condition: If any term or condition of this solicitation and any resulting contract shall be held invalid or unenforceable, the remainder of this solicitation and any resulting contract shall not be affected and shall be valid and enforceable.

Late Bids: Late bids shall not be opened and will be deemed non-responsive and within twenty-four hours such determination will be posted to AEPA's website www.aepacoop.org. Bidders with rejected bids must make a written request within thirty (30) days to AEPA by sending an email to secretary@aepacoop.org requesting to have their rejected bid returned at Bidder's expense. Late bids will be destroyed after forty-five (45) days.

Leases and Rentals: Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease or lease purchase. Buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will be in compliance with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the bid, with interest rates described as related to a published government standard. Vendor Partner must indicate in their response to this solicitation and in any leasing/rental agreement, all costs (must be itemized) associated with early termination and/or the returning of leased or rented equipment that are the responsibility of the Buyer. No sale of a contract to a third party will be made without informing the Buyer of the transfer. If Vendor Partner sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original Vendor Partner.

Legal Remedies: All claims and controversies shall be subject to the Procurement Code of the state in which the AEPA Member Agency or Participating Entity resides.

Licenses and Registration: Each state and local jurisdictions in which a transaction may occur may require various types of licenses and/or registrations (business, construction Vendor Partner, etc). Likewise, there are various policies, procedures, rules, regulations, codes and laws that govern such licensing/registration within federal, state and local jurisdictions, therefore, it is the Bidder's/Vendor Partner's responsibility to be aware of, obtain and maintain in current status all federal, state and local licenses, registrations and bonds required for the performance and delivery of any and all products and services offered in its response to this solicitation. It is also the responsibility of the Bidder/Vendor Partner to ensure that any Subcontractors performing under this bid hold and maintain the appropriate licenses/registrations. The Bidder will submit copies of licenses, registration and/or other documentation to substantiate they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

Liens: All materials and services shall be free of all liens.

Local public body: A political subdivision of the state and the agencies, instrumentalities and institutions thereof. Such agencies may include but are not limited to two-year and four-year post-secondary educational institutions, pre-k-12 institutions, counties, cities and municipalities, except as exempted pursuant to the Procurement Code within each state. Entities within these groups may include but are not limited to political subdivisions, administrative units, councils, commissions, boards and organizations that either by federal, state or local legislative or administrative action or appointment and have been established or given the responsibility and authority to act, conduct and perform various activities on behalf of the federal or state agency or local public body.

Manufacturer's Representative: Dealers, distributors and installers of specialized facility technology, electrical, mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Bidder is a bona fide manufacturer's agent for the specific products/services proposed, the Bidder is authorized to submit an offer on such products/services, and a guarantee that, should the Bidder fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations covered by warrantees or provide for their competent assumption by one or more bona fide representatives for the term of the contract/warrantee period. Bidders of software, mechanical devices, electrical products/systems and other commodities that make up systems/networks must be able to provide the same information from a manufacturer.

Modification by Buyer: Vendor Partner shall have no obligation with respect to any patent and copyright infringement claim based upon Buyer's modification of the equipment and/or software, or its operation or use

with apparatus, data or programs not furnished by Vendor Partner. However, one Buyer's action will not preclude Vendor Partner's obligation to others not having modified their equipment or software.

Money: All transactions are payable in U.S. currency only. **Multiple Approvals and Awards:** Throughout the United States, AEPA Member Agencies have a large number of Participating Entities who take advantage of and utilize awarded contracts. In order to assure that any issued contract will allow these entities to fulfill current and future needs and requirements, AEPA and its AEPA Member Agencies reserve the right at its discretion to approve and/or award one contract, multiple contracts or no contracts. The actual use of any contract will be at the sole discretion of the AEPA Member Agency or the Participating Entity.

Nonexclusive Contract: Any contract resulting from this solicitation shall be approved and awarded with the understanding and agreement that it is for the sole convenience of the AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

Non-Profit, Non-Public Educational Institutions and other Non-Profit Organizations (Section 501(c)(3) of the Internal Revenue Code, Federal Tax Code) is defined as charitable, religious, educational, public service, support and scientific organizations, entities, corporations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of the Federal Tax Code.

Notice: Notices under this solicitation/contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, email with appropriate verification, properly addressed to the respective parties as specified herein or at such other address as may be specified by either party from time to time.

Novation: If the original Vendor Partner sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA and its AEPA Member Agencies reserves the right to recommend approval, acceptance or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the Vendor Partner.

Ordering Procedures: AEPA has established a standard and special ordering process as defined below. Additionally, some AEPA Member Agencies also prefer or utilize electronic ordering as the method for the transactions. For details on the ordering processes utilized for each AEPA Member Agency, please reference the Summary of State General Overview.

1. **Standard Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver and invoice the Buyer:
   D. Buyer will acknowledge delivery and acceptance by issuing the Vendor Partner payment;
   E. Vendor Partner, based on the agreed to process, will report and submit payment for the AEPA Member Agency's administrative fee to the AEPA Member Agency (quarterly).
   F. Vendor Partner shall provide the transaction and volume reporting in the AEPA report format.

2. **Special Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the AEPA Member Agency based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver the goods and/or service to the Buyer and will invoice the AEPA Member Agency;
   D. AEPA Member will invoice the Buyer and add their administrative fee to the invoice price;
   E. AEPA Member will pay Vendor Partner for the goods and/or service once the Buyer has confirmed acceptance.
   F. Vendor Partner shall provide the transaction and volume reporting as stipulated on a quarterly basis in the AEPA report format.

3. **Electronic Ordering (Optional by AEPA Member Agency)**

   When a Vendor Partner based online ordering system is available, the following functionality is preferred:
   A. Electronic ordering systems shall be secure and password protected. Entering the system with the designated password shall automatically send the user to AEPA contract pricing.
   B. When the Buyer requires purchase orders, electronic ordering system shall require entry of a purchase order number, credit card or purchasing card prior to accepting an order.

C. Electronic ordering systems shall block excluded items not covered by the AEPA contract from any order.

D. Electronic ordering systems shall automatically assign correct contract prices to applicable orders.

E. Electronic ordering systems that list catalog price and AEPA discounted price.

F. Electronic ordering systems shall track orders and purchases covered by the AEPA contract for reporting and audit purposes. Vendor Partner shall provide the transaction and volume reporting in the AEPA format.

G. Electronic ordering systems' pricing shall include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.

H. Electronic ordering systems that allow AEPA Member Agencies to print an archived (historical) copy of a Buyer's order.

Order of Precedence: In the event a conflict occurs the following order of precedence shall prevail:

A. Member Agency Specific terms and conditions

B. Specifications and scope of work

C. General terms and conditions

D. Attachments and exhibits

E. Documents referenced or included in the solicitation

Overcharges by Antitrust Violations: Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the Buyer. Therefore, to the extent permitted by law, the Vendor Partner hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Parole Evidence: This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

Participating Entity: Those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

Patent and copyright indemnification: To the extent permitted by law, Vendor Partner shall indemnify and hold harmless Member Agency and its Participating Entities against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Member Agency and its Participating Entities of materials furnished or work performed under this contract. Member Agency and its Participating Entities shall reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

Piggy Back Contracts: In the event a new Member Agency joins AEPA, the Member Agency may elect to award any and all existing contracts if permissible by their State laws.

Pricing: Within Part B: Bid Specifications and Part C: Bid Forms of this solicitation, AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, etc. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. Please note the following that relate to pricing:

Most Advantageous Pricing: The Bidder/Vendor Partner must agree that they will not offer or provide a better price to any individual entities or cooperatives with equal or lesser volume than that through AEPA.

Primary Pricing/Secondary Pricing Strategies: All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in the bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".

1) **Primary Pricing:** All Bidders are required to submit the required primary pricing as indicated in each bid category's Part B: Specifications and Part C: Bid Forms (requirements vary based on bid category).

   A. **Catalog Pricing**: Catalog pricing is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price, catalog price, published price or list price. The discounts may be for the entire commercially available catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder.

a. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.

b. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Contract Oversight Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid shall remain firm for the duration of the contract.

c. **Core List:** In a Catalog Priced bid, a category (i.e. office supplies) *may* include a "core list" which contains a selection of the most commonly used products/services with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discounts shall be applied to the new published prices to establish the AEPA price for these core items.

d. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.

B. **Line-Item Pricing:** Line-item pricing is utilized when products and/or services that are broken down in detail by element, component, product categories, product type and each product and/or service is presented as an individual item which needs to be combined with other items to make up a final project or solution. The Bidder offers firm pricing for specific line items in response to this bid; a project's cost is derived by the Vendor Partner preparing and providing a quote based on the project's terms, conditions and requirements based on the line item pricing provided in the bid. The information provided in this bid for each item includes:

Product Category
Product Description
Manufacturer
Manufacturer SKU
Vendor SKU
Unit of Measure
Item List Price
AEPA Bid Price

a. **Fixed prices:** Prices bid shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. Fixed price offers shall include prices for any and all items.

b. **Routine Price Adjustments (Without Economic Price Adjustment):** Vendors may only request adjustments to the prices once a year at the time of renewal at the AEPA Winter meeting that goes into effect March 1st. Vendor Partner's must submit a fully documented written request to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting. The request must specifically detail and document the cause and/or reason for price changes and include any supporting documentation (manufacturer's letter, indexes, etc.). All price changes require approval by the AEPA Member Agencies at the AEPA Winter meeting to go into effect the following contract term.

c. **Unpredictable Economic Price Adjustment:** If economic price adjustment contingencies occur, Vendor Partner may submit a fully documented request (manufacturer's letter, indexes, etc.) for price adjustment to AEPA Contract Oversight Committee for review and approval by the committee and the AEPA Member Agencies. The documentation must substantiate the cause and/or reason for the requested price increase and demonstrate that it was unpredictable at the time of bid submittal and/or contract renewal and out of the Vendor Partner's control. Pricing will take effect thirty (30) days after approval and acceptance.

d.

e. **New Products/Services:** Vendor Partner may submit new products or technologies, that are within the original scope of work for the bid, to be added to the contract at the time of renewal pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership. Requests

should be submitted to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting.

C. Pricing based on a Cost-plus-a-percentage-of-cost: This type of pricing is prohibited.

2) **Secondary Pricing Methods:** Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

A. Customized Price List: Bidders are **required** to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:

a. Up to 100 items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
b. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
c. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
d. Items may not include special order or customized service products unless agreed to by the Vendor Partner.

B. Hot List Pricing: Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions:

a. The price reduction is available to all AEPA Member Agencies equally.
b. The price reduction is for a specific time period, no less than thirty (30) days.
c. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such.
d. The original price for products/services is not exceeded after the time limit.
e. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities.
f. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.

C. Volume Price Discounts: Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions:

a. Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms.
b. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis.
c. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

Prime Vendor Partner: For the purpose of this bid, a Vendor Partner will be considered a prime Vendor Partner and not a Subcontractor. Any Vendor Partner paid directly by the AEPA Member Agency or Participating Entity is a prime Vendor Partner; a Vendor Partner pays a Subcontractor. Prime Vendor Partners using Subcontractors are responsible for all actions of its Subcontractors.

Procurement Code: All Bidder/Vendor Partner's must make themselves aware of and comply with all federal, state, and local statutes and regulations.

Products and Services:

1. **Product Line:** If applicable, contracts will be a awarded to Bidders able to provide their complete product line(s) of commodities, supplies, equipment, software and services that meets the scope of work and specifications of this solicitation. Bidders with a published, priced catalog may submit their entire catalog; AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.

2. **Serial Numbers:** Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All bids shall be for commodities, supplies, equipment, supplies and software in current production; meet or exceed commercial and industry standards; and marketed and provided nationally to the general public and/or educational/governmental agencies.
4. **Construction Products and/or Services:** are associated with building, erecting, altering, repairing, installing or demolishing in the ordinary course of business any: (1) road, highway, bridge, parking area or related project; (2) building, stadium or other structure; (3) airport, subway or similar facility; (4) park, trail, athletic field, golf course or similar facility; (5) dam, reservoir, canal, ditch or similar facility; (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; (7) radio, television or other tower; (8) shaft, tunnel or other mining appurtenance; (9) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; (10) air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations; (11) leveling or clearing land; (12) excavating earth; (13) drilling, wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.
5. **Services**: are defined as the furnishing of labor, time or effort by a Vendor Partner not involving the delivery of a specific tangible product other than reports and other materials which are merely incidental to the required performance.
6. **Professional Services:** Services relating to architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, educational specialist, construction managers and other persons or businesses providing similar professional services, which may be designated as part of this solicitation.
7. **Peripheral & Optional Items:** Bidder can include various peripheral products, equipment, accessories, services, deliverables and related items that are associated with and function with the primary offering. Optional equipment or products may be added to the contract during the term of the contract. AEPA reserves the right to accept or reject such offerings under the following conditions:
   A. The enhancement is recommended by AEPA and approved by the Member Agency;
   B. The option is priced at a discount similar to other options;
   C. The option is an enhancement to the unit.
8. **Descriptive Literature and Brand Names**: All bids are to include a complete set of the manufacturer's descriptive literature regarding the commodities, supplies, materials, equipment and software offered. Brand names, trade names and/or catalog numbers used in the solicitation will be intended to describe and identify the type, level and quality of products, equipment and software being requested.
9. **Discontinued products:** If a product or model is discontinued by the manufacturer, Vendor Partner may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
10. **Product Specifications:** This solicitation is designed to enable a Bidder to satisfy a requirement for a commodity, supply, material, equipment, software, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard; by specifying a manufacturer's brand and model. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily and/or meeting the actual needs of the procurement. When a brand name product is specified and is only available for a single source, Bidders are encouraged to offer alternative products which they believe to adhere to and comply materially, functionally and operationally equal to or better than the brand name product specified. Any Bidder believing a specification is unnecessarily restrictive, shall indicate such in the form of a question during the solicitation process and prior to bid due date. The fact that a manufacturer or supplier chooses not to produce or supply the commodity, supply, material, equipment, software or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. If the Bidder deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the commodity, supply, material, equipment, software or services they bid will render equivalent reliability, coverage, performance and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire bid.
11. **Quality:** Unless otherwise modified elsewhere in this solicitation, Vendor Partner warrants the commodities, supplies, materials, equipment, and services delivered as stipulated in the Buyer's purchase order/contract, shall be:

A. Of a quality to pass without objection in the industry and professional standards normally associated with them;
B. Fit for the intended purpose(s) for which they are used;
C. Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
D. Adequately offered, presented, delivered, accomplished and complete as the contract may require; and
E. Conform to the written promises and/or oral affirmations of fact made by Vendor Partner.

Product Information | Catalogs | Price Lists:

1. Bidders shall include an electronic and paper copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the bid response.
2. Throughout the term of the contract, Vendor Partner(s) shall furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, paper, online shopping cart, etc.).

Progress Payments: Progress payments are allowed on purchases for goods and services under the following conditions:

1. The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order;
2. The purchase order describes the amounts to be paid and the date of payment;
3. The Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order;
4. That payments will only be made when actual goods and/or services are verified/received; and
5. That any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

Protests: Under this public procurement and AEPA's Solicitation, any Bidder who is aggrieved in connection with this procurement, can file a protest in accordance with (1) AEPA's Solicitation Document; (2) AEPA's Policies and Procedures; and (3) AEPA Member Agency's State Procurement Code and Board Policies. Venue for any and all legal actions regarding or arising out of the transactions covered herein shall be solely in the court of jurisdiction located in the state and county of the AEPA Member Agency and will govern any resulting transactions.

1. **Procurement Phases:** AEPA's procurement/solicitation process is broken down into three (3) phases. Any Bidder who is aggrieved in connection with any of the three (3) procurement/solicitation phases listed below and/or any functions or activities associated with each shall file their protest with the AEPA representative indicated below.
   A. **Bid Due Date:** The preparation and contents of the solicitation, its terms, conditions and specifications, the notification, distribution of solicitation documents and addendums (date published through the bid due date and time).
   B. **AEPA Approval:** The receiving, opening, recording, evaluating, recommending and approving Bidders to be considered for AEPA approval and/or actions relating to contract renewal and extension. (Date received and opened through date of individual contract award and future renewals).
   C. **Contract Award:** The awarding, implementing and administering of resulting contracts and the disclosure of confidential data. (Date individual contracts awarded by AEPA Member Agencies or 120 days from AEPA approval).
2. **Protest contents:** Protests shall be in writing and must be filed with the appropriate AEPA represented below. A protest must include:
   A. The name, address and telephone number of the protester;
   B. The original signature of the protester or its representative;
   C. Identification of the procurement function and/or contract activity with the solicitation or the contract number;
   D. A detailed statement of the factual grounds or legal basis for the protest;
   E. Supporting exhibits, evidence or documents to substantiate any claim unless not available within the filing time, in which case, the expected availability date shall be indicated; and
   F. The form of relief requested.
3. **Protest Submittal:** Protester shall submit the bid protest in accordance with the requirements of the above three (3) procurement functions immediately or within ten days of the date the protester knows or should have known the basis of the protest per the following:

A. Bid Due Date: Knows or should have known the basis of the protest upon the bid due date or 10 days after the bid due date.

B. AEPA Approval: Knows or should have known the basis of the protest upon notification from AEPA of the bid category approval.

C. Contract Award: Knows or should have known the basis of the protest or ten days after the notification from the AEPA Member Agency award.

Procurement Phase	Who to Contact	Email Address
Bid Due Date	Bid Question Coordinator	Questions@aepacoop.org
AEPA Approval	Bid Coordinator	Bids@aepacoop.org
Contract Award	Individual AEPA Member Agency with a copy to the AEPA President	See AEPA Member Agency Information sheet

1. **Protest Resolution:** Protest shall be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. It is the intent of AEPA that all bid protest decisions from the point a bid has been published through contract approval or rejection, will be resolved by AEPA. Bid protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.
2. **Protest Costs:** The losing party to the protest shall be responsible for the reasonable and justifiable costs of the protest. The protest costs shall be based on the costs and expenses incurred by the AEPA and its Member Agencies, including but not limited to staff salaries, attorneys' fees, hearing, reproduction, transcription and travel costs.

Provisions Required By Law: By submitting a response to this solicitation, bidders are acknowledging they have conducted and performed the required research to make themselves aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this bid. These provisions of law and any clause required by law that is associated with and relates to this bid and any resulting contract will be read and enforced as though it were included herein.

Public Record: All bids submitted to this invitation shall become the property of the AEPA and will become a matter of public record, available for review, subsequent to the bid due date. Bids may be viewed, by appointment only, at the Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328, under the supervision of the AEPA Executive Director or his designee, from 8:30 a.m. to 3:30 p.m., Monday through Friday. Within fifteen days, the Bid Receipt Summary Report will be posted to the AEPA website (www.aepacoop.org).

Questions: Inquiries and questions related to this solicitation, should reference the bid number and respective category and be submitted as follows:

1. From the time the solicitation is published until the deadline for questions for Bidders, questions should be submitted to **Questions@aepacoop.org.**
2. From the time bids are opened but prior to the approval of the contract by AEPA, questions should be submitted to **Bids@aepacoop.org**.
3. After notification of AEPA contract approval, questions should be submitted via email to **President@aepacoop.org**.
4. Once a contract has been awarded by an individual AEPA Member Agency any inquiries and questions relating to contract implementation, execution, transactions and/or concerns/issues occurring within that state should be addressed to the individual AEPA Member Agency.

All other inquiries and questions should be addressed and submitted to the AEPA President by email at **President@aepacoop.org.**

Reporting: Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies and must complete an online sales report on the AEPA Website. Access to reports will be granted after contract approval. If there are no sales, $0 reports are required.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Right to Request Additional Information: AEPA, and its respective bid representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted bid response including, but not limited to, clarifying questions. Bidders may be requested to submit such answers in writing but will not be allowed to change or alter their bid.

Safety Measures: Vendor Partners shall take all necessary precautions for the safety of employees on the worksite, and shall erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They shall post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions shall be taken pursuant to state law and standard construction practices in order to protect workers, the general public and existing structures from injury or damage.

Safety Standards: All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

Substance Use & Conduct: All Vendor Partners and Subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on AEPA Member Agencies and Participating Entities premises.

State Agency: means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state.

Survival: All applicable software license agreements, warranties or service agreements that were entered into between Vendor Partner and Buyer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Vendor Partner shall survive expiration or termination of the Contract.

Suspension or Debarment Status: If within the past five (5) years, any Bidder has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract. By signing the bid section, the Bidder certifies that no current suspension or debarment exists.

Tare: If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing shall be of the lightest weight practical for safe delivery of the contents.

Taxes: Different jurisdictions taxing authorities have different tax laws, rules, regulations and processes, therefore, prices offered will not include applicable federal, state and local taxes. All applicable taxes must be listed as a separate item on all cost proposals, invoices.

Term of Contract and Extensions: The initial term of the contract shall be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the **Acceptance of Bid and Contract Award (Form B)**. The contract shall continue in accordance with the dates stipulated in the Bid and Timeline schedule located in Part A of this bid unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods, ending on the last day of February. AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose, at their sole discretion, to extend the contract. In the event AEPA does not recommend or approve a contract extension, a Member Agency reserves the right to offer month-by-month extensions not to exceed six (6) months until a new contract is awarded by that Member Agency.

Termination by Non-Approval of AEPA: AEPA Member Agencies on annual basis assess, evaluate and review existing AEPA vendors to determine if the organization as a whole desires to extend its approval of those vendors. If an existing AEPA vendor's approval is not extended for an additional term, the AEPA Member Agencies can not extend the dis-approved vendor's contract. (See Term of Contract and Extensions)

Termination by AEPA Member Agency: An AEPA Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the AEPA Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when the parties to this contract receive written notice from the AEPA Member Agency unless the notice specifies a later time. Cancellation by one AEPA Member Agency does not require other Agencies to cancel their contracts.

Termination for Convenience: AEPA Member Agency reserves the right to immediately terminate this contract, without penalty or recourse, in whole or in part, if the AEPA Member Agency determines that termination is in the best interest of Participating Entities. The Vendor Partner, after receipt of a "Notice of Termination," shall not

accept any new orders after the termination date specified in the notice. Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Vendor Partner shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed and materials accepted before the effective date of the cancellation. The Vendor Partner will not be reimbursed for any anticipated profit.

The AEPA Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this IFB if the Vendor Partner files for bankruptcy protection, or is acquired by an independent third party.

Vendor Partner may cancel this contract upon written notice to the AEPA Member Agency prior to the intended termination date (or on the yearly anniversary of the bid). Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Termination for Default: If either party is in default under this contract, it shall have an opportunity to cure the default within the time indicated (ten business days in most states) after it is given written notice of default by the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party shall have ten business days to provide a satisfactory response to the AEPA Member Agency. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder.

The AEPA Member Agency reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Vendor Partner, or if the Vendor Partner fails to comply with any contract terms and conditions, or fails to provide the AEPA Member Agency, upon request, with adequate assurances of future performance. In the event of termination for cause, the AEPA Member Agency shall not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner shall be liable to the AEPA Member Agency or any Participating Entity for any and all rights and remedies provided by law. If it is determined that the AEPA Member Agency improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

The AEPA Member Agency will issue written notice to the Vendor Partner for acting or failing to act in any of the following:

1. The Vendor Partner provides material that does not meet the specifications of the contract;
2. The Vendor Partner fails to adequately perform the services set forth in the specifications of the contract;
3. The Vendor Partner fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Vendor Partner fails to make progress in the performance of the contract and/or gives the AEPA Member Agency reason to believe that the Vendor Partner will not or cannot perform to the requirements of the contract;
5. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that have equal or lesser volume.
6. The Vendor Partner fails to observe any of the terms and conditions of the contract;
7. The Vendor Partner fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the AEPA Member Agency.

Termination for Non-Appropriation: Any individual Buyer's procurement/contract covered by this bid and executed in accordance with resulting contract may be terminated if insufficient appropriations and/or authorizations do not exist due to changes in state or federal law, or because of court order, or because of insufficient appropriations made available to the Buyer's governing board and/or it State Legislature. Such termination will be effected by sending fifteen (15) days written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Vendor Partner and shall be final.

Title and Risk of Loss: The title and risk of loss of material or service shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery, unless otherwise provided within this document.

Trade-in Equipment: Equipment for trade-in shall be dismantled by the Vendor Partner and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the Vendor Partner shall be the same as when the original agreement was made, except as affected by normal wear and tear from use between the

time of the bid and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

Type of Bids: Due to the various types, kinds and levels of products and services solicited by AEPA in its IFBs; the various pricing methodologies/methods utilized and offered to price the various products and services offered; and the type of contracts that results from any one of AEPA's/bids, AEPA has established the following two types of bids.

1. **Catalog Bid:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
2. **Line Item Bid:** A Line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing..

Vendor Partner: Bidder who has been approved and awarded a contract for the delivery of construction, tangible personal property, supplies, or services in response to this IFB.

Vendor Partner Contact: Vendor Partner will designate one individual who will represent them to the AEPA, its AEPA Member Agencies during the contract period. This contact person will correspond with each AEPA Member Agency for technical assistance, problems, or questions that may arise. If other staff, distributors and/or independent Vendor Partners will be performing the sales or support functions for different geographical areas (states), Vendor Partner shall include instructions and contact information that can be distributed to AEPA Member Agencies upon approval of this bid.

Warranty: Vendor Partner warrants that all commodities, supplies, materials, equipment, software and service delivered under this contract shall conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum 12-month manufacturer's warranty that includes parts and labor unless otherwise specified and agreed to. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the Buyer. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the manufacturer and the Vendor Partner. All extended warranties must be passed on, without exception. If, upon discovery, the Vendor Partner charges a Buyer for a replacement part that the Vendor Partner actually received at no cost under a warranty, the Vendor Partner will rebate the amount billed and the Buyer reserves the right to cancel the contract.

Association of Educational Purchasing Agencies (AEPA)

Bid 015 - Summary of State General Overview

Part A Table

AEPA Member Agency State	General			Ordering Process			Construction Products and Serivces									Potential Customers						
	Administrative Fee	Bid Security Required on bid due date	Special Reporting Requirments	Standard Ordering Process	Electronic Ordering	Special Ordering Process	Davis Bacon and State Wage Rates	Payment & Performance Bonds Required	Contractor's Licesing Required	Permits and/or Registration Requjired	Construction Project Cost Limitations	Participate in Construction Services	Participate in Construction Products Only	Products are taxable	Service is Taxable	K-12 Education	Higher Ed.	Private Schools	Non-Profits	Federal Agencies	State Agencies	Cities & Counties
CA	2%	No	No	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CO	2%	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
CT	2%	Opt	No	Yes	Yes	No	Yes	Opt	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
FL	2%	No	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IN	Various	No	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IA	2%	No	Yes	Yes	Yes	No		**			Yes	Limited	Limited	**		Yes	Yes	Yes	No	Yes	Yes	Yes
KS	2%	No	n	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
KY	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MA	2%	No	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MI	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	TBD	Yes	Yes
MN	2%	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MO	2%	No	Yes	Yes	Yes	No	Yes	No	No	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MT	2%	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NE	2%	No	No	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	No	No	No	No
NJ	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No	No	Yes
NM	2%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ND	2%	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OH	2%	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OR	2%	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PA	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TX	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
VA	2%	No	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WA	2%	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
WV	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WI	2%	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WY	1%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Depending upon the type of agency making the purchase products may or may not be taxable

** Iowa Code Chpt. 26 & 273

...NING: THIS POWER OF ATTORNEY

...WER OF ATTORNEY

St. Paul Mercury Insurance Company
...ers Casualty and Surety Compa
...nd Surety Compa

BID BOND

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Hartford, Connecticut 06183

KNOWN ALL BY THESE PRESENTS, That we, Quill Corporation, as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto KCDA-King County Director's Association, as Obligee, in the sum of Ten Percent of Total Amount Bid Dollars ($ 10%) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for IFB#015-B Instructional & School Supplies Quill Bid No. 14-9911, Kent, WA ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 30th day of September, 2014.

Quill Corporation

(Principal)

By: _____

Travelers Casualty and Surety Company of America

By: _____

Jeffrey L. Broyles, Attorney-in-Fact

CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Association of Educational Purchasing Agencies (AEPA) solicitation on behalf of all Michigan public entities (the "Participating Entity"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to provide a response to a solicitation for three (3) years from the date it is determined that the person has submitted the false certification.

Quill Corporation
Name of Company

Signature of Authorized Representative

Shira Goodman
Name of Authorized Representative

President NA Commercial
Title of Authorized Representative

10/2/14
Date

To be completed and signed below. **Return with bid.**

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the bid. However, the MRESC will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes
☒ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report. ☒ Yes
☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***"NO"*** to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

- Click on "Forms" and then "AA302" and "Instructions" under the heading "Employee Information Report"
- Complete and submit the form with the *appropriate payment* to:

Department of Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the MRESC within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm Quill Corporation

Address 100 Schelter Rd

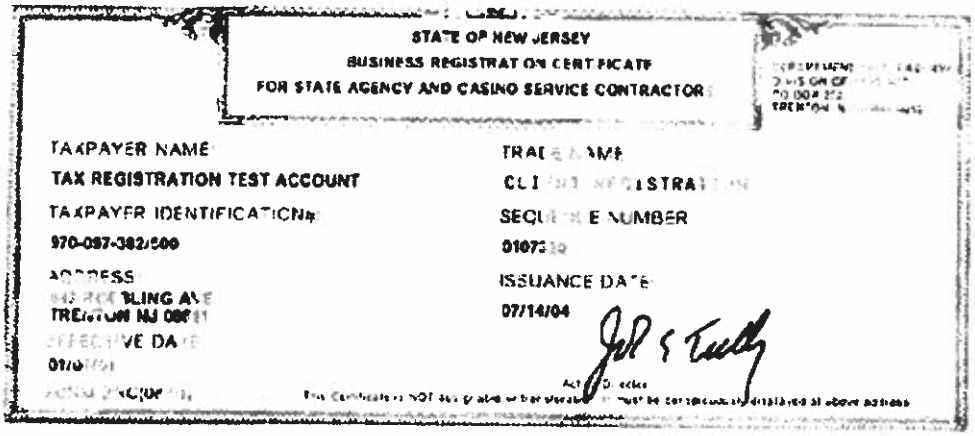
City, State, Zip Lincolnshire IL 60069

Name of Authorized Agent Rina Goodman *Title* President NA Commercial

SIGNATURE _____ *Date* 10/2/14

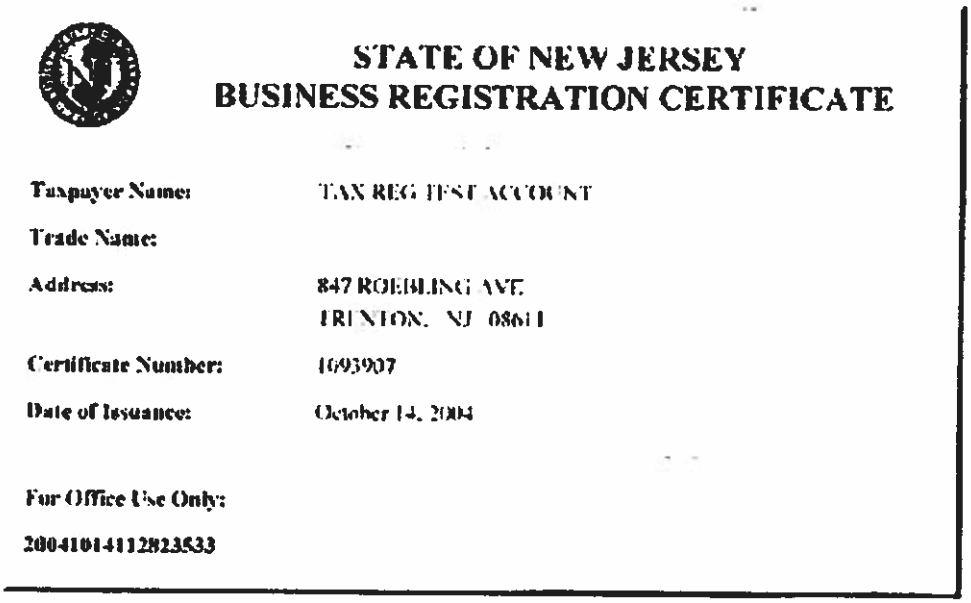
NJ Business Registration Form

All vendors must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey and prior to receiving the award of a contract with a public entity.



STATE OF NEW JERSEY
BUSINESS REGISTRAT ON CERT FICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

TAXPAYER NAME
TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#
970-097-382/000
ADDRESS
TRENTON NJ 08611
EFFECTIVE DATE
07/14/04
TRADE NAME
SEQUENCE NUMBER
ISSUANCE DATE
07/14/04



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REGISTRATION TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1693907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at: http://www.state.nj.us/treasury/revenue/busregcert.shtml. **A valid Business Registration Certificate must be provided to the MRESC before the award of a contract can be made.**

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 25026

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-JAN-2013 to 15-JAN-2016

STAPLES CONTRACT & COMMERCIAL DBA STAPLES
500 STAPLES DRIVE
FRAMINGHAM MA 01702

Andrew P. Sidamon-Eristoff
State Treasurer

[redacted]

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N J 08646

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

Pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the person, partnership or corporation named below
This authorization is void and must be returned to the Division of Taxation if any change of ownership or address is effected

QUILL CORPORATION
100 SCHELTER RD.
LINCOLNSHIRE IL 60069-3621

Deputy Director

Tax Registration No: 362-952-904/SEQ 0001

Tax Effective Date 04-07-02

Document Locator No. B0000000860

Date Issued 03-22-02

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Mar-20-04 11:13am From-STAPLES FINANCE 4508-253-5485

08/21/04

Taxpayer Identification# **362-952-904/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
QUILL CORPORATION

TRADE NAME:

TAXPAYER IDENTIFICATION#:
362-952-904/000

SEQUENCE NUMBER:
0843314

ADDRESS:
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621

ISSUANCE DATE:
08/21/04

EFFECTIVE DATE:
03/13/02

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

Statement of Suspension or Debarment

STATE OF ~~NEW JERSEY~~/ ILLINOIS
Specify, of other

COUNTY OF LAKE

I, Shira Goodman of the (City, Town, Borough)

of Lincolnshire State of ILLINOIS of full age,

being duly sworn according to law on my oath depose and say that:

I am President NA Commercial of the firm

of QUILL CORPORATION the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency.

Name of Contractor: Quill Corporation
(Company Name)

By: [signature]
(Signature of authorized representative)

Subscribed and sworn to before me

This 2nd day of October, 20 14.

[signature]
(Seal) Notary Public of ~~New Jersey~~/ ILLINOIS
Specify Other State

My Commission expires 20

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2018

RETURN WITH BID

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU.EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

Signature AWK

Company: QUILL CORPORATION

Name Shina Goodman

Title President NA Commercial

Middlesex Regional Educational Services Commission
Business Office
1660 Stelton Road
Piscataway New Jersey 08854

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

☑ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that QUILL CORPORATION (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification
I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.
Name of Authorized Agent Nina Goodman
Signature _____ Title President NA Commercial C
Business Entity QUILL CORPORATION

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*[1]
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

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[1] N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271
(Unofficial version. Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all

principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity of 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year $50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 52:34-25.

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Please check one type of Ownership, complete the form, and execute where provided.

☑	Corporation	☐	Limited Partnership
☐	Partnership	☐	Limited Liability Corporation
☐	Sole Proprietorship	☐	Limited Liability Partnership
☐	Sub Chapter S Corporation	☐	Other: _____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership," the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, then such fact should be certified below as part of this disclosure.

Name of Company Quill Corporation

Address 100 Schelter Rd.

City, State, Zip Lincolnshire, IL 60069

List of Owners with Ten Percent (10%) or More Interest

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Share Owned
	NONE		

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _____ ***Date*** 10/2/14

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont'd)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

_____

_____

Names of Principals N/A Title

_____

_____

_____

_____

_____

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company Quail Corporation

Address 100 Schultea Rd

City, State, Zip Cod Lincolnshire 21 60069

Authorized Agent Shina Goodman **Title** Assistant VP Commercial

_____ _____

SIGNATURE OF AUTHORIZED AGENT

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Middlesex Regional Educational Services Commission (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☑ **I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification**

OR

☐ **I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below**. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name:_____ Relationship to Bidder/Vendor:_____

Description of Activities:

_____

_____

Duration of Engagement:_____ Anticipated Cessation Date_____

Bidder/Vendor_____

Contact Name:_____ Contact Phone Number:_____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Middlesex Regional Educational Services Commission is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Middlesex Regional Educational Services Commission to notify the Middlesex Regional Educational Services Commission in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Middlesex Regional Educational Services Commission and that the Middlesex Regional Educational Services Commission at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Rina Goodman Signature: _____

Title: President NA Commercial Date: 10/2/14

Bidder/Vendor: Orrill Corporation

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039

Telephone (609) 292-4886 / Facsimile (609) 984-2575

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Amona	20.	Liquefied Natural Gas Limited
2.	Bank Saderat PLC	21.	Maire Tecnimont SpA
3.	Bank Sepah	22.	Naftiran Intratrade Company (NICO)
4.	Bank Markazi Iran (Central Bank of Iran)	23.	National Iranian Tanker Company (NITC)
5.	Bank Mellat	24.	Oil and Natural Gas Corporation (ONGC)
6.	Bank Melli Iran	25.	Oil India Limited
7.	Bank Tejarat	26.	Panyu Chu Kong Steel Pipe Company, Ltd.
8.	Belaz	27.	Persia International Bank
9.	Belneftkhim (Belarusneft)	28.	PetroChina Company, Ltd.
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipec)	29.	Petroleos de Venezuela (PDVSA Petroleo, SA)
11.	China National Offshore Oil Corporation (CNOOC)	30.	Sameh Afzar Tajak Company (SATCO)
12.	China National Petroleum Corporation (CNPC)	31.	Schwing America, Inc.
13.	China National United Oil Corporation (ChinaOil)	32.	Shandong FIN CNC Machine Company, Ltd.
14.	China Petroleum & Chemical Corporation (Sinopec)	33.	Sinohydro
15.	China Precision Machinery Import-Export Corp. (CPMIEC)	34.	SK Energy
16.	Grimley Smith Associates	35.	SKS Ventures
17.	Indian Oil Corporation	36.	Som Petrol AS
18.	Industrija Nafte (INA)	37.	Sonangol
19.	Kingdream PLC	38.	Zhuhai Zhenrong Company

List Date: January 31, 2014

Association of Educational PURCHASING AGENCIES

REVISED

AEPA IFB #015–B
INSTRUCTIONAL AND SCHOOL SUPPLIES CATALOG

PART B – SPECIFICATIONS

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1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 26) necessary to:

-Respond to request from a number of different types of educational, governmental and public institutions seeking Instructional and School Supplies Catalog.

-These parts and supplies will include but are not limited to: Instructional and School Supplies.

-Types of services may include, but are not limited to: Installation and support services normal to an Instructional and School Supplies Catalog.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		**CATALOG:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	**LINE ITEM:** A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

3. Anticipated AEPA Member Agency Participation

State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Year 2-4	State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Years 2-4
California	Yes	AZ,NV	$500,000	10%	Nebraska	Yes		$1,000,000	15%
Colorado	Yes		?	2%	New Jersey	Yes		$789,351	
Connecticut	Yes	MA,ME,NH, NY, RI,VT	$1,000,000	10%	New Mexico	Yes		$1,000,000	5%
Florida	Yes	AL,GA	$1,000,000	10-20%	North Dakota	Yes		$790,000	5%
Indiana	Yes	IL	1,000,000	2%	Ohio	Yes		$6,500,000	3%
Iowa	Yes	IL,SD	$5,250,000	2%	Oregon	Yes		$150,000	25%
Kansas	Yes	OK	$500,000	2%	Pennsylvania	Yes	DE,HA, MD,NY	$2,500,000	20%
Kentucky	Yes	AL,GA,LA, MS,NC,SC, TN,WV	$400,000	3%	Texas	Yes		$200,000	10%
Massachusetts	Yes		$2,500	1%	Virginia	Yes		$100,000	3-5%
Michigan	Yes		$50,000	5%	Washington	Yes	AK,ID	$15,000	15%
Minnesota	Yes	SD	$2,400,000	5%	West Virginia	Yes		$500,000	10%
Missouri	Yes	AR,IL,LA,SD	$5,500,000	5%	Wisconsin	Yes		$340,919	20%
Montana	Yes	ID	$875,000	8%	Wyoming	Yes	SD,UT	$194,000	10%
					Total	**26**		**$32,556,770**	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes

will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications [Fixed Specifications]

Bidder must check either the 'Comply' or 'Deviate' column for each specification item. All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).

Item	Description	Comply	Deviate
6.1	Contractor shall provide a broad-based line of instructional and school supply products of at least 2,500 items in a commercially available catalog(s).	✓	
6.2	All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.	✓	
6.3	The vendor's catalog(s) shall include a variety of major manufacturers of the specified products and services.	✓	
6.4	The commercially available catalog(s) includes products from categories that incorporate general school and instructional supplies, so-called "green" school supplies, adhesives, arts and crafts materials, awards and incentives including items such as certificates and stickers, binders, boards and easels, brushes, calculators, classroom storage goods, computer accessories and media, construction paper, converted paper products, crayons, cutting instruments, filing and storage products, fine art supplies, first-aid supplies, games and toys, glues, instructional electronic equipment, kraft paper and fade resistant paper on rolls, labels, lamination equipment and supplies, lined writing papers, markers, materials for room décor, paint, PE supplies, ream wrapped copy paper, science supplies, stickers, teacher planning books and calendars, writing instruments, and writing papers and pads.	✓	
6.5	Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	✓	
6.6	Contractor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. The website features will include product lookup functionality that shows contract price and includes the ability to send orders to the vendor electronically.	✓	

Item	Description	Comply	Deviate
6.7	Ordering LEAs shall be notified either by confirmation notice or packing slip from the vendor if a product is backordered and cannot be shipped under normal delivery timeframes. Vendor Partner shall inform customer of anticipated availability date for unfilled and partial orders.	✓	
6.8	Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	✓	
6.9	No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.	✓	
6.10	Contractor agrees to provide quarterly reports by the 15th of each month following the close of a calendar quarter. If the 15th of the month occurs on the weekend or holiday, the due date shall fall on the next following business day.	✓	
6.11	Contractor must accept all orders if they have a minimum dollar value of $75.	✓	
6.12	Orders not filled and partials shall be indicated on the packing list or an order confirmation message.	✓	
6.13	Vendor will maintain a reasonable inventory of contracted products to minimize backorders to 5 percent or less.	✓	
6.14	Bidder has bid with catalog that includes both 100 percent sulphite construction paper and for groundwood pulp construction paper.	✓	
6.15	On the Core ~~A~~ List of Products, Bidder has not substituted a groundwood pulp construction paper product where a 100% sulphite construction paper is specified.	✓	
6.16	~~Bidder has included in Column X of the spreadsheet the most common number of units in its packaging Unit of Measure so that evaluators can quickly determine equivalent packaging.~~		
6.17	Contractor agrees to provide documentation, as may be requested, for any price increases allowed by the Terms and Conditions.	✓	
6.18	~~Contractor has included on Pricing Form A – The Core List Pricing Template – A List Items" a bid with a formula discount for the specified Core Items, otherwise known as the "A List."~~		
6.19	~~Contractor has included on "Pricing Form B – Discount Formula for Non-Core Items and the B List" a bid with a formula discount to be applied to non-core items and customized non-Core Items, otherwise known as the "B List."~~		
6.2	The Contractor warrants that all items furnished by the Contractor, its agents and designated partners shall be free and clear of any defects in material and workmanship and shall conform to the published specifications for such product and Vendor's representations regarding the functions and uses for which each product is marketed.	✓	
6.21	Bidder agrees to provide samples of products within five business days, if requested, for evaluation of bids.	✓	
6.22	For any specified item that is discontinued, not carried or with misnumbered SKUs on the Core List, the Bidder has offered an equivalent substitute and pricing based on the bidder's best understanding of the description.	✓	
6.23	~~Bidder has left no blanks, or unpriced items in the Pricing Template containing the Core List, also known as the A List. Vendor has no "no bid" items, and instead has offered a substitute for any specified item it does not sell or for any instance where an item has been discontinued.~~		
6.24	Bidder has included a physical copy of the commercially available catalog(s) that is to be the price basis for its bid.	✓	

Item	Description	Comply	Deviate
6.25	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.	✓	
6.26	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.	✓	
6.27	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.	✓	
6.28	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.	✓	
6.29	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.	✓	
6.30	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	✓	
6.31	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).	✓	
6.32	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	✓	
6.33	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.	✓	
6.34	Vendor Partner must have a 24-hour toll-free order fax line.	✓	
6.35	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.	✓	
6.36	**Orders that are $50.00 or more shall include free shipping and handling. Vendor Partner shall bid a flat rate for all orders that are less than $50.00 regardless of where to be shipped in the continental United States. Any deviations or exceptions shall be noted.**	✓	

7. Product | Category Specific Specifications

Bidder must check either the 'Comply' or 'Deviate' column for each specification item. All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).

7.1 Minimum Requirements:			
Item	**Description**	**Comply**	**Deviate**
7.1.1	All product lines must meet or exceed all standards set by the National Consumer Protection Agency, Underwriters Laboratories, Environmental Protection Agency and the National Association for Hardware Retailers.	✓	
7.1.2	All products shall be properly labeled in accordance with local, AEPA	✓	

7.1 Minimum Requirements:			
Item	**Description**	**Comply**	**Deviate**
	member state and federal applicable rules, regulations, laws and statutes. Material Safety Data Sheets (MSDS) and/or secondary labels must be provided as required. Bidders must be aware of states' restrictions for the labeling and purchase of art, craft and classroom materials. Items that violate such restrictions will not be awarded under this solicitation.	✓	

7.2 Optional Requirements:			
Item	**Description**	**Comply**	**Deviate**
7.2.1	The catalog includes a variety of manufacturers of specified products and services, and 80% or more of the catalog is dedicated to classroom supplies.	✓	
7.2.2	The catalog offers a selection of "green" products.	✓	
7.2.3	Restocking fees may not be collected on items cancelled for failure to be delivered within the specified time.	✓	

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

FOR CATALOG BIDS:

8.1 This bid category DOES have a Core Item List.

8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:

G.1 Catalog Discount (Required)
G.2A Core List Price Schedule (Required) ***Additional product offerings may <u>not</u> be added to this form.***
G.2B Non-Core Price Schedule (Required)
G.3 Services Price Schedule (Optional)
G.4 Volume Discounts (Optional)

8.3 The Catalog Category Discount and the Core Items award will <u>not</u> be split.

8.4 Bid pricing will be evaluated on a combination of items from both the Category Discount list and the Core Item list. See Evaluation, Approval and Award in Part A, V. General Terms & Conditions For All Agencies for additional information.

Association of Educational Purchasing Agencies

INVITATION FOR BID

AEPA IFB #015-B Instructional & School Supply Catalog

PART C – BID FORMS

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BID SUBMITTAL INSTRUCTIONS

1. Bid submission instructions can be found in Part A: Terms and Conditions, Section II, F: Bid Submission of this solicitation. Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive.
2. It is the bidder's responsibility to ascertain that all documents submitted have been saved completely and appropriately to the CD or flash drive. Bidders should test both of the CDs or flash drives on computers independent from the system on which they were created to make sure the documents can be opened. Electronic media that cannot be opened by the bid committee may result in the rejection of the proposal.
3. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable or received after the deadline.

Association of Educational Purchasing Agencies

INVITATION FOR BID

AEPA IFB #015-B Instructional & School Supply Catalog

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AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES
Bid Proposal Table of Contents

Bidder QUILL CORPORATION

Name of Authorized Representative Nina Goodman

Office Address 100 Schelter Rd., Lincolnshire, IL 60069

Time Zone: ☐ Eastern ☑ Central ☐ Mountain ☐ Pacific

Telephone 800.634.4809 **Fax** 800.789.2016

Email bid@quill.com **Website** www.quill.com

Instructions: Please complete the table below with the information for the documents included in this bid proposal. The bidder is reminded that two identical copies of this material on electronic media, either two (2) CDs or two (2) flash drives, are required.

Form	Folder	Document Title on CD or Flash drive	Format (i.e., Word, PDF, Excel)	Notes
Table of Contents	A	Quill Table of contents	PDF	
FORM A Bid Affidavit	A	Quill Form A	PDF and hard copy	Signature and notarization required.
FORM B Acceptance of Bid & Contract Award	A	Quill Form B	PDF and hard copy	Signature required.
FORM C Serv.Questionnaire	A	Quill Form C	PDF	Signature required
FORM D Company Info	A	Quill Form D	PDF	Signature required
Letter of Line of Credit or Annual Report (See Form D)	A	Quill Disclosure	PDF	
FORM E Exceptions-T & Cs	A	Quill Form E	PDF	Signature required
FORM F Deviations	A	Quill Form F	PDF	Signature required
Part B-Specifications	A	Quill Part B		
State Specific Required Forms (See Part A)	A	Quill State Forms	PDF	
Bid Security (If required)	A	Quill Bid Security	PDF and hard copy	
FORM G Discount & Pricing Schedules	B	Quill Form G	PDF	Signature required
Excel Workbook- FORM G Discount & Pricing Schedules	B	Quill Form G Excel	Excel	
G.5 Warranties, Additional Services (Optional)	B	N/A	PDF	
G.6 Additional Discounts (Optional)	B	N/A	PDF	
Catalogs/price lists	B	Quill Catalog	PDF	

AEPA BID FORM A: BID AFFIDAVIT

AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER Quill Corporation

Instructions: This form must be signed by the bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package**. If awarded, the bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the ***Member Agency***, or any employee thereof, or any person, firm or corporation under contract with the ***Member Agency*** whereby the bidder, in order to induce the acceptance of the foregoing bid by the ***Member Agency***, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of ***Member Agency***, ***Member Agency***, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

Nina Goodman
Authorized Representative (Please print or type)

President NA Commercial
Title (Please print or type)

Signature of Authorized Representative

100 Schelter Rd.
Mailing Address

Lincolnshire, IL 60069
City, State, Zip

10/2/14 800.634.4809
Date Phone

Subscribed and sworn to before me this 2nd day of October 2014

Notary Public in and for County of LAKE State of ILLINOIS

My commission expires: Signature: Conni Ciffone

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2016

AEPA FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD
AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER Quill Corporation

INSTRUCTIONS: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package**. If approved by AEPA, the bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Quill Corporation Date 10/2/14

Company Address 100 Schelter Rd. City Lincolnshire State IL Zip 60069

Contact Person Trina Goodman Title President NA Commercial

Authorized Signature (ink only) [signature] Title

Email Address bid@quill.com Phone 800.634.4809

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2016 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): ☐ _____ or ☐ March 1, 2015
(Enter date)

AEPA FORM C: SERVICE QUESTIONNAIRE FOR BIDDER

AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER QUILL CORPORATION

Instructions: Please respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. Follow the instructions for titling the file and file organization under Part A, Section II Bid Procedures, F. Bid Submission, 2. Format of Bid Submittal.

Note: As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. ***Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.***

AEPA Member States	Participate in this bid category?	Has your company sold these products/services in these states for the PAST THREE YEARS?	If awarded a contract, which states does your company PROPOSE TO SELL IN?	Indicate which states your company has sales reps, distributors or dealers in.
California	Yes	X	X	X
Colorado	Yes	X	X	
Connecticut	Yes	X	X	X
Florida	Yes	X	X	X
Indiana	Yes	X	X	
Iowa	Yes	X	X	X
Kansas	Yes	X	X	X
Kentucky	Yes	X	X	X
Massachusetts	Yes	X	X	
Michigan	Yes	X	X	
Minnesota	Yes	X	X	
Missouri	Yes	X	X	X
Montana	Yes	X	X	
Nebraska	Yes	X	X	X
New Jersey	Yes	X	X	
New Mexico	Yes	X	X	X
North Dakota	Yes	X	X	
Ohio	Yes	X	X	X
Oregon	Yes	X	X	
Pennsylvania	Yes	X	X	X
Texas	Yes	X	X	X
Virginia	Yes	X	X	
Washington	No	X	X	
West Virginia	Yes	X	X	
Wisconsin	Yes	X	X	
Wyoming	Yes	X	X	

2. **e-commerce:** Does this company have an e-commerce website? ✓ YES _____ NO

If **YES**, what is the website? www.quill.com

3. **Customer and Support Service:** It is understood depending on the type, kind and level of products and/or services being proposed in response to this bid will impact and determine the type and level of services required and these are identified in Part B Bid Specifications of this IFB.

   a. Does this company have online customer support option? ✓ YES _____ NO

   b. Does this company have a toll-free customer support phone option? ✓ YES _____ NO

   c. Does this company offer local customer and support service options? ✓ YES _____ NO

   d. Describe the type, level, available and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation.

   ✓ See attached

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

   ✓ **YES** _____ **NO**

   If **YES**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

   ✓ See attached

5. **Pricing:**

   a. Is your pricing methodology guaranteed for the term of the contract? ✓ **YES** _____ **NO**

   b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

6. **Competitiveness:** In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume? ✓ **YES** _____ **NO**

   Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB.

   ✓ See attached Most favored Customer pricing.

   ___ Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

   ___ Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____ %

7. **Cooperative Contracts:** Does your company currently have contracts with other cooperatives (local, regional, state, national)? ✓ **YES** _____ **NO**

   If YES, identify which cooperatives and the respective expiration date(s).

   TCPN 3/1/2015
   Region 1/1/2015

   If YES and your company is awarded an AEPA Contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? Quill.com in due diligence, will qualify potential Copa Customers & make the recommendation of enrollment to the Copa program whenever possible. Quill.com will do what is best for the Customer.

#3d.

The AEPA/Quill.com relationship will be managed by the following 3 individuals: Justin Sampsel, Ryan Spiegel, and Jonathan Warwick. All of the aforementioned individuals have the ability to travel anywhere within the United States as needed to service the AEPA account. Quill.com also offers a dedicated customer service line and interactive chat line which are available Monday through Friday 6 am to 6 pm CST and Saturday 8 am to 12 pm CST.

#4. Training

Quill.com will:

- Host quarterly team meetings to train and retrain sales associates on our TCPN offerings
- Conduct one-on-one coaching and sales training where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEPA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

Quill.com

Most Favored Customer Pricing. If, during the Term, Supplier provides Products to another customer similar to Buyer, with similar volume requirements, order size, quantities and mix of products and services, delivery schedule, and geographic areas as Buyer, and offers similar discounts, rebates, and guarantees as those offered to Buyer under this Agreement, at prices that are lower than the prices set forth in this Agreement, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above. Notwithstanding the foregoing, **Quill reserves the right not to sell any Products below supplier purchase order cost.**

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee.

   a. ✓ The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.

   b. _____ The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to adjusted the AEPA Member Agency's price.

   c. _____ The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling:**

   Orders that are $50.00 or more shall include free shipping and handling. What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than $50.00?

   $ 0

10. **Product Returns:** Does your company have a return policy? ✓ **YES** _____ **NO**

    If **YES**, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). See attached return policy.

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? _____ **YES** ✓ **NO**

    If **YES**, what is the discount? _____% Net _____

12. **Leasing:** Do you offer leasing arrangements under this bid? _____ **YES** ✓ **NO**

    If **YES**, remember to indicate the rate factor and other cost factors on the Pricing spreadsheet(s).

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

No.	Responsibilities of an AEPA Vendor Partner	Yes	No
1	Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	✓	
2	Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	✓	
3	Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	✓	
4	Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	✓	
5	On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.	✓	

Quill.com

Return Policy:

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

Technology and Electronic Items: Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

Vending Equipment: The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

Software: Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

Computers/Laptops: You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.

6	On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	✓	
7	Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	✓	
8	Attend two (2) AEPA meetings each year (see page 9 in Part A)	✓	
9	Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	✓	
10	Increase sales over the term of the contract with all participating AEPA Member Agencies.	✓	

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Forms

AEPA FORM D: COMPANY INFORMATION

AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER Quill Corporation

COMPANY CONTACT INFORMATION

Company Name: Quill Corporation Website: www.quill.com
Company Address: 100 Schelter Rd.
City: Lincolnshire State: IL Zip: 60069
Contact Person: JUSTIN SAMPSEL Title: Vertical Market Manager
Contact Phone: 800.634.4809 Contact Email: bid@quill.com

BACKGROUND

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a ☑ public company ☐ privately owned company.

In what year was this business started under its present name? 1950

Under what other or former name(s) has your business operated? N/A

Is this business a corporation? ☐ No ☑ Yes. If yes, please complete the following:

Date of incorporation: 12/15/77 State of incorporation: Delaware

Name of President: Shira Goodman

Name(s) of Vice President(s): Sergio Pereira

See attached of certificate of authority

Name of Secretary: _____

Name of Treasurer: _____

Is this business a partnership? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. ☑ No ☐ Yes.

IF THE ANSWER IS YES, describe the company's format, year and state of origin, and names and titles of the principals.

COMPANY HEADQUARTER LOCATION

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

Certificate of Authority

The undersigned officer of Quill Corporation (the "Company") hereby certifies and that the below-named employees of the Company are authorized and empowered to make, enter into, sign, seal and deliver in behalf of the Company a contract for office and school supplies and a performance bond in connection with such contract:

Shira Goodman	President NA Commercial
Sergio Pereira	Senior Vice President
Kenneth M. Wnek	Vice President of Sales
Kayrle Sieber	Vice President of Marketing
Kevin Wood	Vice President of Merchandising
Matt Taylor	Director of Finance
Colin Doherty	Director of Sales
Barbara Slotten	National Sales Manager

IN WITNESS WHEREOF, I have signed this certificate on behalf of the Company on 10/2, 2014

Signature

Print Name & Title Shira Goodman President NA Commercial

Corporate Seal

September 2014

Company Address: 100 Surfstick Rd.

City: Lincolnshire State: IL Zip: 600069

Main Phone Number: 800.634.4809 How long at this address? 58 years

COMPANY BRANCH LOCATIONS

Branch Address: *See attached locations

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

If more branch locations, insert information here or add another sheet with above information.

SALES HISTORY

Provide your company's annual sales for 2011, 2012 and 2013 YTD in the United States by the various public segments:

	2011	2012	2013 YTD
K-12 (public & private), Educational Service Agencies	$ 123,937,890	$ 125,656,982	$ 123,431,426
Higher Education Institutions	$ 14,817,623	$ 14,131,921	$ 12,805,430
Counties, Cities, Townships, Villages	$ 134,315,276	$ 132,307,774	$ 128,251,529
States	$	$	$
Other Public Sector & Non-profits	$	$	$
Private Sector	$ 833,654,619	$ 865,518,736	$ 876,328,743
TOTAL	$ 1,106,725,407	$ 1,137,615,413	$ 1,140,817,130

WORK FORCE

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Justin Sampsel	Vertical Market Manager	847.876.4239	Justin.Sampsel@quill.com
Sales Manager	Ryan Spieger	National Sales Manager	402.651.5094	Ryan.Spieger@quill.com
Customer & Support Manager	Justin Sampsel	Vertical Market Manager	847.876.4239	Justin.Sampsel@quill.com

Function	Name	Title	Phone	Email
Distributors, Dealers, Installers, Sales Reps				
Consultants & Trainers				

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

4510 Alitalia Ave.
Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

Technical, Maintenance & Support Services	
Quotes, Invoicing & Payments	N/A
Warranty & After the Sale	
Financial Manager	

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
65	MAITLAND	FL
80	Lincolnshire	IL

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
*SEE ATTACHED WAREHOUSE LOCATIONS		

4. **In-house Resources:** Describe the business's current in-house workforce, equipment and facilities available to perform under this solicitation.

*See attached

MARKETING

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the State column.)*

Name	Title	Phone	Email
Justin Sampsel	Vertical Market Manager	847.876.4239	Justin.Sampsel@quill.com
Jamie Bajgent	Marketing Associate		Jamie.Bajgent@quill.com

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012 – 2013 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited.

*See attached

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

Field Sales Team

1-Orlando/Tampa, FL
1-Cleveland, OH
1-Nashville, TN
1-Chicago, IL
1-Milwaukee, WI
2-State of Iowa
2-States of Missouri & Kansas
2-States of Missouri & Illinois
1-States of Connecticut & New York
1-State of Pennsylvania
1-State of Oklahoma
3-State of Texas
1-State of Arizona
2-State of California
1-State of New Mexico

Quill.com

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
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Lebanon, PA 17042
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Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

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Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

In-house Resources

Number of Employees: 788

70 Inside Sales associates that manage Education and Commercial National Accounts

62 Inside Sales associates manage Commercial National Accounts

25 Sales Support Associates (Bids & Admin)

#2 Marketing Activities: Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012-2013 (July 1 – June 30) List all conventions, conferences and other events at which this company exhibited.

- Utilize its sales force, comprised of 200 associates servicing commercial and education accounts throughout the United States to create and drive Quill and AEPA awareness
- Qualify accounts by having our sales team look at the overall performance of an account to determine opportunities to implement the AEPA pricing structure
- Enlist our marketing team to engage customers and enhance awareness through various channels including but not limited to emails, mailings, web and print ads and AEPA order form creation

Shows attended in 2013
MSBO (REMC)-Iowa ASBO (AEPA)-MACUL (REMC)-OKASBO (AEPA)-AEPA Spring Conference-Vision Source-Grrec Administrative Day-ALA-VLTA-FOE-PAEC (AEPA)-AASBO (AEPA)-NMCEL (AEPA)-Brightstar-TASBO-AEPA Winter Conference

#3 Cooperative Marketing: Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

- Quill.com has the ability to collaborate with Member Agencies in the following ways.... Co-branding of marketing materials like sell sheets, flyers, catalogs and tradeshow giveaways. Quill.com is able to participate in onsite trainings when available and also provide raffle/door prizes for AEPA sponsored events.

#4 Sales Training: Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

Quill.com will do the following....

- Host quarterly team meetings to train and retrain sales associates on our AEPA offerings
- Conduct one on one coaching and sales trainings where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEOA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

*See attached

4. **Sales Training:** Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

*See attached

ENVIRONMENTAL INITIATIVES

1. Describe how your products and/or services support environmental goals.

*See attached Green Initiatives

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.).

*See attached Green Initiatives

INDEPENDENT SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

DISCLOSURES

1. **Letter of Line of Credit or Annual Financial Report (REQUIRED):** Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2010, 2011 and 2012). This letter should state the line of credit as a range (ie., "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. **Legal:** Does this business have actions currently filed against it? ☑ No ☐ Yes.

   IF YES, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

REFERENCES

Provide contact information of your company's ten largest public agency customers:

	Agency	Name	Title	Phone Number	Email
1.	*SEE Attached References				
2.					
3.					
4.					

Green Initiatives

Our Commitment to the environment

Quill Corporation (Quill.com) is a subsidiary of Staples, Inc. Quill Corporation is committed to helping the environment. We've focused on reducing our footprint, promoting green initiatives and providing eco-conscious products to our customers. Quill.com manages and monitors the environmental impacts of our operations, from our energy use to our purchasing. To meet our environmental goals, we're taking a multifaceted approach across our entire business.

Green Initiatives

- Energy efficiency
- Renewable power investment
- Green building design
- Reducing the carbon impact of our delivery fleet
- Recycling programs
- Responsible purchasing

Office supplies

Stock your office with eco-conscious office supplies, including products with a minimum of 20% post-consumer recycled content, third-party certifications and other eco-design elements.

Facility solutions

Quill.com's Facilities team offers an extensive line of eco-conscious janitorial and maintenance products so you can balance the needs of your building and your desire to be environmentally responsible.

From the break room to the boardroom, Quill.com offers several safer alternatives for both you and the planet at a great price.

We offer:

Safe and effective cleaning chemicals

Remanufactured toner cartridges

Paper products made from sugarcane waste

Furniture solutions

Our Quill.com's Furniture team is committed to helping you develop responsible facilities, with a broad range of services and eco-conscious furniture products that meet leading third-party environmental standards.

Technology solutions

Quill.com Technology Solutions offers a wide range of products and services for all your sustainability needs, including remanufactured toner and data cartridges, ENERGY STAR® certified hardware and asset disposition.

Promotional products

With energy-efficient, organic, recycled and even biodegradable options, Quill.com Promotional Products® will make sure you have the right items to promote your brand and become more sustainable in the process.

Printing services

Quill.com Print Solutions features eco-conscious print materials and waste-reducing print-on-demand service to help reach your environmental goals, and we're proudly recognized by the Forest Stewardship Council™ and the Sustainable Forestry Initiative.

Disclosures

#1: Staples, Inc. ("Staples") is the parent corporation of Quill Corporation. Staples is a public company regulated by the Securities and Exchange Commission ("SEC"). For information concerning Staples' financial statements, please see Staples' quarterly and annual reports filed with the SEC, which are available at www.staples.com.

Quill.com

REGION 16 EDUCATION SERVICE
806/677-5000
5800 BELL ST
AMARILLO, TX 79109

GRANTS CIBOLA COUNTY SCHOOLS
505/285-2619
PO BOX 8
GRANTS, NM 87020

ALBUQUERQUE PUBLIC SCHOOLS
505/880-3700
PO BOX 25704
ALBUQUERQUE, TX 87125

ARCHDIOCESE OF MILWAUKEE SCHLS
SHIRLEY HORN 920/753-7500
ST LAWRENCE SEMINARY SCHOOL
301 CHURCH ST
MOUNT CALVARY, WI 53057

MILFORD BOARD OF EDUCATION
DEBBIE NESPOLI 203/783-3445
70 W RIVER ST
MILFORD, CT 06460

FARMINGTON MUNICIPAL SCHOOLS
DENISE STOKES 505/324-5009840
PO BOX 5850
FARMINGTON, NM 87499

PERRY COUNTY BD OF EDUCATION
JODY MAGGARD 606/439-5813
PO BOX 278
CHAVIES, KY 41727

DEMING PUBLIC SCHOOLS
VANESSA MILO 505/546-8841
1001 S DIAMOND AVE
DEMING, NM 88030

DADE COUNTY SCHOOL BOARD
DANIEL GARCIA 305/995-1624
1450 NE 2ND AVE
MIAMI, FL 33132

TRAVIS COUNTY PURCHASING OFC
ROSE GARCIA 512/473-9700
PO BOX 1748
AUSTIN, TX 78767

5.	
6.	
7.	
8.	
9.	
10.	

Signature _____

Must be same signature that appears on the Bid Affidavit Signature and Acceptance Form

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER Quill Corporation

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☐ **NO**, this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A or B of this IFB.

☑ **YES**, this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page	Outline Number	Term or Condition	Exception
C. pg 7	9	Delivery	*See attached Delivery
Part A, pg. 11	V	Audit Rights	
A, pg. 12	V	comm. Available CATMCS	See Attached Exceptions
A, pg. 13	V	Most Advantageous Pricing	
A, pg 14, 23, 28	V	Delivery Terms	
B, Sec. 5	5.1	Special Terms	
A, pg. 17	V	Indemnification	

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

IFB Section and Page	Outline Number	Term or Condition	Exception
Part A, page 11	V	Audit Rights	*Proposed language to be added to the end of this section*: To the extent permitted by applicable law, the audit shall be conducted in accordance with the following: During the Term and for a period of twelve (12) months thereafter, Vendor Partner will upon not less than thirty (30) calendar days' prior written request, make available to Buyer no more than once per calendar year, at Vendor Partner's corporate offices, during normal business hours, the information from Vendor Partner's contract administration application pertaining to all invoices sent by Vendor Partner and payments made by Buyer for all products and services purchased by Buyer under this contract during the twelve (12) month period immediately prior to the date of Buyer's written audit request. Buyer may employ an independent auditor or consultant, or Buyer may choose to conduct such audit on its own behalf. Vendor Partner shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement with Vendor Partner, Vendor Partner will permit the auditor to review the relevant documents. Buyer shall be responsible for paying the fees and costs of any auditor or consultant. Vendor Partner reserves the right to charge a reasonable fee for the preparation and delivery of audit reports provided to Buyer or any auditor or consultant hired by Buyer. In the event that a properly conducted audit discloses any over-billing or under-billing from the then-current contractual price, Vendor Partner or Buyer shall promptly reimburse or pay the affected party, as applicable. AEPA and Buyer may not conduct duplicative audits.
Part A, page 12	V	Commercially Available Catalog	*Propose that the language be replaced in the entirety with the following language:* "The list of products and/or services set forth in Form G, which may be amended from time to time by Vendor Partner and AEPA."
Part A, page 13, 20	V	Cooperative Purchasing Contracts; Most Advantageous Pricing	We propose to modify the language follows: Notwithstanding anything to the contrary, if, during the term, Vendor Partner provides products to another customer similar to AEPA, with similar volume requirements, order size, quantities and mix of products and services, delivery

			schedule, and geographic areas, and offers similar discounts, rebates, and guarantees as those offered under this contract, at prices that are lower than the prices set forth in this contract, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above; provided that Vendor Partner reserves the right not to sell any products below its purchase order cost.
Part A, page 14; p. 23, p. 28 Part B, Section 5	V 5.1	Delivery Terms: Improper delivery; Defective Goods; Special Terms and Conditions	We propose that these sections be replaced by the following language: Notwithstanding anything to the contrary, Vendor Partner's warranty and return policy shall govern, as follows: Vendor Partner expressly warrants that it will provide Buyer with pass-through of all manufacturers' warranties for all products sold to Buyer. Vendor Partner expressly warrants that all Vendor Partner-branded products provided by it are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from the date of purchase, or (b) as otherwise specified on the packaging of the products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Vendor Partner's samples, if any. THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED. VENDOR PARTNER SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.
Part A, page 14	V	Delivery Terms: Liquidated Damages	We propose to remove this language, which appears suited for construction, or installation, or other services transactions as opposed to the sale of goods.
Part A, page 14	V	Delivery Terms: Default in One Installment to Constitute Total Breach	We propose to remove this term given the context/industry and purpose of this agreement. This term appears suited for supply chain agreements.
Part A, page 17	V	Indemnification	We propose to clarify that this language governs third party claims.

Revised

AEPA FORM F: DEVIATIONS

AEPA IFB #015-B

Bid Category: Instructional & School Supply Catalog

NAME OF BIDDER Quill Corporation

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☑ **NO, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B.**

☐ **YES, this bidder has the following deviations to the specifications listed in Part B.**

Outline Number from Part B	Specification (describe)	Details of Deviation

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

AEPA BID FORM G: PRICING SCHEDULE SUBMITTAL INSTRUCTIONS

AEPA IFB #015-B
INSTRUCTIONAL & SCHOOL SUPPLIES

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS: ***Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)***

1. There is one (1) Excel Workbook provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "*Bidder Name* Form G—Pricing - *Description*."
2. In addition to the provided Excel Workbooks, copies of the bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Save all documents to Folder B.

These forms are provided on *individual tabs* on the Excel Workbook provided on the AEPA website:

G.1. Catalog Discount for Items in a Commercially Available (REQUIRED)

Complete a form for each catalog bid, reset the 'print area' if lines were added, and save the file according to directions. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid.

G.2A Core Items Price Schedule (REQUIRED)

Use this tab of the workbook to provide the Bid Discount Percentage and item information for all of the listed core items. Be sure to complete Form G.2B for non-core item pricing and item information.

G.2B Non-Core Price Schedule (REQUIRED)

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for all non-core items in your catalog. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid. The information may be downloaded from your computer system, but must comply with our format.

G.3 Services Price Schedule (OPTIONAL)

If your company provides any design, installation, training or support services to support the items you are bidding, use this form to provide your bid prices.

G.4 Volume Discounts Schedule (OPTIONAL)

Use this form if your company is offering additional discounts off of the base discounts bid for one time purchases AND for public agencies that group their requirements together (based on their estimated total annual spend for commodity). Each Bidder must specify the dollar ranges required in order for the agency(ies) to receive the additional discount.

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for ALL ITEMS

Additional Forms that may be provided by Bidder:

G.5. (Not Provided – Bidder Created) **Warranties, Additional Services or Incidental Price Schedule:** Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

G.6. (Not Provided – Bidder Created) **Additional Discounts:** If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Form

Form G.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB # 015-B Instructional & School Supplies

Bidding Company Name: *Quill Corporation*

Name of Catalog:
(This must be the catalog in effect as of the bid date) *2014 School Reference Guide/Quill.com*

Note: Groupings to be defined by Bidder and can be by sub-category, manufacturer, etc.

Form G.1 is a REQUIRED FORM

No.	Grouping of Discount	Discount Offered for This Grouping	Comments	No.
1	Education Products	20%	*Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).	1
2				2
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Association Educational

Form G.2A – Core Items Price Schedule
AEPA IFB # 015-B Instructional & School Supplies

INSTRUCTIONS: Complete the following information for all core items listed below. These are higher usage items and it is anticipated that deeper discounts will be bid for these items. In the event a new catalog or manufacturer's price list changes during the contract term, the Bid Discount Percentage would remain the same. Please be sure to set the 'Print Area' PRIOR to submitting your bid response.

Form G.2A is a REQUIRED FORM

Bidding Company Name: *Enter company name here*

Catalog Name: *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
1	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', BLUE, PKG	Pacon	0037206	BEMISS JASON BID 37204	ROLL	$ 3.99	67.7%	$ 1.29	SOLD PER ROLL ONLY, MUST PURCHASE PER ROLL	1
2	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', BRITE BLUE, PKG	Pacon	0037176	NO BID						2
3	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', BROWN, PKG	Pacon	0037026	NO BID						3
4	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', CANARY, PKG	Pacon	0037086	BEMISS JASON BID 3708	ROLL	$ 3.99	67.7%	$ 1.29	SOLD PER ROLL ONLY, MUST PURCHASE PER ROLL	4
5	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', EMERALD GREEN, PKG	Pacon	0037146	NO BID						5
6	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', FLAME RED, PKG	Pacon	0037036	BEMISS JASON BID 3703	ROLL	$ 3.99	67.7%	$ 1.29	SOLD PER ROLL ONLY, MUST PURCHASE PER ROLL	6
7	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', ORANGE, PKG	Pacon	0037106	BEMISS JASON BID 3710	ROLL	$ 2.99	56.9%	$ 1.29	SOLD PER ROLL ONLY, MUST PURCHASE PER ROLL	7
8	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', PINK, PKG	Pacon	0037266	NO BID						8
9	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', VIOLET, PKG	Pacon	0037336	NO BID						9
10	Bulletin Board Borders	BORDETTE, SCALLOPED, 2.25" X 50', WHITE, PKG	Pacon	0037016	BEMISS JASON BID 3701	ROLL	$ 3.99	67.7%	$ 1.29	SOLD PER ROLL ONLY, MUST PURCHASE PER ROLL	10
11	Chalk and Chalkboard Accessories	CHALK, ANTI-DUST, CRAYOLA, WHITE, 12/BOX	Crayola	50-1402	CRAYOLA BID 501402	12/BOX	$ 1.49	74.5%	$ 0.38		11
12	Chalk and Chalkboard Accessories	CHALK, POSTER, JUMBO, 12 ASSORTED COLORS, 144/BOX	Dixon	15360	NO BID						12
13	Chalk and Chalkboard Accessories	CHALK, DRAWING CRAYOLA, ASSORTED COLORS, 24/BOX	Crayola	51-0404	NO BID						13
14	Chalk and Chalkboard Accessories	CHALK, DRAWING, CRAYOLA, ASSORTED COLORS, 12/BOX	Crayola	51-0403	NO BID						14
15	Chalk and Chalkboard Accessories	CHALK, LOW DUST, WHITE TAPERED, 144/BOX		33114	NO BID						15
16	Chalk and Chalkboard Accessories	CHALK, PASTEL, ASSORTED COLORS, NON-TOXIC, 12/BOX	Sargent	22-4112	SARGENT ART BID JV63006	12/BOX	$ 7.99	46.4%	$ 4.28	MODEL# SAR224112	16
17	Chalk and Chalkboard Accessories	CHALKBOARD ERASER, PRANG HYGIEIA, CELLULAR LATEX, LEATHER COVER, TEACHER SIZE, 12", EACH	Prang	1106	NO BID						17
18	Chalk and Chalkboard Accessories	CHALKBOARD ERASER, PRANG HYGIEIA, CELLULAR LATEX, PLASTIC COVER, STUDENT SIZE, 5", EACH	Prang	1100	NO BID						18

Bidding Company Name: *Enter company name here* Catalog Name: *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
19	Clay	CLAY, MODEL MAGIC, 2 LB., LIGHTWEIGHT WHITE MODELING COMPOUND THAT AIR DRIES WITH OUT KILN FIRING OR BAKING, CAN BE PAINTED WITH DIFFERENT MEDIAS, BUCKET	Binney & Smith	57-4400	CRAYOLA BID JV37983	2 LB BX	$ 26.99	55.5%	$ 12.02	MODEL# 574400	19
20	Clay	CLAY, MODEL MAGIC, 4 OZ., LIGHTWEIGHT WHITE MODELING COMPOUND THAT AIR DRIES WITHOUT FIRING OR BAKING, CAN BE PAINTED WITH DIFFERENT MEDIAS. CERTIFIED NON TOXIC, PKG	Binney & Smith	57-4401	NO BID						20
21	Clay	CLAY, MODELING, SOFT BLUE, ST/4 MODELING CLAY, POUND		600006	NO BID						21
22	Clay	CLAY, MODELING, SOFT, ASST. COLORS WRAPPED NON HARDENING, POUND	School Smart	60000I	NO BID						22
23	Clay	CLAY, MODELING, SOFT, BLUE, FOUR INDIVIDUAL. WRAPPED 1/4 LB. STICKS, NON HARDENING 24/CASE. EACH BOX SHALL HAVE CERT. PROD. SEAL OF CRAYON, WATER CLR.& CRAFT INST. OF NON-TOX & QLTY MUST BE DEPT. OF HLTH SERVS. APPROV. ITEMS FOR K-6, POUND	Binney & Smith	00747	NO BID						23
24	Clay	CLAY, MODELING, SOFT, BROWN, FOUR INDIV. WRAPPED 1/4 LB. STICKS, NON HARDENING, 24/CASE EACH BOX SHALL HAVE THE CERT. PROD. SEAL OF CRAYON, WATER COLOR & CRAFT INST. OF NON-TOX.& QUALITY. MUST BE DEPT. OF HLTH SERVS. APPROV. ITEMS FOR K-6., POUND	Binney & Smith	00746	NO BID						24
25	Clay	CLAY, MODELING, SOFT, BROWN, WRAPPED NON- HARDENING, POUND	School Smart	60000C	NO BID						25
26	Clay	CLAY, MODELING, SOFT, GREEN, FOUR INDIV. WRAPPED 1/4 LB. STICKS, NON-HARDENING, 24/CASE BOX SHALL HAVE THE CERT. PROD SEAL OF CRAYON, WATER CLR. & CRAFT INST. OF NON-TOX. & QLTY MUST BE DEPT. OF HLTH SERVS. APPROV. ITEMS FOR K-6, POUND	Binney & Smith	00744	NO BID						26
27	Clay	CLAY, MODELING, SOFT, GREEN, WRAPPED NON HARDENING, POUND	School Smart	60000D	NO BID						27

Bidding Company Name: *Enter company name here* Catalog Name: *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
28	Clay	CLAY, MODELING, SOFT, RED, FOUR INDIV. WRAPPED 1/4 LB. STICKS, NON HARDENING, 24/CASE EACH BOX SHALL HAVE THE CERT. PROD. SEAL OF CRAYON, WATER CLR. & CRAFT INST. OF NON-TOX. & QLTY MUST BE DEPT. OF HLTH SERVS. APPROV. ITEMS FOR K-6, POUND	Binney & Smith	'00742	NO BID						28
29	Clay	CLAY, MODELING, SOFT, RED, WRAPPED NON HARDENING, POUND	School Smart	60000A	NO BID						29
30	Clay	CLAY, MODELING, SOFT, YELLOW, FOUR INDIV. WRAPPED 1/4 LB. STICKS, NON HARDENING, 24/CASE EA. BOX SHALL HAVE THE CERT. PRODUCT SEAL OF CRAYON, WATER CLR. & CRAFT INST. OF NON TOX.& QLTY MUST BE DEPT. OF HLTH SERV. APPROV. ITEMS FOR K-6, POUND	Binney & Smith	'00748	NO BID						30
31	Clay	CLAY, MODELING, SOFT, YELLOW, IND WRAP 1/4 LB STICKS, NON- HARDENING, 24/CASE. EACH BOX SHALL HAVE THE CERT. PROD. SEAL OF CRAYON, WATER COLOR & CRAFT INST. OF NON-TOXIC & QUALITY MUST BE DEPT OF HEALTH SERVICES APPROV. ITEMS FOR K-6, POUND	Binney & Smith	57-20	NOBID						31
32	Craft Items	COTTON TIPS: HARWOOD, PRODUCT COTTON, TIPPED, SWABS, BOX OF 1000, BOX		806-WC	NO BID						32
33	Craft Items	STICKS: WADDLE, WEE DOO, CRAFT, STICKS PK/500, PACK		70784	NO BID						33
34	Craft Items	STRING, COTTON-WRAPPING, COTTON WRAPPING 2100 YDS, CONE/2 LB	Pacon	9061	NO BID						34
35	Craft Items	STRING, COTTON WRAPPING, 16 PLY, CONE/2 LB	SCHERMERHORN	OK059400	NO BID						35
36	Craft Items	STRING, COTTON WRAPPING, 4 PLY, CONE/2 LB	SCHERMERHORN	OK058150	NOBID						36
37	Craft Items	STRING, IMITATION SINEW 8 OZ, 1,000 FT., CONE/2 LB	CONS THREAD MILLS	520PB-8	NO BID						37
38	Craft Items	TWINE, 12 PLY, WHITE, 60 LB. BREAKING STRENGTH, 2 LB. CONE, 30/CASE, CONE/2 LB	SCHERMERHORN	050671	NO BID						38
39	Craft Items	TWINE, SCHERMERHORN 16 PLY COTTON TWINE, BALL	SCHERMERHORN	0059401	NOBID						39

Bidding Company Name: *Enter company name here* Catalog Name: *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
40	Craft Items	WIGGLE EYES OR GOOGLE EYES CLASS PACK ASSORTED SHAPES AND SIZES, 1000/PKG	CHENILLE KRAFT	3400	NO BID						40
41	Craft Items	WIGGLE EYES OR GOOGLE EYES ROUND, BLACK, 7MM, 72/PKG	Pacon	1859881	NO BID						41
42	Craft Items	WIGGLE EYES OR GOOGLE EYES ROUND, BLACK, ASSORTED, 100/PKG	CHENILLE KRAFT	3446-2	NO						42
43	Craft Items	WIGGLE EYES OR GOOGLE EYES, BLACK, OVAL, ASSORTED, 100/PKG	Pacon	1859928	NO BID						43
44	Craft Items	YARN REMNANT PACK 5 LB/PKG	Pacon	00520	NO BID						44
45	Craft Items	YARN, NATURAL COTTON WRAP, 800 YARD CONE, EACH	Pacon	09011	NO BID						45
46	Craft Items	ACRYLIC ROVING YARN RED, EACH	TRAITEX	0007XXX Red	NO BID						46
47	Craft Items	ACRYLIC ROVING YARN BLACK, EACH	TRAITEX	0007XXX Black	NO BID						47
48	Crayons	CRAYOLA, COLORED,24/BOX	Crayola	52-0064	NO BID						48
49	Crayons	CRAYOLA LARGE SET LIFT LID BOX ASSORTED COLORS, 16/BOX	Crayola	52-0336	CRAYOLA BID BIN336	16/BX	$ 4.99	35.3%	$ 3.23		49
50	Crayons	CRAYOLA LARGE SET LIFT LID BOX ASSORTED COLORS, 8/BOX	Crayola	52-0038	CRAYOLA BID 520080	8/BX	$ 2.99	61.2%	$ 1.16		50
51	Crayons	CRAYOLA SO BIG EXTRA LARGE, ASSORTED COLORS, 8/BOX	Crayola	52-0389	NO BID						51
52	Crayons	CRAYOLA STANDARD CRAYON SET ASSORTED COLORS, 24/BOX	Crayola	52-0024	CRAYOLA BID 520024	24/BX	$ 2.29	48.0%	$ 1.19		52
53	Crayons	CRAYOLA STANDARD CRAYON SET LIFT-LID BOX ASSORTED COLORS, 24/BOX	Crayola	52-0241	NO BID						53
54	Crayons	CRAYOLA STANDARD CRAYON SET TUCK-BOX ASSORTED COLORS, 16/BOX	Crayola	52-0016	CRAYOLA BID 520016	16/BX	$ 1.79	47.5%	$ 0.94		54
55	Crayons	CRAYOLA STANDARD CRAYON SET TUCK-BOX ASSORTED COLORS, 8/BOX	Crayola	52-0008	CRAYOLA BID 520008	8/BX	$ 0.99	50.5%	$ 0.49		55
56	Crayons	CRAYOLA STANDARD SET WITH BUILT IN SHARPENER, ASSORTED COLORS, 96/BOX	Crayola	52-0096	CRAYOLA BID BIN520096	96/BX	$ 10.99	60.4%	$ 4.35		56
57	Crayons	CRAYOLA JUMBO ROUND, 4" X 7/16", 8 COLOR SET RECOM. FOR USE WITH PRIM. GRADES. 144/CASE	Crayola	52-0080	NO BID						57
58	Crayons	CRAYOLA, CLASS PACK LARGE, 8 ASSORTED COLORS, 400/BOX	Crayola	52-8038	CRAYOLA BID 528038	400/BX	$ 59.99	44.4%	$ 33.36		58
59	Crayons	CRAYOLA, LARGE WASHABLE, ASSORTED COLORS, 8/BOX	Crayola	52-3280	CRAYOLA BID 3280	8/BX	$ 3.49	60.7%	$ 1.37		59
60	Crayons	CRAYOLA, MULTICULTURAL LARGE, ASSORTED SPECIALTY COLORS, 8/BOX	Crayola	52-080W	NO BID						60
61	Crayons	CRAYOLA, MULTICULTURAL, ASSORTED SPECIALTY COLORS, 8/BOX	Crayola	52-008W	CRAYOLA BID 52008W	8/BX	$ 1.49	67.1%	$ 0.49		61

Bidding Company Name: *Enter company name here* | Catalog Name: *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
62	Crayons	CRAYOLA, STANDARD CLASS PACK 8 ASSORTED COLORS, 800/PACK	Crayola	52-8008	CRAYOLA BID 528008	800/PK	$ 54.99	32.9%	$ 36.89		62
63	Crayons	CRAYOLA, STANDARD SET WITH BUILT IN SHARPENER, ASSORTED COLORS, 64/BOX	Crayola	52-0064	CRAYOLA BID 0064	64/BX	$ 5.99	56.1%	$ 2.63		63
64	Crayons	PRANG REGULAR, TUCK BOX OF 8, 8/BOX	DIXON/PRANG	00000	PRANG BID 38	8/BX	$ 1.49	80.5%	$ 0.29	Model # 00000	64
65	Crayons	PRANG, LARGE, LIFT LID, 8, DIXON/PRANG, 8/BOX		0051800	NO BID						65
66	Crayons	PRANG,REGULAR,16CT, 16/BOX	DIXON/PRANG	00100	NO BID						66
67	Films and Laminating Supplies	FILM, LAMINATING, 12"X500', 1" CORE, ROLL	GBC	3000002	NO BID						67
68	Films and Laminating Supplies	TRANSPARENCY FILM, 8 1/2"X11", BLACK, CLEAR, WITHOUT SENSING STRIPE FOR PLAIN PAPER COPIERS, 50/BOX		C670335	NO BID						68
69	Flags & Accessories	FLAG BRACKET, METAL, WALL MOUNT, 1/2", EACH	ANNIN	642600	NO BID						69
70	Flags & Accessories	FLAG HOLDER, WALL BRACKET FLAG HOLDER, EACH	School Smart	16794	NO BID						70
71	Flags & Accessories	FLAG, UNITED STATES, 16" X 24" INDOOR USE, CLASSROOM USE, GLOSSY RAYON, WOODEN STAFF, EACH	ANNIN	042900	NO BID						71
72	Flags & Accessories	FLAG, UNITED STATES, 24" X 36" INDOOR USE, GLOSSY RAYON, WOODEN STAFF, EACH	ANNIN	43100	NO BID						72
73	Flags & Accessories	FLAG, UNITED STATES, 5' X 8', OUTDOOR USE, NYLON CONSTRUCTION, EACH	ANNIN	1200	BAUMGARTEN BID 5800	EACH	$ 86.99	47.8%	$ 45.43		73
74	Glitter	COPPER GLITTER 4 OZ, JAR	Pacon	43694	NO BID						74
75	Glitter	BLUE GLITTER 16 OZ, EACH	School Smart	55-405-F	CHENILLE KRAFT BID JV35384	16 OZ EA	$ 10.99	26.9%	$ 8.03		75
76	Glitter	COPPER GLITTER 16 OZ, EACH	School Smart	55-405-O	NO BID						76
77	Glitter	GOLD GLITTER 16 OZ, EACH	School Smart	55-405-C	CHENILLE KRAFT BID JV35385	16 OZ EA	$ 10.79	25.6%	$ 8.03	MINIMUM ORDER QUANTITY OF 2	77
78	Glitter	GREEN GLITTER 16 OZ, EACH	School Smart	KK-405-D	CHENILLE KRAFT BID JV35386	16 OZ EA	$ 10.99	26.9%	$ 8.03		78
79	Glitter	BLUE GLITTER 4 OZ, EACH	School Smart	KK-404-F	NO BID						79
80	Glitter	GOLD GLITTER 4 OZ, EACH	School Smart	KK-404-C	NO BID						80
81	Glitter	GREEN GLITTER 4 OZ, EACH	School Smart	KK-404-D	NO BID						81
82	Glitter	MULTI GLITTER 4 OZ, EACH	School Smart	KK-404-Y	NO BID						82
83	Glitter	RED GLITTER 4 OZ, EACH	School Smart	55-404-G	NO BID						83
84	Glitter	SILVER GLITTER 4 OZ, EACH	School Smart	55-404-B	NO BID						84

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85	Glitter	MULTI GLITTER 16 OZ, EACH	School Smart	KK-405-Y	CHENILLE KRAFT BID JV35388	16 OZ EA	$ 13.99	42.6%	$ 8.03		85
86	Glitter	RED GLITTER 16 OZ, EACH	School Smart	55-405-G	CHENILLE KRAFT BID JV35390	16 OZ EA	$ 10.99	26.9%	$ 8.03		86
87	Glitter	SILVER GLITTER 16 OZ, EACH	School Smart	55-405-B	CHENILLE KRAFT BID JV35391	16 OZ EA	$ 10.79	25.6%	$ 8.03	MINIMUM ORDER QUANTITY OF 2	87
88	Glitter	SET OF 6 3/4 OZ GLITTER, SET	School Smart	KK-403-01	NO BID						88
89	Glue	GLUE, WHITE, GALLON, PLASTIC CONTAINER DRIES CLEAR, WASHABLE. EACH CONTAINER SHALL HAVE THE CERTIFIED PROD. SEAL OF THE CRAFT INST. FOR NON-TOXIC & QLTY. MUST BE ON THE DEPT. OF HLTH SERVS. LIST OF APPROV. ITEMS FOR K-6, 2/CASE	ELMERS	E340	NO BID						89
90	Knives & Blades	KNIFE BLADES, FOR X-ACTO,#11, PKG, 5/PKG	HUNT		XACTO BID X11	5/PK	$ 2.99	70.6%	$ 0.88		90
91	Knives & Blades	KNIFE, DELUX X-ACTO, W/SOFT GRIP & SAFETY CAP, #11 BLADE, BLUE, EACH	HUNT	HUNX 3626	NO BID						91
92	Knives & Blades	KNIFE, LIGHT DUTY X-ACTO, WITH ALUMINUM HANDLE, SAFETY CAP, #11 BLADE, EACH	HUNT	HUNX3001	XACTO BID X3601	EACH	$ 4.29	66.9%	$ 1.42		92
93	Laminating Supplies	FILM, LAMINATING, 25"X500', 1" CORE, ROLL	GBC	3000004	GBC BID 3000004	2 RLS/BX	$ 71.98	44.5%	$ 39.98	SOLD 2 ROLLS PER BOX ONLY, MUST PURCHASE IN MULTIPLES OF 2 ROLLS	93
94	Laminating Supplies	FILM, LAMINATING, 18" X 500', 1" CORE, 1.5 CL, ROLL	GBC	3000003	GBC BID 3000003	2 RLS/BX	$67.98	44.1%	$ 37.98	SOLD 2 ROLLS PER BOX ONLY, MUST PURCHASE IN MULTIPLES OF 2 ROLLS	94
95	Laminating Supplies	FILM, LAMINATING, 25" ROLL 2 1/4" CORE, ROLL	GBC	3000007	NO BID						95
96	Laminating Supplies	FILM, TRANSPARENCY ON ROLL FOR OVERHEADS, ROLL	3M	AF4310	NO BID						96
97	Lesson Plan Books	9-10 WEEK RECORD BOOK, EACH	HAMMOND & STEPHENS	322652	NO BID						97
98	Lesson Plan Books	ATTENDANCE BOOK, EACH	HAMMOND & STEPHENS	323322	NO BID						98
99	MARKERS	MARKER, DRY ERASE, LOW ODOR BLACK CHISEL, EACH	EXPO	80001	NO BID						99
100	Other	ADHESIVE REUSABLE PUTTY, BLUESTIK, 1 OZ PACK	Dap	9471194	NO BID						100
101	Other	DRAWING PAD, 50# WHITE SULPHITE, SKETCH DIARY, 8.5X11, 50 SHEETS, SPIRAL BOUND, EACH	Sax	9457586	NO BID						101
102	OTHER	ERASER DRY ERASE MFG. BY TEST RITE INTL CO LTD, EACH	School Smart	084465	NO BID						102
103	Other	FINGER MOISTENER, 3/8 OZ., NON TOXIC, ODORLESS, MADE WITH NATURAL SAFE GLYCERIN, EACH	LEE	10050	SORTKWIK BIC 10050	EACH	$ 1.99	74.4%	$ 0.51		103

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104	Other	FOLDERS, MANILA FILE FOLDERS, THIRD CUT, LETTER SIZE, 100/BOX	School Smart	1103	QUILL BID 740137	100/BX	$ 7.49	53.3%	$ 3.50		104
105	Other	HOOKS, CEILING MOUNT FOR SUSPENDED CEILINGS, 4/PKG	ADAMS MFG CORP	037063610204	NO BID						105
106	Other	MARKER DRY ERASE LOW ODOR BLUE CHISEL, EACH	EXPO	80003	NO BID						106
107	Other	MASTER, THERMAL SPIRIT, LETTER SIZE, FOR USE ON THERMO TYPE MACHINES (THERMO-FAX AND/OR ADDO-FAX), 100 BOX 10/CASE	COLONIAL CARBON	2232	NO BID						107
108	Other	PAPERCLIPS, SMOOTH JUMBO, 100/BOX	CHARLES LEONARD INC	A7072719	OFFICEMATE BID 99914	100/BX	$ 2.49	77.9%	$ 0.55		108
109	Other	PLASTER OF PARIS, 4.5/BAG	YIWU	YW0509040	NO BID						109
110	Other	POINTER, BLACKBOARD, MINIMUM 36"; WOODEN, EACH	ACME	10486	NO BID						110
111	Other	POST-IT NOTE, 3X3 YELLOW 100 SHEET/PAD, 12/PKG	3M	21200155772	3M BID 654YW	12/PK	$ 13.99	44.5%	$ 7.76		111
112	Other	PROTRACTOR, 3", WHITE ENAMELED, EACH	CHARLES LEONARD	77410	NO BID						112
113	Other	PROTRACTOR, WITH SWING ARM BAR, ACME 14069, EACH	ACME	14069	WETCOTT BID 14069Q	EACH	$ 2.49	67.5%	$ 0.81		113
114	Other	PROTRACTOR, PLASTIC 6", EACH	CHARLES LEONARD	77106	NO BID						114
115	Other	RULER, 12" PLASTIC ASSORTED COLORS, 6/Pkg	School Smart	1473614	NO BID						115
116	Other	SENTENCE STRIPS, 3X24 SENTENCE STRIP MANILA, EACH	ROSELLE	J535	NO BID						116
117	Other	STAFF LINER FOR RULING MUSIC STAFF ON BLACKBOARD, EACH	ACME	10490	NO BID						117
118	Other	STAPLER, DESK, BLACK, EACH	BOSTITCH	B440	STANLEY BID B440BK	EACH	$ 18.99	81.7%	$ 3.48		118
119	Other	STAPLES STANDARD 210/STRIP, 5,000/BOX	School Smart	61059	QUILL BID 791123	BOX	$ 1.99	80.4%	$ 0.39	MINIMUM ORDER QUANTITY OF 2 BOXES	119
120	Other	TAPE, 1 CORE 3/4X36YD, 1 ROLL/PKG	HIGHLAND	5910	3M HIGHLAND BID S91034X1296	ROLL	$ 2.49	71.1%	$ 0.72		120
121	Other	TAPE, PERMANENT MENDING 3/4X36Y, 1 ROLL/BOX	HIGHLAND	40725	NO BID						121
122	Other	TAPE, MASKING, 1X60YD, 1 ROLL/BOX	3M	40587	NO BID						122
123	Other	TISSUE FACIAL, 125 CT., WHITE, 2 PLY BOX, EACH	KLEENEX	K21606	NO BID						123
124	Paint	TEMPERA READY TO USE, 16 OZ., VIOLET, EACH	Dixon/Prang	21606	NO BID						124
125	Paint	TEMPERA READY TO USE, 16 OZ., BLACK, EACH	Dixon/Prang	21608	NO BID						125
126	Paint	TEMPERA READY TO USE, 16 OZ., BLUE, EACH	Dixon/Prang	21605	PRANG BID 21605	EACH	$ 5.99	75.1%	$ 1.49		126
127	Paint	TEMPERA READY TO USE, 16 OZ., BROWN, EACH	Dixon/Prang	21607	NO BID						127

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28	Paint	TEMPERA READY TO USE, 16 OZ., GREEN, EACH	Dixon/Prang	21604	PRANG BID 21604	EACH	$ 5.99	51.4%	$ 2.91		128
29	Paint	TEMPERA READY TO USE, 16 OZ., ORANGE, EACH	Dixon/Prang	21602	NO BID						129
30	Paint	TEMPERA READY TO USE, 16 OZ., PEACH EACH	Dixon/Prang	21634	PRANG BID JV42344	EACH	$ 3.99	27.3%	$ 2.90	MODEL# DIX21634	130
31	Paint	TEMPERA READY TO USE, 16 OZ., RED, EACH	Dixon/Prang	21601	NO BID						131
32	Paint	TEMPERA READY TO USE, 16 OZ., WHITE, EACH	Dixon/Prang	21609	PRANG BID 21609	EACH	$ 5.99	75.1%	$ 1.49		132
33	Paint	TEMPERA READY TO USE, 16 OZ., YELLOW, EACH	Dixon/Prang	21603	NO BID						133
34	Paint	TEMPERA, FLUORESCENT BLUE, 16 OZ., EACH	Crayola	54-1116-092	NO BID						134
35	Paint	TEMPERA, FLUORESCENT GREEN, 16 OZ., EACH	Crayola	54-1116-095	NO BID						135
36	Paint	TEMPERA, FLUORESCENT ORANGE, 16 OZ., EACH	Crayola	54-1116-094	NO BID						136
37	Paint	TEMPERA, FLUORESCENT PINK, 16 OZ., EACH	Crayola	54-1116-097	NO BID						137
38	Paint	TEMPERA, FLUORESCENT RED, 16 OZ, EACH	Crayola	54-1116-093	NO BID						138
39	Paint	TEMPERA, ARTISTA II, FLUORESCENT YELLOW, 16 OZ, EACH	Crayola	54-1116-096	NO BID						139
40	Paint	TEMPERA, ARTISTA II, GREEN, EACH	Crayola	54-3115	NO BID						140
41	Paint	TEMPERA, READY TO USE, 16 OZ, TURQUOISE, EACH	Dixon/Prang	21619	PRANG BID JV42343	EACH	$ 3.99	27.3%	$ 2.90	MODEL # DIX21619	141
42	Paint	WASHABLE, BLACK, GALLON, EACH	Crayola	54-2128	CRAYOLA BID JV37436	GAL	$ 23.99	35.9%	$ 15.38	MODEL # BIN542128051	142
43	Paint	WASHABLE, RED, 16 OZ., EACH	Crayola	54-2016	NO BID						143
44	Paint	WASHABLE, FINGER 16 OZ., YELLOW, EACH	Crayola	55-1316	NO BID						144
45	Paint	WASHABLE, WATERCOLOR SET ASSORTED COLORS, SET	Crayola	53-0525	CRAYOLA BID 530525	SET	$ 3.99	67.9%	$ 1.28		145
46	Paint	WATERCOLOR CAKES, OPAQUE, 12/SET	PELIKAN		NO BID						146
47	Paint	WATERCOLOR HALF PAN SET WITH BRUSH, ASSORTED, 8/SET	Crayola	53-0008	NO BID						147
48	Paint	WATERCOLOR HALF PAN SET WITHOUT BRUSH, ASSORTED, 8/SET	Dixon/Prang	81000	NO BID						148
49	Paint	WATERCOLOR OVAL SET WITH BRUSH, ASSORTED, 8/SET	Dixon/Prang	00800	PRANG BID 00800	SET	$ 4.49	58.1%	$ 1.88		149
50	Paint	WATERCOLOR OVAL SET WITHOUT BRUSH, ASSORTED, 8/SET	Dixon/Prang	8100	NO BID						150
51	Paint	WATERCOLOR SET OVAL PAN, 8/SET	Crayola	53-0080	NO BID						151
52	Paint	WATERCOLOR WHOLE PAN SET WITHOUT BRUSH, 7/SET	Dixon/Prang	70000	NO BID						152
53	Paint	TEMPERA, 16 OZ. RED, EACH	Crayola	54-1216	NO BID						153

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54	Paint	WATERCOLOR, OVAL WATERCOLOR 8/SET	School Smart	0058000	NO BID						154
55	Paper, Art Kraft Roll	36" X 1000', AUTUMN GOLD, ROLL	Pacon	0067091	PACON BID 67091	ROLL	$ 89.99	44.1%	$ 50.29		155
56	Paper, Art Kraft Roll	36" X 1000', BLACK, ROLL	Pacon	0067301	PACON BID 67301Q	ROLL	$ 71.99	44.9%	$ 39.65		156
57	Paper, Art Kraft Roll	36" X 1000', BRIGHT BLUE, ROLL	Pacon	0067171	PACON BID 67171	ROLL	$ 89.99	43.9%	$ 50.49		157
58	Paper, Art Kraft Roll	36" X 1000', BRIGHT GREEN, ROLL	Pacon	0067131	PACON BID 67131	ROLL	$ 89.99	44.3%	$ 50.15		158
59	Paper, Art Kraft Roll	36" X 1000', BROWN, ROLL	Pacon	0067021	PACON BID 67021	ROLL	$ 71.99	42.8%	$ 41.15		159
60	Paper, Art Kraft Roll	36" X 1000', CANARY, ROLL	Pacon	0067081	PACON BID 67081	ROLL	$ 89.99	51.1%	$ 44.05		160
61	Paper, Art Kraft Roll	36" X 1000', DARK BLUE, ROLL	Pacon	0067181	PACON BID 67181	ROLL	$ 71.99	44.3%	$ 40.13		161
62	Paper, Art Kraft Roll	36" X 1000', EMERALD GREEN, ROLL	Pacon	0067141	PACON BID 67141	ROLL	$ 71.99	49.0%	$ 36.70		162
63	Paper, Art Kraft Roll	36" X 1000', FLAME RED, ROLL	Pacon	0067031	NO BID						163
64	Paper, Art Kraft Roll	36" X 1000', LIGHT BLUE, ROLL	Pacon	0067161	NO BID						164
65	Paper, Art Kraft Roll	36" X 1000', LIGHT GREEN, ROLL	Pacon	0067121	PACON BID 67121	ROLL	$ 89.99	26.3%	$ 66.32		165
66	Paper, Art Kraft Roll	36" X 1000', ORANGE, ROLL	Pacon	0067101	PACON BID 67101Q	ROLL	$ 89.99	45.5%	$ 49.01		166
67	Paper, Art Kraft Roll	36" X 1000', PINK, ROLL	Pacon	0067261	PACON BID 67261Q	ROLL	$ 89.99	40.1%	$ 53.87		167
68	Paper, Art Kraft Roll	36" X 1000', PURPLE, ROLL	Pacon	0067331	PACON BID 67331	ROLL	$ 89.99	48.9%	$ 45.96		168
69	Paper, Art Kraft Roll	36" X 1000', SCARLET, ROLL	Pacon	0067041	PACON BID 67041	ROLL	$ 89.99	49.7%	$ 45.24	RED	169
70	Paper, Art Tissue	12" X 18", APPLE GREEN, PKG	Pacon	0059127	NO BID						170
71	Paper, Art Tissue	12" X 18", BABY PINK, PKG	Pacon	0059047	NO BID						171
72	Paper, Art Tissue	12" X 18", BLACK, PKG	Pacon	0059174	NO BID						172
73	Paper, Art Tissue	12" X 18", CANARY, PKG	Pacon	0059027	NO BID						173
74	Paper, Art Tissue	12" X 18", EMERALD GREEN, PKG	Pacon	0059137	NO BID						174
75	Paper, Art Tissue	12" X 18", NATIONAL RED, PKG	Pacon	0059187	NO BID						175
76	Paper, Art Tissue	12" X 18", ORANGE, PKG	Pacon	0059167	NO BID						176
77	Paper, Art Tissue	12" X 18", PURPLE, PKG	Pacon	0059077	NO BID						177
78	Paper, Art Tissue	12" X 18", RED, PKG	Pacon	0059037	NO BID						178
79	Paper, Art Tissue	12" X 18", SEAL BROWN, PKG	Pacon	0059237	NO BID						179
80	Paper, Art Tissue	12" X 18", SKY BLUE, PKG	Pacon	0059397	NO BID						180
81	Paper, Art Tissue	12" X 18", SPRING GREEN, PKG	Pacon	0059117	NO BID						181
82	Paper, Art Tissue	12" X 18", WHITE, PKG	Pacon	0059007	NO BID						182
83	Paper, Art Tissue	20" X 30" KOLORFAST, APPLE GREEN, QUIRE	Pacon	0058110	NO BID						183
84	Paper, Art Tissue	20" X 30" KOLORFAST, BLACK, QUIRE	Pacon	0058140	NO BID						184
85	Paper, Art Tissue	20" X 30" KOLORFAST, BROWN, QUIRE	Pacon	0058230	NO BID						185
86	Paper, Art Tissue	20" X 30" KOLORFAST, CERISE, QUIRE	Pacon	0058300	NO BID						186

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87	Paper, Art Tissue	20" X 30" KOLORFAST, DARK BLUE, QUIRE	Pacon	0058400	NO BID						187
88	Paper, Art Tissue	20" X 30" KOLORFAST, DARK BROWN, QUIRE	Pacon	0058430	NO BID						188
89	Paper, Art Tissue	20" X 30" KOLORFAST, DARK PINK, QUIRE	Pacon	0058280	NO BID						189
90	Paper, Art Tissue	20" X 30" KOLORFAST, GOLD, QUIRE	Pacon	0058010	NO BID						190
91	Paper, Art Tissue	20" X 30" KOLORFAST, GRAY, QUIRE	Pacon	0058240	NO BID						191
92	Paper, Art Tissue	20" X 30" KOLORFAST, HOLLY GREEN, QUIRE	Pacon	0058120	NO BID						192
93	Paper, Art Tissue	20" X 30" KOLORFAST, LAVENDER, QUIRE	Pacon	0058290	NO BID						193
94	Paper, Art Tissue	20" X 30" KOLORFAST, LIGHT PINK, QUIRE	Pacon	0058040	NO BID						194
95	Paper, Art Tissue	20" X 30" KOLORFAST, LIGHT BLUE, QUIRE	Pacon	0058320	NO BID						195
96	Paper, Art Tissue	20" X 30" KOLORFAST, NAVY, QUIRE	Pacon	0058460	NO BID						196
97	Paper, Art Tissue	20" X 30" KOLORFAST, ORANGE, QUIRE	Pacon	0058160	NO BID						197
98	Paper, Art Tissue	20" X 30" KOLORFAST, PEACH, QUIRE	Pacon	0058350	NO BID						198
99	Paper, Art Tissue	20" X 30" KOLORFAST, PURPLE, QUIRE	Pacon	0058070	NO BID						199
00	Paper, Art Tissue	20" X 30" KOLORFAST, SCARLET, QUIRE	Pacon	0058030	NO BID						200
01	Paper, Art Tissue	20" X 30" KOLORFAST, TURQUOISE, QUIRE	Pacon	0058200	NO BID						201
02	Paper, Art Tissue	20" X 30" KOLORFAST, YELLOW, QUIRE	Pacon	0058370	NO BID						202
03	Paper, Art Tissue	20" X 30" SPECTRA, APPLE GREEN, QUIRE	Pacon	0059120	SPECTRA BID JV37792	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59122	203
04	Paper, Art Tissue	20" X 30" SPECTRA, AZURE BLUE, QUIRE	Pacon	0059100	NO BID						204
05	Paper, Art Tissue	20" X 30" SPECTRA, BABY PINK, QUIRE	Pacon	0059040	SPECTRA BID JV37788	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59042	205
06	Paper, Art Tissue	20" X 30" SPECTRA, BLACK, QUIRE	Pacon	0059140	NO BID						206
07	Paper, Art Tissue	20" X 30" SPECTRA, CANARY, QUIRE	Pacon	0059020	NO BID						207
08	Paper, Art Tissue	20" X 30" SPECTRA, CHINESE RED, QUIRE	Pacon	0059360	NO BID						208
09	Paper, Art Tissue	20" X 30" SPECTRA, DARK PINK, QUIRE	Pacon	0059050	SPECTRA BID JV37789	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59052	209
10	Paper, Art Tissue	20" X 30" SPECTRA, EMERALD, QUIRE	Pacon	0059130	NO BID						210
11	Paper, Art Tissue	20" X 30" SPECTRA, FRENCH BLUE, QUIRE	Pacon	0059200	NO BID						211
12	Paper, Art Tissue	20" X 30" SPECTRA, GOLDENROD, QUIRE	Pacon	0059170	NO BID						212
13	Paper, Art Tissue	20" X 30" SPECTRA, LEAF GREEN, QUIRE	Pacon	0059220	NO BID						213
14	Paper, Art Tissue	20" X 30" SPECTRA, MAGENTA, QUIRE	Pacon	0059060	NO BID						214

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215	Paper, Art Tissue	20" X 30" SPECTRA, MEDIUM BLUE, QUIRE	Pacon	0059340	NO BID						215
216	Paper, Art Tissue	20" X 30" SPECTRA, NATIONAL BLUE, QUIRE	Pacon	0059400	SPECTRA BID JV37798	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59402	216
217	Paper, Art Tissue	20" X 30" SPECTRA, NATIONAL RED, QUIRE	Pacon	0059180	SPECTRA BID JV37796	24 SHTS/PK	$ 3.99	28.8%	$ 2.84		217
218	Paper, Art Tissue	20" X 30" SPECTRA, ORANGE, QUIRE	Pacon	0059160	SPECTRA BID JV37795	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59182 Model # PAC59162	218
219	Paper, Art Tissue	20" X 30" SPECTRA, ORCHID, QUIRE	Pacon	0059290	NO BID						219
220	Paper, Art Tissue	20" X 30" SPECTRA, PURPLE, QUIRE	Pacon	0059070	SPECTRA BID JV37790	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59072	220
221	Paper, Art Tissue	20" X 30" SPECTRA, SCARLET, QUIRE	Pacon	0059030	NO BID						221
222	Paper, Art Tissue	20" X 30" SPECTRA, SEAL BROWN, QUIRE	Pacon	0059230	SPECTRA BID JV37797	24 SHTS/PK	$ 3.99	28.8%	$ 2.84	Model # PAC59232	222
223	Paper, Art Tissue	20" X 30" SPECTRA, SKY BLUE, QUIRE	Pacon	0059390	NO BID						223
224	Paper, Art Tissue	SPECTRA, ASSORTED COLOR TISSUE PACK 12" X 18", 10 COLORS, 50/PKG	Pacon	0058520	NO BID						224
225	Paper, Art Tissue	SPECTRA, ASSORTED COLOR TISSUE PACK 20" X 30", 12 RAINBOW COLORS, QUIRE	Pacon	0059450	NO BID						225
226	Paper, Art Tissue	SPECTRA, ASSORTED COLOR TISSUE PACK 20" X 30", 20 COLORS, 100/PKG	Pacon	0058516	SPECTRA BID 58516	100 SHTS/PK	$ 10.99	52.3%	$ 5.24		226
227	Paper, Art Tissue	SPECTRA, ASSORTED COLOR TISSUE PACK 20" X 30", 20 COLORS, 20/PKG	Pacon	S'008506	NO BID						227
228	Paper, Art Tissue	SPECTRA, ASSORTED, PACK 12" X 18", 25 COLORS, 100/PKG	Pacon	0059530	NO BID						228
229	Paper, Binder & Writing	PAPER, BINDER, 8.5X11, 16# WHITE FILLER, 3/8 RULE,3 HOLE PUNCHED, REAM	ROSELLE	X2402AA	NO BID						229
230	Paper, Binder & Writing	PLAIN NEWS,9X12,WHITE,REAM	ROSELLE	WPN9122500	NO BID						230
231	Paper, Binder and Writing	CHART PAPER, 24X32 1" RULE, PUNCHED, 100/PKG	ROSELLE	1285050	NO BID						231
232	Paper, Binder and Writing	COMPOSITION BOOK, BLACK MARBLE COVER, SEMI STIFF COVER, 100 SHEETS, 9 3/4" x 71/2", EACH	ROARING SPRING	9026026	NO BID						232
233	Paper, Binder and Writing	INDEX CARDS, 3X5, NARROW RULE WHITE 90# 100/PACK	School Smart	IND35RL	OXFORD BID 31	100/PK	$ 1.49	83.2%	$ 0.25		233
234	Paper, Binder and Writing	PAPER BOND, HEAVYWEIGHT 9" X 12", PAD, EACH	Pacon	X4762BB	NO BID						234
235	Paper, Binder and Writing	PAPER, RULED 16 LB., WIDE RULED 1/2", 8X10, REAM	Pacon	L2441-5987	NO BID						235
236	Paper, Binder and Writing	PAPER, WHITE WRITING,16#, 8 1/2" X 8", 3/8, RULED 8 1/2" WAY, GR4-DOT, REAM	AMERICAN PAPER	GR4-DOT	NO BID						236
237	Paper, Binder and Writing	PAPER PLAIN NEWS, 12X18, WHITE, REAM WRAPPED, REAM	ROSELLE	3409	NO BID						237
238	Paper, Binder and Writing	PAPER PLAIN NEWS, 18X24, WHITE, REAM	ROSELLE	318	NO BID						238

Bidding Company Name:	Enter company name here					Catalog Name:	2014 School Reference Guide/Quill.com				
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
239	Paper, Binder and Writing	PAPER PLAIN NEWS, 8 1/2X11, WHITE, REAM	Pacon	3401	NO BID						239
240	Paper, Binder and Writing	PAPER RULED NEWS, 18X12 3/4X3/8 RULED LONG WAY, PKG	AMERICAN PAPER	ARN1803	NO BID						240
241	Paper, Binder and Writing	PAPER RULED NEWS, 18X12 PICTURE STORY 1X1/2 RULE, PKG	AMERICAN PAPER	ARN1829	NO BID						241
242	Paper, Binder and Writing	PAPER RULED NEWS, 1ST GRADE RULE LONG 3/4X3/8, 80/PKG	AMERICAN PAPER	80	NO BID						242
243	Paper, Binder and Writing	PAPER RULED NEWS, 2ND GRADE 3/4X3/8 LONG RULE, PKG	AMERICAN PAPER	ARN1811	NO BID						243
244	Paper, Binder and Writing	PAPER, 2ND GRADE RULED NEWS PRINT 5/8X5/16, PKG	Pacon	2692	NO BID						244
245	Paper, Binder and Writing	PAPER RULED, 1/2X1/4 NEWSPRINT LONG WAY, PKG	Pacon	2694	NO BID						245
246	Paper, Binder and Writing	PAPER 12X9 RULED LONG WAY 1X1/2 NEWSPRINT, PKG		79	NO BID						246
247	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, ASSORTED, PKG			RIVERSIDE BID 03638	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		247
248	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, AVOCADO, PKG			NO BID						248
249	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, BLACK, PKG			RIVERSIDE BID 03631	50 SHTS/PK	$ 3.49	54.4%	$ 1.59		249
250	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, BLUE GREEN, PKG			NO BID						250
251	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, BLUE, PKG			RIVERSIDE BID 03624	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		251
252	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, BROWN, PKG			RIVERSIDE BID 03629	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		252
253	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, BUTTERSCOTCH, PKG			NO BID						253
254	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, COPPER, PKG			NO BID						254
255	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, DARK BLUE, PKG			RIVERSIDE BID 03625	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		255

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256	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, DARK BROWN, PKG			TRURAY BID 03056	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		256
257	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, DARK GREEN, PKG			NO BID						257
258	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, GRAY, PKG			RIVERSIDE BID 03632	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		258
259	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, GREEN, PKG			RIVERSIDE BID 03620	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		259
260	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, HOLIDAY GREEN, PKG			RIVERSIDE BID 03578	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		260
261	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, HOLIDAY RED, PKG			RIVERSIDE BID 03443	50 SHTS/PK	$ 3.49	54.4%	$ 1.59		261
262	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, LIGHT BLUE, PKG			RIVERSIDE BID 03623Q	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		262
263	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, LIGHT BROWN, PKG			RIVERSIDE BID 03636	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		263
264	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, LIGHT GREEN, PKG			TRURAY BID JV62526	50 SHTS/PK	$ 5.49	36.6%	$ 3.48		264
265	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, LIGHT YELLOW, PKG			ROSSELLE BRIGHT BID 956676RPC	50 SHTS/PK	$ 8.49	70.8%	$ 2.48		265
266	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, LILAC, PKG			NO BID						266
267	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, MAGENTA, PKG			RIVERSIDE BID 03628	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		267
268	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, ORANGE, PKG			RIVERSIDE BID 03618	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		268

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269	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, PINK, PKG			RIVERSIDE BID 03615	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		269
270	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, RASPBERRY, PKG			NO BID						270
271	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, RED, PKG			RIVERSIDE BID 03614	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		271
272	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, SALMON, PKG			NO BID						272
273	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, SCARLET, PKG			NO BID						273
274	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, SLATE GRAY, PKG			NO BID						274
275	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, VIOLET, PKG			RIVERSIDE BID 03627	50 SHTS/PK	$ 4.49	64.6%	$ 1.59		275
276	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, WHITE, PKG			RIVERSIDE BID 03613Q	50 SHTS/PK	$ 3.49	54.4%	$ 1.59		276
277	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, YELLOW GREEN, PKG			NO BID						277
278	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, YELLOW ORANGE, PKG			ROSELLE BRIGHT BID 956253RPC	50 SHTS/PK	$ 5.49	74.3%	$ 1.41		278
279	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 12X18, YELLOW, PKG			RIVERSIDE BID 03616	50 SHTS/PK	$ 3.49	54.4%	$ 1.59		279
280	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, ASSORTED, PKG			RIVERSIDE BID 03478	50 SHTS/PK	$ 7.49	41.9%	$ 4.35		280
281	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, BLACK, PKG			RIVERSIDE BID 03472	50 SHTS/PK	$ 7.49	41.9%	$ 4.35		281
282	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, BLUE, PKG			NO BID						282

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283	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, BROWN, PKG			NO BID						283
284	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, GREEN, PKG			NO BID						284
285	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, HOLIDAY GREEN, PKG			ROSELLE VIBRANT BID 956195RPC	50 SHTS/PK	$ 9.49	72.4%	$ 2.62		285
286	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, HOLIDAY RED, PKG			ROSELLE VIBRANT BID 956269RPC	50 SHT/PK	$ 9.49	64.0%	$ 3.42		286
287	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, LIGHT BLUE, PKG			NO BID						287
288	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, ORANGE, PKG			NO BID						288
289	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, PINK, PKG			NO BID						289
290	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, RED, PKG			NO BID						290
291	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, WHITE, PKG			RIVERSIDE BID 03454	50 SHTS/PK	$ 7.49	41.9%	$ 4.35		291
292	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 18X24, YELLOW, PKG			NO BID						292
293	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 24X36, ASSORTED, PKG			ROSELLE BRIGHT BID 956686RPC	50 SHTS/PK	$ 22.99	56.4%	$ 10.02		293
294	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, ASSORTED, PKG			RIVERSIDE BID 03637	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		294
295	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, BLACK, PKG			RIVERSIDE BID 03607	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		295
296	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, BLUE GREEN, PKG			RIVERSIDE BID 03602	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		296

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297	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, BLUE, PKG			TRURAY BID 03022	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		297
298	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, BROWN, PKG			RIVERSIDE BID 03605Q	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		298
299	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, BUTTERSCOTCH, PKG			RIVERSIDE BID 03640	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		299
300	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, COPPER, PKG			NO BID						300
301	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, DARK BLUE, PKG			RIVERSIDE BID 03601	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		301
302	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, DARK BROWN, PKG			TRURAY BID 03024	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		302
303	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, DARK GREEN, PKG			RIVERSIDE BID 03598	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		303
304	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, GRAY, PKG			RIVERSIDE BID 03608	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		304
305	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, GREEN, PKG			RIVERSIDE BID 03596	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		305
306	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, HOLIDAY GREEN, PKG			RIVERSIDE BID 03577	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		306
307	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, HOLIDAY RED, PKG			RIVERSIDE BID 03442	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		307
308	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, LIGHT BLUE, PKG			RIVERSIDE BID 03599	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		308
309	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, LIGHT BROWN, PKG			RIVERSIDE BID 03612Q	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		309

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310	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, LIGHT GREEN, PKG			RIVERSIDE BID 03595	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		310
311	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, LIGHT YELLOW, PKG			ROSELLE BRIGHT BID 956662RPC	50 SHTS/PK	$ 3.99	67.7%	$ 1.29		311
312	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, LILAC, PKG			TRURAY BID 03018	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		312
313	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, MAGENTA, PKG			RIVERSIDE BID 03604	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		313
314	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, ORANGE, PKG			RIVERSIDE BID 03594	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		314
315	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, PINK, PKG			RIVERSIDE BID 03591	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		315
316	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, RASPBERRY, PKG			RIVERSIDE BID 03580	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		316
317	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, RED, PKG			RIVERSIDE BID 03590	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		317
318	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, SALMON, PKG			RIVERSIDE BID 03970	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		318
319	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, SCARLET, PKG			NO BID						319
320	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, SLATE GRAY, PKG			RIVERSIDE BID 03609	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		320
321	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, VIOLET, PKG			RIVERSIDE BID 03603Q	50 SHTS/PK	$ 1.99	59.8%	$ 0.80		321
322	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, WHITE, PKG			RIVERSIDE BID 03589	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		322
323	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, YELLOW, PKG			RIVERSIDE BID 03592	50 SHTS/PK	$ 1.79	55.3%	$ 0.80		323

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324	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, YELLOW GREEN, PKG			NO BID						324
325	Paper, Construction	ECONOMY QUALITY, GROUND WOOD PULP CONTENT PERMISSIBLE, 9X12, YELLOW ORANGE, PKG			ROSELLE VIBRANT BID 956208RPC	50 SHTS/PK	$ 2.99	75.9%	$ 0.72		325
326	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, ASSORTED, PKG			TRURAY BID 03063	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		326
327	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, BLACK, PKG			TRURAY BID 03061	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		327
328	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, BLUE, PKG			TRURAY BID 03054	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		328
329	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, BRILLIANT LIME, PKG			TRURAY BID 03425	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		329
330	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, BURGUNDY, PKG			TRURAY BID JV38158	50 SHTS/PK	$ 6.99	41.3%	$ 4.10		330
331	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, CHARTREUSE, PKG			NO BID						331
332	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, DARK BROWN, PKG			TRURAY BID 03056	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		332
333	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, DARK GREEN, PKG			TRURAY BID JV62531	50 SHTS/PK	$ 6.49	39.6%	$ 3.92		333
334	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, FESTIVE GREEN, PKG			TRURAY BID 03038	50 SHTS/PK	$ 6.99	70.7%	$ 2.05		334
335	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, FESTIVE RED, PKG			TRURAY BID 03432	50 SHTS/PK	$ 6.99	70.7%	$ 2.05		335
336	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, GOLD, PKG			ROSELLE BRIGHT BID 956682RPC	50 SHTS/PK	$ 8.49	67.4%	$ 2.77		336
337	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, GRAY, PKG			ROSELLE BRIGHT BID 956680RPC	50 SHTS/PK	$ 8.49	70.8%	$ 2.48		337
338	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, HOLIDAY GREEN, PKG			TRURAY BID 02961	50 SHTS/PK	$ 6.99	70.7%	$ 2.05		338
339	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, HOLIDAY RED, PKG			TRURAY BID 02994	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		339

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340	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, LIGHT GREEN, PKG			TRURAY BID JV62526	50 SHTS/PK	$ 5.49	36.6%	$ 3.48		340
341	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, LIGHT RED, PKG			NO BID						341
342	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, LIGHT YELLOW, PKG			ROSELLE BRIGHT BID 956676RPC	50 SHTS/PK	$ 8.49	70.8%	$ 2.48		342
343	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, LILAC, PKG			TRURAY BID 03050	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		343
344	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, MAGENTA, PKG			TRURAY BID JV62519	50 SHTS/PK	$ 6.49	39.6%	$ 3.92		344
345	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, MAGENTA, PKG			TRURAY BID JV62519	50 SHTS/PK	$ 6.49	39.6%	$ 3.92		345
346	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, ORANGE, PKG			TRURAY BID 03034	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		346
347	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, PINK, PKG			TRURAY BID 03044	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		347
348	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, PURPLE, PKG			TRURAY BID 03051	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		348
349	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, RED, PKG			TRURAY BID 03062	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		349
350	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, ROYAL BLUE, PKG			TRURAY BID 03049	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		350
351	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, SALMON, PKG			NO BID						351
352	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, SCARLET, PKG			ROSELLE BRIGHT BID 956835RPC	50 SHT/PK	$ 8.49	69.8%	$ 2.56		352
353	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, SHOCKING PINK, PKG			TRURAY BID 03045	50 SHTS/PK	$ 6.99	70.7%	$ 2.05		353
354	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, SKY BLUE, PKG			TRURAY BID 03048	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		354
355	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, SLATE GRAY, PKG			NO BID						355
356	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, TAN, PKG			NO BID						356

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o.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
57	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, TURQUOISE, PKG			TRURAY BID JV62523	50 SHTS/PK	$ 6.49	39.6%	$ 3.92		357
58	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, VIOLET, PKG			TRURAY BID 03041	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		358
59	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, WARM BROWN, PKG			TRURAY BID 03057	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		359
60	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, WHITE, PKG			TRURAY BID 03058	50 SHTS/PK	$ 6.49	68.4%	$ 2.05		360
61	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18, YELLOW, PKG			TRURAY BID 03036	50 SHTS/PK	$ 7.99	74.3%	$ 2.05		361
62	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 12X18,PUMPKIN, PKG			NO BID						362
63	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, ASSORTED, PKG			NO BID						363
64	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, BLACK, PKG			NO BID						364
65	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, BLUE, PKG			NO BID						365
66	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, DARK BROWN, PKG			NO BID						366
67	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, FESTIVE GREEN, PKG			NO BID						367
68	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, FESTIVE RED, PKG			NO BID						368
69	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, ORANGE, PKG			NO BID						369
70	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, RED, PKG			NO BID						370
71	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, SHOCKING PINK, PKG			NO BID						371
72	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, SKY BLUE, PKG			NO BID						372
73	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, WARM BROWN, PKG			NO BID						373

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74	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, WHITE, PKG			ROSELLE BRIGHT BID 956684RPC	50 SHTS/PK	$ 8.49	58.3%	$ 3.54		374
75	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 18X24, YELLOW, PKG			NO BID						375
76	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 24X36, BLACK, PKG			ROSELLE VIBRANT BID 956196RPC	50 SHTS/PK	$ 17.99	68.1%	$ 5.74		376
77	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, ASSORTED, PKG			TRURAY BID 03031	50 SHT/PK	$ 2.99	65.6%	$ 1.03		377
78	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, BLACK, PKG			TRURAYBID 03029	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		378
79	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, BLUE, PKG			TRU RAY BID 03022	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		379
80	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, BRILLIANT LIME, PKG			TRU RAY BID 03423	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		380
81	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, BURGUNDY, PKG			NO BID						381
82	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, CHARTREUSE, PKG			NO BID						382
83	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, DARK BROWN, PKG			TRU RAY BID 03024	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		383
84	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, DARK GREEN, PKG			RIVERSIDE BID 03598	50 SHTS/PK	$ 2.49	67.9%	$ 0.80		384
85	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, FESTIVE GREEN, PKG			TRU RAY BID 03006	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		385
86	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, FESTIVE RED, PKG			TRU RAY BID 03431	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		386
87	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, GOLD, PKG			TRU RAY BID JV45148	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		387
88	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, GRAY, PKG			TRU RAY BID JV62517	50 SHTS/PK	$ 2.99	41.1%	$ 1.76	Mininum order quantity of 10 packs	388
89	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, HOLIDAY GREEN, PKG			TRU RAY BID 02960	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		389
90	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, HOLIDAY GREEN, PKG			TRU RAY BID 02960	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		390

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91	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, HOLIDAY RED, PKG			NO BID						391
92	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, LIGHT GREEN, PKG			NO BID						392
93	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, LIGHT RED, PKG			NO BID						393
94	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, LIGHT YELLOW, PKG			NO BID						394
95	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, LILAC, PKG			TRU RAY BID 03018	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		395
96	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, MAGENTA, PKG			TRU RAY BID JV62505	50 SHTS/PK	$ 2.99	32.4%	$ 2.02		396
97	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, ORANGE, PKG			TRU RAY BID 03002	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		397
98	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, PINK, PKG			TRU RAY BID 03012	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		398
99	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, PUMPKIN, PKG			TRU RAY BID JV62536	50 SHTS/PK	$ 4.49	51.2%	$ 2.19		399
00	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, PURPLE, PKG			TRU RAY BID 03019	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		400
01	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, RED, PKG			TRU RAY BID 03030	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		401
02	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, ROYAL BLUE, PKG			TRU RAY BID 03017	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		402
03	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, SALMON, PKG			NO BID						403
04	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, SCARLET, PKG			NO BID						404
05	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, SHOCKING PINK, PKG			TRU RAY BID 03013	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		405
06	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, SKY BLUE, PKG			TRU RAY BID 03016	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		406
07	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, SLATE GRAY, PKG			NO BID						407
08	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, TAN, PKG			NO BID						408

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09	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, TURQUOISE, PKG			TRU RAY BID 03007	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		409
10	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, VIOLET, PKG			TRU RAY BID 03009	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		410
11	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, WARM BROWN, PKG			TRU RAY BID 03025	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		411
12	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, WHITE, PKG			TRU RAY BID 03026	50 SHTS/PK	$ 2.49	58.6%	$ 1.03		412
13	Paper, Construction	HIGH QUALITY, 100% SULPHITE, 76#, FADE RESISTANT, 9X12, YELLOW, PKG			TRU RAY BID 03004	50 SHTS/PK	$ 2.99	65.6%	$ 1.03		413
14	Paper, Fadeless Art Rolls	24" X 60', BLACK, ROLL	Pacon	0057307	NO BID						414
15	Paper, Fadeless Art Rolls	24" X 60', BRITE BLUE, ROLL	Pacon	0057177	NO BID						415
16	Paper, Fadeless Art Rolls	24" X 60', CANARY, ROLL	Pacon	0057087	NO BID						416
17	Paper, Fadeless Art Rolls	24" X 60', EMERALD, ROLL	Pacon	0057147	NO BID						417
18	Paper, Fadeless Art Rolls	24" X 60', FLAME RED, ROLL	Pacon	0057035	NO BID						418
19	Paper, Fadeless Art Rolls	24" X 60', ORANGE, ROLL	Pacon	0057107	NO BID						419
20	Paper, Fadeless Art Rolls	24" X 60', VIOLET, ROLL	Pacon	0057337	NO BID						420
21	Paper, Fadeless Art Rolls	24" X 60', WHITE, ROLL	Pacon	0057017	NO BID						421
22	Paper, Fadeless Art Rolls	48" X 50', BLACK, ROLL	Pacon	0057305	PACON BID PAC57605	ROLL	$ 17.99	47.1%	$ 9.51		422
23	Paper, Fadeless Art Rolls	48" X 50', BRITE BLUE, ROLL	Pacon	0057175	NO BID						423
24	Paper, Fadeless Art Rolls	48" X 50', BROWN, ROLL	Pacon	0057025	NO BID						424
25	Paper, Fadeless Art Rolls	48" X 50', CANARY, ROLL	Pacon	0057085	PACON BID 57085	ROLL	$ 17.99	52.6%	$ 8.53		425
26	Paper, Fadeless Art Rolls	48" X 50', EMERALD GREEN, ROLL	Pacon	0057145	PACON BID 57145	ROLL	$ 17.99	52.6%	$ 8.53		426
27	Paper, Fadeless Art Rolls	48" X 50', ORANGE, ROLL	Pacon	0057105	PACON BID JV48041	ROLL	$ 17.99	20.2%	$ 14.36		427
28	Paper, Fadeless Art Rolls	48" X 50', PINK, ROLL	Pacon	0057265	NO BID						428
29	Paper, Fadeless Art Rolls	48" X 50', VIOLET, ROLL	Pacon	007335	NO BID						429
30	Paper, Fadeless Art Rolls	48" X 50', WHITE, ROLL	Pacon	0057015	PACON BID 57015	ROLL	$ 17.99	52.6%	$ 8.53		430
31	Paper, Kraft and Butcher	BUTCHER, 50 LB. STOCK, 36" X 1000' WHITE, ROLL	AMERICAN PAPER	5036WK	NO BID						431
32	Paper, Kraft and Butcher	BUTCHER, 50 LB. WHITE 36"X1000', 1" RULE, ROLL	Pacon	X5936RK	NO BID						432
33	Paper, Kraft and Butcher	KRAFT, 48" X 200', AUTUMN GOLD, ROLL	Pacon	0067094	PACON BID JV45127	ROLL	$ 44.99	31.3%	$ 30.90	Model # PAC67094	433
34	Paper, Kraft and Butcher	KRAFT, 48" X 200', BLACK, ROLL	Pacon	0067304	PACON BID 67304	ROLL	$ 29.99	50.0%	$ 14.99		434
35	Paper, Kraft and Butcher	KRAFT, 48" X 200', BRIGHT BLUE, ROLL	Pacon	0067174	PACON BID 67174	ROLL	$ 29.99	44.1%	$ 16.76		435
36	Paper, Kraft and Butcher	KRAFT, 48" X 200', BRIGHT GREEN, ROLL	Pacon	0067134	PACON BID JV38145	ROLL	$ 45.99	37.1%	$ 28.95	Model # PAC67134	436
37	Paper, Kraft and Butcher	KRAFT, 48" X 200', BROWN, ROLL	Pacon	0067024	PACON BID 67024	ROLL	$ 29.99	52.9%	$ 14.14		437

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38	Paper, Kraft and Butcher	KRAFT, 48" X 200', CANARY, ROLL	Pacon	0067084	PACON BID 67084	ROLL	$ 29.99	47.7%	$ 15.67		438
39	Paper, Kraft and Butcher	KRAFT, 48" X 200', DARK BLUE, ROLL	Pacon	0067184	PACON BID 67184	ROLL	$ 28.99	51.5%	$ 14.06		439
40	Paper, Kraft and Butcher	KRAFT, 48" X 200', EMERALD GREEN, ROLL	Pacon	0067144	PACON BID 67144	ROLL	$ 29.99	54.4%	$ 13.67		440
41	Paper, Kraft and Butcher	KRAFT, 48" X 200', FLAME RED, ROLL	Pacon	0067034	PACON BID 67034	ROLL	$ 29.99	42.5%	$ 17.23		441
42	Paper, Kraft and Butcher	KRAFT, 48" X 200', LIGHT BLUE, ROLL	Pacon	0067164	PACON BID JV45129	ROLL	$ 46.99	38.1%	$ 29.08	Model # PAC67164 Aqua Blue	442
43	Paper, Kraft and Butcher	KRAFT, 48" X 200', LIGHT GREEN, ROLL	Pacon	0067124	PACON BID JV45128	ROLL	$ 36.99	25.7%	$ 27.50	Model # PAC67124	443
44	Paper, Kraft and Butcher	KRAFT, 48" X 200', ORANGE, ROLL	Pacon	0067104	PACON BID 67104	ROLL	$ 29.99	40.2%	$ 17.92		444
45	Paper, Kraft and Butcher	KRAFT, 48" X 200', PINK, ROLL	Pacon	0067264	NO BID						445
46	Paper, Kraft and Butcher	KRAFT, 48" X 200', PURPLE, ROLL	Pacon	0067334	NO BID						446
47	Paper, Kraft and Butcher	KRAFT, 48" X 200', WHITE, ROLL	Pacon	0067004	PACON BID 67004	ROLL	$ 29.99	56.9%	$ 12.92		447
48	Paper, Kraft and Butcher	KRAFT, 36X100 BROWN, ROLL	Pacon	66021	NO BID						448
49	Paper, Kraft and Butcher	KRAFT, 36X100 CANARY, ROLL	Pacon	66081	NO BID						449
50	Paper, Kraft and Butcher	KRAFT, 36X100 EMERALD, ROLL	Pacon	66141	NO BID						450
51	Paper, Kraft and Butcher	KRAFT, 36X100 FLAME RED, ROLL	Pacon	66061	NO BID						451
52	Paper, Kraft and Butcher	KRAFT, 36X100 LIGHT BLUE, ROLL	Pacon	66151	NO BID						452
53	Paper, Kraft and Butcher	KRAFT, 36X100 LIGHT GREEN, ROLL	Pacon	66121	NO BID						453
54	Paper, Kraft and Butcher	KRAFT, 36X100 ORANGE, ROLL	Pacon	66101	NO BID						454
55	Paper, Kraft and Butcher	KRAFT, 36X100 WHITE, , ROLL	Pacon	66001	NO BID						455
56	Papers, Padded	PAPER BOND, HEAVYWEIGHT 11" X 14", PAD	Pacon	X4764AA	NO BID						456
57	Papers, Padded	PAPER BOND, HEAVYWEIGHT 27" X 34", IN PAD, PAD	TOPS	7501	NO BID						457
58	Pencils & Pens	BALLPOINT, ROUND STIC, BLACK MEDIUM, 12 PER PACK	BIC	GSM11 -BK	BIC BID GSM11BK	DOZEN	$ 1.99	62.8%	$ 0.74		458
59	Pencils & Pens	BALLPOINT, ROUND STIC, RED MEDIUM, 12 PER PACK	BIC	GSM11 -RD	BIC BID GSM11RD	DOZEN	$ 1.99	62.8%	$ 0.74		459
60	Pencils & Pens	WIDE TIP WATERCOLOR, SET/8	SANFORD	64290	NO BID						460
61	Pencils & Pens	PENCIL #2 SOFT TICONDEROGA, 12/PKG	TICONDEROGA	13882	TICONDEROGA BID 13882	DOZEN	$ 2.79	60.6%	$ 1.10		461
62	Pencils & Pens	PENCIL, COLORED METALLIC FX, 8/SET	Crayola	68-3708	NO BID						462
63	Pencils & Pens	PENCIL, COLORED PENCIL, 24/SET	Crayola	68-1024E	NO BID						463
64	Pencils & Pens	PENCIL, COLORED, 12 ASSORTED COLOR SET PRE-SHARPENED, IN EASEL PKG THICK LEAD, 24/CASE	BINNEY & SMITH	68-4012E	NO BID						464
65	Pencils & Pens	PENCIL, COLORED, 12 ASSORTED COLOR SET WATER SOLUBLE, 36/CASE	Crayola	68-4302	NO BID						465
66	Pencils & Pens	PENCIL, COLORED, 12 FULL LENGTH IN TUCK BOX, 12/SET	Dixon/Prang	23120	NO BID						466
67	Pencils & Pens	PENCIL, DRAFTING, .5MM, 12/PKG	PENTEL	PD345-A	NO BID						467

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468	Pencils & Pens	PENCIL, DRAWING, EAGLE TURQUOISE, 1 DOZ	SANFORD	233625	NO BID						468
469	Pencils & Pens	PENCIL, FIRST QUALITY, #3, HARD LEAD, YELLOW, 12/BOX 120 BOXES/CASE	Dixon	12873	NO BID						469
470	Pencils & Pens	PENCIL, FIRST QUALITY, SCHOOL QUALITY, #2 1/2, MEDIUM LEAD, YELLOW, NOT TO BE USED WITH SCANTRON TEST ANSWER SHEETS, 12/BOX 120 BOXES/ CASE	Dixon	12875	NO BID						470
471	Pencils & Pens	PENCIL, FIRST QUALITY, SCHOOL QUALITY, #2, SOFT LEAD, YELLOW TO BE USED WITH SCANTRON TEST ANSWER SHEETS, 12/PKG	Dixon	12872	DIXON BID 12872Q	DOZEN	$ 2.99	70.9%	$ 0.87		471
472	Pencils & Pens	PENCIL, GRADES 1-4, 11/32" DIAMETER, SOFT MEDIUM THICK LEAD, WITHOUT ERASER, 12/PKG	Dixon	13040	DIXON BID 13040	DOZEN	$ 13.49	12.2%	$ 11.84		472
473	Pencils & Pens	PENCIL, GRADES 1-4, 11/32" DIAMETER, THICK CORE BLACK LEAD, WITH ERASER, 12/PKG	Dixon	13304	DIXON BID 13304	DOZEN	$ 6.99	73.1%	$ 1.88		473
474	Pencils & Pens	PENCIL, KINDERGARTEN, 13/32" DIAMETER, SOFT THICK LEAD, WITHOUT ERASER, 12/PKG	Dixon	13080	DIXON BID 601590UNI	DOZEN	$ 8.99	44.8%	$ 4.96	Model # 13080	474
475	Pencils & Pens	PENCIL, DRAWING, SAX 2H DRAWING PENCIL, 66-2H, DOZEN,	SAX	66-2H	NO BID						475
476	Pencils & Pens	PENCIL, DRAWING, 12/PKG	SAX	6648	NO BID						476
477	Pencils & Pens	PENCIL, DRAWING PENCIL, 12/PKG	SAX	66-4H	NO BID						477
478	Pencils & Pens	PENCIL, DRAWING, 12/PKG	SAX	66-28	NO BID						478
479	Pipe Cleaners	PIPE CLEANERS, CHENILLE STEMS, JUMBO, ASSORTED, PKG/100		7110-01	CHENILLE KRAFT BID JV60696	100/PK	$ 2.99	45.8%	$ 1.62	Model # CK-711001 MINIMUM ORDER QUANTITY OF 10 PACKS	479
480	Pipe Cleaners	PIPE CLEANERS, CHENILLE STEMS, JUMBO, BLACK, PKG/100		7112-03	NO BID						480
481	Pipe Cleaners	PIPE CLEANERS, CHENILLE STEMS, JUMBO, BLUE, PKG/100		7112-10	CHENILLE KRAFT BID JV34784	100/PK	$ 2.49	49.8%	$ 1.25	Model # CK711210	481
482	Pipe Cleaners	PIPE CLEANERS, CHENILLE STEMS, JUMBO, HOLIDAY GREEN, PKG/100		7112-08	NO BID						482
483	Pipe Cleaners	PIPE CLEANERS, CHENILLE STEMS, JUMBO, RED, PKG/100		7112-06	NO BID						483
484	Pipe Cleaners	CHENILLE STEMS, JUMBO, YELLOW, 100/PKG		7112-05	NO BID						484
485	Poster Boards	RAILROAD, 4-PLY BLACK, 22" X 28" 25 SHEETS/CARTON	Pacon	5481-1	NO BID						485
486	Poster Boards	RAILROAD, 4-PLY BROWN, 22" X 28" 25 SHEETS/CARTON	Pacon	5469-1	PACON BID JV45051	25 shts/pk	$ 14.99	30.1%	$ 10.48	MINIMUM ORDER QUANTITY OF 2 PACKS, Model # PAC54691	486
487	Poster Boards	RAILROAD, 4-PLY CANARY, 22" X 28" 25 SHEETS/CARTON	Pacon	5452-1	NO BID						487

	Bidding Company Name:		Enter company name here			Catalog Name:			2014 School Reference Guide/Quill.com		
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
488	Poster Boards	RAILROAD, 4-PLY CARDINAL, 22" X 28" 25 SHEETS/CARTON	Pacon	5463-1	NO BID						488
489	Poster Boards	RAILROAD, 4-PLY CORAL, 22" X 28" 25 SHEETS/CARTON	Pacon	5455-1	NO BID						489
490	Poster Boards	RAILROAD, 4-PLY DARK BLUE, 22" X 28" 25 SHEETS/CARTON	Pacon	5465-1	NO BID						490
491	Poster Boards	RAILROAD, 4-PLY EMERALD GREEN, 22" X 28" 25 SHEETS/CARTON	Pacon	5451-1	PACON BID UNIPAC54511	25 shts/pk	$ 14.99	54.1%	$ 6.88	HOLIDAY GREEN, Model # 5451-1	491
492	Poster Boards	RAILROAD, 4-PLY KELLY GREEN, 22" X 28" 25 SHEETS/CARTON	Pacon	5466-1	NO BID						492
493	Poster Boards	RAILROAD, 4-PLY LEMON, 22" X 28" 25 SHEETS/CARTON	Pacon	5472-1	NO BID						493
494	Poster Boards	RAILROAD, 4-PLY LIGHT BLUE, 22" X 28" 25 SHEETS/CARTON	Pacon	5484-1	NO BID						494
495	Poster Boards	RAILROAD, 4-PLY ORANGE, 22" X 28" 25 SHEETS/CARTON	Pacon	5478-1	NO BID						495
496	Poster Boards	RAILROAD, 4-PLY RED, 22" X 28" 25 SHEETS/CARTON	Pacon	5475-1	NO BID						496
497	Poster Boards	RAILROAD, 4-PLY ROYAL BLUE, 22" X 28" 25 SHEETS/CARTON	Pacon	5450-1	NO BID						497
498	Poster Boards	RAILROAD, 4-PLY MAGENTA, 22" X 28" 25 SHEETS/CARTON	Pacon	5471-1	NO BID						498
499	Poster Boards	TAG, 12X18 MANILA TAG MEDIUM WEIGHT, 125#, 100/PKG	BOSTON PAPER	5184	PACON BID 5184	100/PK	$ 11.99	68.6%	$ 3.77		499
500	Poster Boards	TAG, 12X18 MANILA TAG PLAIN, 100/PKG	BOSTON PAPER	5114	PACON BID JV62567	100/PK	$ 16.99	41.5%	$ 9.94	MINIMUM ORDER QUANITY OF 2 PACKS, Model # PAC5114	500
501	Poster Boards	TAG, 18X24 MANILA TAG BOARD 125#, PLAIN, 100/PKG	BOSTON PAPER	5190	PACON BID 5190	100/PK	$ 20.99	61.6%	$ 8.05		501
502	Poster Boards	TAG, 9X12 MANILA TAG PLAIN, 125#, 100/PKG	BOSTON PAPER	5181	PACON BID 5181Q	100/PK	$ 6.49	69.3%	$ 1.99		502
503	Poster Boards	TAG, NEON ASSORTED COLOR, 22" X 28", 100/PKG	RIVERSIDE	4220	NO BID						503
504	Poster Boards	TAG, 22" X 28", BLACK, 100/PKG	RIVERSIDE	4200	NO BID						504
505	Poster Boards	TAG, 22" X 28", DARK BLUE, 100/PKG	RIVERSIDE	4206	NO BID						505
506	Poster Boards	TAG, 22" X 28", DARK GREEN, 100/PKG	RIVERSIDE	4205	NO BID						506
507	Poster Boards	TAG, 22" X 28", LIGHT BLUE, 100/PKG	RIVERSIDE	4208	NO BID						507
508	Poster Boards	TAG, 22" X 28", ORANGE, 100/PKG	RIVERSIDE	4203	NO BID						508
509	Poster Boards	TAG, 22" X 28", PINK, 100/PKG	RIVERSIDE	4202	NO BID						509
510	Poster Boards	TAG, 22" X 28", RED, 100/PKG	RIVERSIDE	4201	NO BID						510
511	Poster Boards	TAG, 22" X 28", WHITE, 100/PKG	RIVERSIDE	4207	NO BID						511
512	Poster Boards	24X36 MANILA TAG BOARD 125#, 100/PKG	BOSTON PAPER	5196	NO BID						512

Form G.2B – Non-Core Item Price Schedule
AEPA IFB # 015-B Instructional & School Supplies

Association of Educational

INSTRUCTIONS: Download the Net Effective Bid Price and respective information for **all line items except the core items (listed on G.2A)** in the entire catalog. Use a separate spreadsheet for each catalog.
Please be sure to set the 'Print Area' PRIOR to submitting your bid response.

NOTE: The Net Effective Price MUST be consistent with the percentage discounts listed on the **G.1** tab. **Failure to have price correspond may be cause for rejection of your offer.**

Form G.2B is a REQUIRED FORM

Bidding Company Name: *Quill Corporation* **Catalog Name:** *2014 School Reference Guide/Quill.com*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
1	Education Products	KRAFT 40# ROLL 36X1000	PACON CORPORATION	5636	05636	RL	$ 64.99	20.0%	$ 51.99	
2	Education Products	KRAFT,NATRL PAPER ROLLS 50#	PACON CORPORATION	5836	5836	RL	$ 67.99	20.0%	$ 54.39	
3	Education Products	RAINBOW COLORED KRAFT ROLLS	PACON CORPORATION	63200	63200	RL	$ 79.99	20.0%	$ 63.99	
4	Education Products	36X1000 RAINBOW KRAFT ROLLS	PACON CORPORATION	63080	63080	RL	$ 67.99	20.0%	$ 54.39	
5	Education Products	36X1000 RAINBOW KRAFT ROLLS	PACON CORPORATION	63170	63170	RL	$ 79.99	20.0%	$ 63.99	
6	Education Products	36X1000 RAINBOW KRAFT ROLLS	PACON CORPORATION	63030	63030	RL	$ 67.99	20.0%	$ 54.39	
7	Education Products	RAINBOW PAPER,36X1000,SKYBE	PACON CORPORATION		63150	RL	$ 79.99	20.0%	$ 63.99	
8	Education Products	RAINBOW KRAFT	PACON CORPORATION		63100	RL	$ 79.99	20.0%	$ 63.99	
9	Education Products	36X1000 RAINBOW KRAFT ROLLS	PACON CORPORATION	63000	63000Q	RL	$ 67.99	20.0%	$ 54.39	
10	Education Products	36X1000 RAINBOW KRAFT ROLLS	PACON CORPORATION	63140	63140	RL	$ 67.99	20.0%	$ 54.39	
11	Education Products	RAINBOW PAPER,36X1000,BK	PACON CORPORATION	63300	63300	RL	$ 79.99	20.0%	$ 63.99	
12	Education Products	FADELESS ART PAPER 48X50	PACON CORPORATION	57185	57185	BX	$ 17.99	20.0%	$ 14.39	
13	Education Products	FADELESS ART PAPER 48X50	PACON CORPORATION	57035	57035	BX	$ 17.99	20.0%	$ 14.39	
14	Education Products	FADELESS PAPER ROLL, 48 X 50	PACON CORPORATION	57205	57205	RL	$ 17.99	20.0%	$ 14.39	
15	Education Products	FADELESS DESIGN PPR, BRICK	PACON CORPORATION	56475	56475Q	RL	$ 17.99	20.0%	$ 14.39	
16	Education Products	FADELESS DESIGNS PPR, CLOUDS	PACON CORPORATION	56465	56465Q	RL	$ 17.99	20.0%	$ 14.39	
17	Education Products	TRU-RAY ART PAPER ROLL 36	UNITED STATIONERS	00744	00588	EA	$ 99.99	20.0%	$ 79.99	
18	Education Products	ARTKRAFT 48X200 RYL BE ROLL	PACON CORPORATION	67204	67204	RL	$ 29.99	20.0%	$ 23.99	
19	Education Products	48X200 ARTKRAFT	PACON CORPORATION	67154	67154	EA	$ 29.99	20.0%	$ 23.99	
20	Education Products	36X1000 ARTKRAFT	PACON CORPORATION	67151	67151	EA	$ 89.99	20.0%	$ 71.99	

Bidding Company Name:			Quill Corporation			Catalog Name:				
No.	**Product Category**	**Product Description**	**Manufacturer**	**Manufacturer SKU**	**Vendor SKU**	**Unit of Measure**	**Catalog List Price**	**Bid Discount Percentage**	**Net Effective Bid Price**	**Comments**
21	Education Products	ARTKRAFT 36X1000 RYL BE ROLL	PACON CORPORATION	67201	67201	RL	$ 99.99	20.0%	$ 79.99	
22	Education Products	24X100 ART KRAFT	PACON CORPORATION	67157	67157	EA	$ 17.99	20.0%	$ 14.39	
23	Education Products	ART KRAFT PAPER 36 X 1000	PACON CORPORATION	67001	67001	EA	$ 82.99	20.0%	$ 66.39	
24	Education Products	ART PAPER,LTW,BLK,36X1000 FT	PACON CORPORATION	5067	5067	RL	$ 78.99	20.0%	$ 63.19	
25	Education Products	ART ROLL,LTW,BLUE,36X1000	PACON CORPORATION	5057	5057	RL	$ 78.99	20.0%	$ 63.19	
26	Education Products	ART ROLL,LTW,GREEN,36X1000	PACON CORPORATION	5063	5063	RL	$ 78.99	20.0%	$ 63.19	
27	Education Products	ART PAPER,LTW,RED,36X1000	PACON CORPORATION	5069	5069Q	RL	$ 78.99	20.0%	$ 63.19	
28	Education Products	ART ROLL,LTW,YELLOW,36X1000	PACON CORPORATION	5061	5061	RL	$ 78.99	20.0%	$ 63.19	
29	Education Products	ART PAPER,LTW,ORANGE,36X1000	PACON CORPORATION	5065	5065	RL	$ 78.99	20.0%	$ 63.19	
30	Education Products	ART ROLL,LTW,WHITE,36X1000	PACON CORPORATION	5051	5051Q	RL	$ 78.99	20.0%	$ 63.19	
31	Education Products	12 X 18 CONSTRUCTION PAPER	UNITED STATIONERS	RIV03630	03630	PK	$ 3.99	20.0%	$ 3.19	
32	Education Products	9 X 12 CONSTRUCTION PAPER	PACON CORPORATION	3606	03606	PK	$ 1.79	20.0%	$ 1.43	
33	Education Products	CONSTRUCTION COMBO CASE	PACON CORPORATION	04120	04120	CT	$ 134.99	20.0%	$ 107.99	
34	Education Products	CONSTRUCTION PAPER COMBO CASE	PACON CORPORATION	04121	04121	CT	$ 101.99	20.0%	$ 81.59	
35	Education Products	9X12 CONSTRUCTION PAPER	PACON CORPORATION	02940	02940	PK	$ 2.49	20.0%	$ 1.99	
36	Education Products	TRU-RAY 12X18 CONSTRUCTION PPR	PACON CORPORATION	03039	03039	PK	$ 6.49	20.0%	$ 5.19	
37	Education Products	QB 9 X 12 CONSTRUCTION PAPER	PACON CORPORATION	190858-27299	790858	PK	$ 4.49	20.0%	$ 3.59	
38	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190856-27299	790856	PK	$ 1.29	20.0%	$ 1.03	
39	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190857-27299	790857	PK	$ 1.29	20.0%	$ 1.03	
40	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190853-27299	790853	PK	$ 1.29	20.0%	$ 1.03	
41	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190854-27299	790854	PK	$ 1.29	20.0%	$ 1.03	
42	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190855-27299	790855	PK	$ 1.29	20.0%	$ 1.03	
43	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190852-27299	790852	PK	$ 1.29	20.0%	$ 1.03	

Bidding Company Name:			Quill Corporation			Catalog Name:				2014 School Reference Guide/Quill.com
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
44	Education Products	QB #45 CNSTRCTION PPR,9X12	PACON CORPORATION	190851-27299	790851	PK	$ 1.29	20.0%	$ 1.03	
45	Education Products	RIVERSIDE, HEAVY CONSTR PAPER	PACON CORPORATION	103465	PAC103465	PK	$ 8.49	20.0%	$ 6.79	
46	Education Products	NEON POSTER BOARD 22X 28	PACON CORPORATION	04234	04234	CT	$ 26.99	20.0%	$ 21.59	
47	Education Products	POSTER BOARD1	PACON CORPORATION	5460	5460	CT	$ 34.99	20.0%	$ 27.99	
48	Education Products	RAILROAD POSTER BOARD	UNITED STATIONERS	RIV04060	04060	CT	$ 23.99	20.0%	$ 19.19	
49	Education Products	BOARD,PSTR,22X28,25CN,LMY	UNITED STATIONERS	RIV04227	04227	CT	$ 23.99	20.0%	$ 19.19	
50	Education Products	TAG BOARD, WE,18X24,100/PK	PACON CORPORATION	5290	5290Q	PK	$ 20.99	20.0%	$ 16.79	
51	Education Products	RAILROAD POSTER BOARD	PACON CORPORATION	04159	04159	CT	$ 19.99	20.0%	$ 15.99	
52	Education Products	TAGBOARD,MED,WHT,12X18	PACON CORPORATION	5284	5284	PK	$ 11.99	20.0%	$ 9.59	
53	Education Products	TAGBOARD,MED,WHT,9X12	PACON CORPORATION	5281	5281	PK	$ 6.49	20.0%	$ 5.19	
54	Education Products	RAILRD BD,4PLY,22X28,25/CT	PACON CORPORATION	5487-1	54871	CT	$ 22.99	20.0%	$ 18.39	
55	Education Products	SUPER VALUE POSTER BOARD	PACON CORPORATION	76510	76510	CT	$ 19.99	20.0%	$ 15.99	
56	Education Products	4-COLOR ASSORTED PRESENTATION	PACON CORPORATION		37654	CT	$ 20.99	20.0%	$ 16.79	
57	Education Products	PROJECT DISPLAY BOARDS,36X48	ELMERS PRODUCTS INC.	730306	730306	CT	$ 14.99	20.0%	$ 11.99	
58	Education Products	STURDY BOARD W/WHITE FOAM	ELMERS PRODUCTS INC.	900-802	900802	BX	$ 31.99	20.0%	$ 25.59	
59	Education Products	FOME-COR FOAM BOARD 25/CT	PACON CORPORATION	5540	5540	CT	$ 49.99	20.0%	$ 39.99	
60	Education Products	FOAMBOARD BIENFANG 10SHT 30X40	ELMERS PRODUCTS INC.	900803	900803	CT	$ 84.99	20.0%	$ 67.99	
61	Education Products	36 ALL-IN-ONE PAPER CUTTER	PACON CORPORATION	67630	67630	EA	$ 57.99	20.0%	$ 46.39	
62	Education Products	ROTARY RACK,DISPENSER,10-ROLL	PACON CORPORATION	BJ6754-2	67542	EA	$ 556.99	20.0%	$ 445.59	
63	Education Products	VERTICAL RACK 8-ROLL CAPACITY	PACON CORPORATION	67791	67791	EA	$ 863.99	20.0%	$ 691.19	
64	Education Products	SQUARE VERTICAL RACK 8-RLL CAP	PACON CORPORATION	67770	67770	EA	$ 871.99	20.0%	$ 697.59	
65	Education Products	ROLL PAPER ROTARY RACK	PACON CORPORATION	67552	67552	EA	$ 965.99	20.0%	$ 772.79	
66	Education Products	WALL RACK,4-ROLL CAPACITY	PACON CORPORATION	67740	67740Q	EA	$ 304.99	20.0%	$ 243.99	

Bidding Company Name:			Quill Corporation			Catalog Name:			2014 School Reference Guide/Quill.com	
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments
67	Education Products	TOWER RACK,4-ROLL CAPACITY	PACON CORPORATION	67750	67750	EA	$ 388.99	20.0%	$ 311.19	
68	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030L	T2030L	CS	$ 62.99	20.0%	$ 50.39	
69	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030B	T2030B	CS	$ 62.99	20.0%	$ 50.39	
70	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030K	T2030K	CS	$ 62.99	20.0%	$ 50.39	
71	Education Products	WHITE TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030J	T2030J	CS	$ 60.99	20.0%	$ 48.79	
72	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030E	T2030E	CS	$ 62.99	20.0%	$ 50.39	
73	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030G	T2030G	CS	$ 62.99	20.0%	$ 50.39	
74	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030H	T2030H	CS	$ 62.99	20.0%	$ 50.39	
75	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030C	T2030C	CS	$ 62.99	20.0%	$ 50.39	
76	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030F	T2030F	CS	$ 62.99	20.0%	$ 50.39	
77	Education Products	COLORED TISSUE PAPER 20X 30	BOX PACKAGING, INC.	T2030D	T2030D	CS	$ 62.99	20.0%	$ 50.39	
78	Education Products	ART TISSUE, 12X18	PACON CORPORATION	-	59530	PK	$ 6.99	20.0%	$ 5.59	
79	Education Products	PACON ARRAY CARD STOCK, BLACK	PACON CORPORATION	101187	101187	PK	$ 14.99	20.0%	$ 11.99	
80	Education Products	ART START KIT	ROYLCO, INC.		2604Q	EA	$ 24.99	20.0%	$ 19.99	
81	Education Products	BORDETTE	PACON CORPORATION		37450	CT	$ 15.99	20.0%	$ 12.79	
82	Education Products	BORDETTE 2 1/4 X 50/ BORDER RL	PACON CORPORATION	-	3718	EA	$ 2.99	20.0%	$ 2.39	
83	Education Products	BORDETTE 2 1/4 X 50/ BORDER RL	PACON CORPORATION	37304	3730	EA	$ 2.99	20.0%	$ 2.39	
84	Education Products	TERRIFIC TRIMMER-PLAID	S.P. RICHARDS CO.	NA	T92044	EA	$ 2.99	20.0%	$ 2.39	
85	Education Products	BORDERS,SPARKLE,40/PK,AST	TREND ENTERPRISES	T92901	T92901	PK	$ 16.99	20.0%	$ 13.59	
86	Education Products	POSTER CHARCTR TRAITS 6PK	TREND ENTERPRISES	TA6681	TA6681	PK	$ 17.99	20.0%	$ 14.39	
87	Education Products	COLORFUL SPARKLE STARS,STICKER	TREND ENTERPRISES	T46910	T46910	PK	$ 7.99	20.0%	$ 6.39	
88	Education Products	SCHOOL BUS TREASURE CHEST	SMILEMAKERS		TCBS	BX	$ 54.99	20.0%	$ 43.99	
89	Education Products	MULTI COLORED STARS STICKERS	SMILEMAKERS	MST	MST7	BX	$ 7.49	20.0%	$ 5.99	

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Form G.3 – Services Price Schedule

AEPA IFB # 015-B Instructional & School Supplies

Bidding Company Name: *Quill Corporation*

NOTE: If your company provides any of the services listed below, please complete the price schedule.

Form G.3 is a REQUIRED FORM

Design Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Installation Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Training Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

Support Services

Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
n/a					

***Please detail additional discounts on large projects.**

Form G.4 – Volume Discounts Schedule
AEPA IFB # 015-B Instructional & School Supplies

Bidding Company Name: *Quill Corporation*

Association of Educational Purchasing Agencies

Form G.4 is an OPTIONAL FORM

Additional Discount for One Time Purchase OR Group of Local Agencies in a Geographic Area Combining Requirements (Estimate Annual Spend):

Dollar Amount FROM	Dollar Amount TO	Catalog	Additional Discount Offered (%)
Example - $0	*$50,000*	*MyCompanyGeneral 2014 Catalog*	*5.0%*
	n/a		

Quill.com
A small part of your job is 100% of ours.

AEPA IFB 015-C Custodial Equipment & Supplies, Rest Room, Break Room & Safety Supply Catalog Bid



100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

October 1, 2014

Jeff Kimball
Purchasing Department
Oakland Schools
2111 Pontiac Lake Road
Waterford, MI 48328-2736

Quill Bid Number: 14-9912
Customer Bid Info: IFB 015-C Custodial Equipment
Account Number: 6714762

Dear Jeff Kimball,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. Please note that the bid prices and free shipping are good through **February 28, 2016.**

In addition to the enclosed bid items, for all other purchases we're pleased to offer your organization additional **column discounts*** to our already discounted prices in our catalog which are up to 80% off list. These extra savings are good through **February 28,2016.**

25% Cleaning and Breakroom
25% Safety & Maintenance
25% Food & Beverage

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- **Written acceptance** is requested to guarantee your discounts. Please see attached Bid Response Form.
- Please be sure to reference the above Quill.com account for easy and accurate processing.
- Quill.com offers easy online ordering with visibility to your column discount*.
- Please fax or email your tax exempt form to taxexempt@Quill.com or fax 800-499-8805.

Quill's delivery policy is standard UPS or local carrier drop off, or truck tailgate delivery. Inside delivery is available at an additional charge. Installation or set up is not included.
This contract must be renewed before expiration date and will not automatically renew.
Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,
Quill's Bid Department

***Discounts do not apply to any item that is identified as Special Order in a Special Order catalog, items that begin with the prefix "SPW or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).**

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

BID AWARD FORM

Written acceptance is requested in order to ensure the proper bid pricing discount quoted, ***please fill out and return*** this form as soon as possible.

Quill Bid #: **14-9912** *****Please reference this bid # and Quill Item Numbers on ALL purchase orders***

Account #: **6714762** State: **MI**

Account Name: Oakland Schools

Do you accept our discounts on our catalog? Yes ____ No _____
25% Cleaning and Breakroom
25% Safety & Maintenance
25% Food & Beverage

Do you accept our itemized bid prices? Yes_____ No_____

If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.

If no, who was awarded your bid_____

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered _____

_____

Are you tax exempt? Yes___ No___ If yes, please send your certificate to tax.exempt@Quill.com or fax to 800-499-8805.

This BID RESPONSE FORM can be returned by:

Fax: (888) 888-8250
Email: bid@quill.com
Or Mail:
Quill Corporation
Bid Department
100 Schelter Road
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Your Quill Bid Team
(800) 634 – 4809

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

To Whom It May Concern:

Re: EEO Certification

Because we deal with 700 vendors and 1.1 million customers, it is impossible for us to reply on an individual basis and read each company's certification requirements. Please accept the following as our standard report.

- You are advised that Quill Corporation does not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability; or an unfavorable discharge from military service.

- Quill Corporation hereby certifies that it does not maintain or provide for their employees any segregated facilities at any establishment. As used in this Certification, the term "Segregated Facilities" means any waiting rooms, work area, rest rooms and other storage or dressing areas, transportation and housing facilities provided for the employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, religion, sex marital status, national origin or ancestry, age physical or mental handicap unrelated to ability, or and unfavorable discharge from military service.

- Quill Corporation also maintains and conspicuously posts a written sexual harassment policy consistent with state and federal law.

- Quill Corporation also complies with Affirmative Action obligations under Executive Order 11246.

- Quill Corporation has a commitment to its employees to provide a safe and drug free work environment, with policies in places that address our expectations.

If we can clarify any questions regarding our policy on this issue, please call or write.

Sincerely yours,

Thank you,
Susan DeSack

Employment Compliance Manager
Staples
500 Staples Drive
Framingham, MA 01702
☎ Office: 1-508-253-1727
🖷 eFax: 1-508-382-5528
✉ Email: Susan.Desack@Staples.com
June 2014

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

EQUAL EMPLOYMENT OPPORTUNITY

Quill Corporation is a large business, wholly owned subsidiary of Staples, Inc.

As a company we comply with all Federal and State Affirmative Action Laws and Requirements.

See attached EEO1 for Staples and Certification

co= L103806
u= L103806

EQUAL EMPLOYMENT OPPORTUNITY
2013 EMPLOYER INFORMATION REPORT
CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

2.a. STAPLES INC CORPORATE STP
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

c. Y

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:151064821

SECTION E - ESTABLISHMENT INFORMATION

NAICS:

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												OVERALL TOTALS
	********** MALE **********								********** FEMALE **********						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	6	1	143	2	0	4	0	0	48	0	0	5	0	0	209
FIRST/MID OFFICIALS & MGRS	236	98	2347	194	12	99	10	7	1219	100	3	55	7	2	4389
PROFESSIONALS	90	101	1403	68	5	241	3	1	1521	104	7	137	4	5	3690
TECHNICIANS	67	16	348	60	3	10	0	0	89	20	3	1	0	1	618
SALES WORKERS	2374	2332	12541	2491	110	699	81	40	10187	2272	103	485	79	53	33847
ADMINISTRATIVE SUPPORT	184	233	997	217	4	41	7	4	1921	465	5	52	7	17	4154
CRAFT WORKERS	51	1	209	11	0	7	0	1	7	0	0	0	0	0	287
OPERATIVES	1286	663	2461	1267	18	185	16	6	1474	384	10	84	6	3	7863
LABORERS & HELPERS	0	0	3	2	0	0	0	0	2	0	0	0	0	0	7
SERVICE WORKERS	35	15	158	50	3	8	0	1	50	17	0	3	0	0	340
TOTAL	4329	3460	20610	4362	155	1294	117	60	16518	3362	131	822	103	81	55404
PREVIOUS REPORT TOTAL	4326	3387	21043	4257	159	1272	123	49	16939	3284	104	793	104	43	55883

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/25/2013 THRU 08/31/2013

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: REGIS MULOT
TITLE: SVP HUMAN RESOURCES
EEO-1 REPORT CONTACT PERSON: REGIS MULOT
TITLE: SVP HUMAN RESOURCES
EMAIL: REGIS.MULOT@STAPLES.COM
TELEPHONE NO: 1508253220
CERTIFIED DATE[EST]: 02/07/2014 11:04 AM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328 www.beechercarlson.com	CONTACT NAME: (ATL) Diane Stalcup PHONE (A/C, No, Ext): 678-539-4877 FAX (A/C, No): 678-539-4890 E-MAIL ADDRESS: dstalcup@beechercarlson.com
INSURED Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: ACE American Insurance Company — 22667 INSURER B: ACE Property & Casualty — 20699 INSURER C: Indemnity Insurance of North America — 43575 INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 18988480 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY ✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR ✓ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC	✓		HDO-G27330472	2/1/2014	2/1/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 1,000,000 2,000,000 2,000,000
A	AUTOMOBILE LIABILITY ✓ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS ✓ HIRED AUTOS ✓ NON-OWNED AUTOS			ISA-H08818897	2/1/2014	2/1/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	3,000,000
B	✓ UMBRELLA LIAB ✓ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $			XOO-G27368566	2/1/2014	2/1/2015	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A A A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WLR-C47878305(AZ,CA,MA) SCF-C47878317(WI) WCU-C47878329 (OH) WLR-C47878299(AOS)	2/1/2014 2/1/2014 2/1/2014 2/1/2014	2/1/2015 2/1/2015 2/1/2015 2/1/2015	✓ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is included as Additional Insured to the extent required by written contract only.

CERTIFICATE HOLDER	CANCELLATION
** Evidence of Coverage **	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sharon D. Brainard

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AGENCY CUSTOMER ID: 39

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY	NAMED INSURED
Beecher Carlson Insurance Services	Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (05/10)

CERTIFICATE HOLDER: ** Evidence of Coverage **

ADDRESS:

INSURED: Staples, Inc.
POLICY PERIOD: 2/1/14 - 2/1/15

NAMED INSUREDS:

Staples the Office Superstore East, Inc.

Staples the Office Superstore LP

Staples Contract & Commercial, Inc., including:
- Staples National Advantage
- Business Interiors by Staples (fka Corporate Express Business Interiors)
- Coastwide Laboratories, Inc.
- Staples Promotional Products (fka Corporate Express Promotional Marketing, Inc.)
- Kross Outfitters
- Corporate Express Imaging & Computer Graphic Supplies
- Any other entity formerly known as Corporate Express
- Staples Technology Solutions.com
- Staples Enterprise Advantage
- Staples Business Advantage
- Staples Advantage
- Staples Industrial
- Staples Print Solution

Quill Corporation
- MAP (Medical Arts Press, Inc.)

Schoolkids.com, Inc.

Smilemakers, Inc.

Thrive Networks, Inc.

Corporate Express Document & Print Management, Inc.

Lonesource

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ATTACHMENT

Association of Educational

INVITATION FOR BID NUMBER AEPA IFB #015
PART A – TERMS AND CONDITIONS

Notice to Bidders

Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

1:30 p.m. EDT, Wednesday, October 8, 2014

For Catalog Bids: 015-A. Office Supplies, 015-B. Instructional & School Supplies, 015-C. Custodial Equipment & Supplies, Restroom, Break Room & Safety Supplies, 15-D. Security, 015-E. Live Finger Print & Palm Scanning, 015-F. Walk-Through Metal Detectors

For Construction Related Bids: 15.1–A Modular & Portable Buildings, 015.1–B Security & Consulting

Each bid package consists of three or more parts:

Part A – Notice to Bidders, Bid Procedures and Terms and Conditions
Part B – Commodity Specifications
Part C – Bid Forms
Part D - G – Additional Bid Forms if required (varies by commodity)

All bids shall be submitted to Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736, in a sealed envelope marked "SEALED BID AEPA #015" on the front of the envelope. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Bid documents can be downloaded after registering by following the link from the web at www.aepacoop.org. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and publicly read immediately following the deadline.

Bid and Contract Timeline:

August 18, 2014	Publication of Bids and IFB available on the AEPA website www.aepacoop.org
September 9, 2014	Pre-Bid Conference Call – Must register by Sept. 3rd to participate
September 25, 2014	Deadline for questions from Bidders
October 8, 2014, 1:30 pm EDT	**Deadline for Bid Submittals and Public Opening of Bids**
November 7, 2014	Contract Recommendations posted on www.aepacoop.org
December 2, 2014	AEPA Approval of bids
December 8, 2014	Bidders are advised of the results of the bid
December 3, 2014 to March 1, 2015	Vendor Partner's submit required documentation to Member Agencies
No later than March 1, 2015 to February 28, 2016	Initial contract term (up to fifteen months) – See Term of Contract and Extensions in General Terms & Conditions
March 1, 2016 - 2018	Annual contract renewal dates subject to approval by AEPA

For information on how to address all questions regarding this Invitation for Bid (IFB), reference Section II. Bid Procedures, Section C. Questions.

AEPA Member Agency Information

State	Agency Name	Contact	Email	Students
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	twitt@epylon.com	6,220,993
Colorado	Colorado BOCES Association	John Tillman	jtillman@my.amigo.net	854,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	554,845
Florida	Panhandle Area Education Consortium	Larche Hardy	larche_hardy@paec.org	2,668,155
Indiana	Wilson Education Center	Phil Partenheimer	philp@wesc.k12.in.us	1,041,602
Iowa	Iowa Educators Consortium	Jamie Albertsen	jalbertsen@iec-ia.org	510,000
Kansas	Southeast Kansas Education Service Center	Brad Stefanoni	brad.stefanoni@greenbush.org	468,510
Kentucky	Green River Regional Educational Cooperative	Ann Burden	ann.burden@grrec.ky.gov	675,530
Massachusetts	The Education Cooperative	Joan Preble	jpreble@tec-coop.org	954,177
Michigan	Oakland Schools	Tim Loock	tim.loock@oakland.k12.mi.us	1,525,000
Minnesota	Minnesota Service Cooperative	Jeremy Kovash	jkovash@lcsc.org	845,177
Missouri	Cooperating School Districts	Kelly Hackworth	khackworth@edplus.org	650,000
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	142,347
Nebraska	Nebraska ESU Cooperative Purchasing	Kip Schnedier	kschneider@esu17.org	336,069
New Jersey	Middlesex Regional Educational Services Commission	Pat Moran	pmoran@mresc.k12.nj.us	1,300,000
New Mexico	Cooperative Educational Services	Dotty McKinney	dotty@ces.org	338,223
North Dakota	North Dakota Educators Service Cooperative	John Jankowski	john.jankowski.1@sendit.nodak.edu	105.632
Ohio	Ohio Council of Educational Purchasing Consortium	Elmo Kallner	kallner@mail.mecdc.org	1,850,000
Oregon	Intermountain ESD	Caryn Appler	caryn.appler@imesd.k12.or.us	531,555
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Jeff Kimball	jkimball@csiu.org	4,600,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	4,933,617
Virginia	Fairfax County Public Schools	Michelle Pratt	MRPratt@fcps.edu	1,200,000
Washington	King County Directors Association	Dave Mahalko	dmahalko@kcda.org	1,000,000
West Virginia	WV Regional Education Service Agencies Cooperative Purchasing	Dee Cockrille	dcockril@access.k12.wv.us	282,308
Wisconsin	Cooperative Educational Service Agency (CESA) #2	Lisa Stahl	lisa.stahl@cesa2.org	873,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services	Julie Cudmore	jcudmore@newboces.com	90,000
			Total Students:	**34,551,336**

PART A - TABLE OF CONTENTS

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I. ABOUT AEPA

The Association of Educational Purchasing Agencies (AEPA) is a school procurement consortium established in 2000 through a Memorandum of Understanding, and incorporated in 2007 under the state laws of Nevada. Currently, twenty-six (26) states have joined to issue simultaneous Invitations for Bids (IFB) generating sales in forty-nine (49) states.

AEPA requires that Bidders only respond if they are able to offer prices equal to or lower than what they ordinarily offer on separate, single school district, single state or multi-state contracts that have equal or lesser volume. AEPA's mission is to cooperatively serve our members though a continuous effort to explore and solve present and future purchasing needs. Our goals include working to secure multi-state volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. AEPA is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a manner in which they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

Each Member Agency, along with the awarded Vendor Partner, represents, supports and promotes the AEPA contracts within their respective state. While the consortium was initially created to support educational entities, the Member Agency for each state determines which public entities (higher educational institutions, cities, counties, townships, states, etc.) can utilize the competitively bid contracts (see the Summary of State Participation by Bid Category Table).

II. BID PROCEDURES

A. Issuing Agency

The great benefit to the Bidder is that one response may be prepared for approval by AEPA and award by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Some of these 26 AEPA Member Agencies have Participating Entities in other non-AEPA states as identified in the Part B - Specifications document. Bidders responding to this IFB will prepare two (2) computer/electronic CD or USB Flash Drive of all files requested along with complete catalogs (See Section F. Bid Submission below). Bidders selected in response to this single IFB have the potential to provide products and services to local education agencies serving over 34,000,000 (excludes non-represented AEPA states) students.

Each AEPA Member Agency will individually publish notice of the IFB. Bidders will send responses to a single receiving point for all AEPA Member Agencies. Responses will be evaluated by bid oversight committees comprised of AEPA Member Agencies representatives who have indicated they will participate in the category of products and services being solicited, and after AEPA approval, individual AEPA Member Agencies may award contracts to the AEPA Approved Vendor Partners or reject their offers.

The procurement activities of AEPA are limited to document preparation, distribution of the IFB, initial evaluation, and recommendation for possible approval to AEPA Member Agencies. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of the states of each AEPA Member Agency. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with bidding regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own IFB, Request for Proposal (RFP), or Request for Quotations (RFQ). This saves the entity time and allows for economical and efficient purchasing.

State laws that permit or encourage cooperative purchasing contracts do so in the belief that it saves the participants both time and money. Time is saved by having access to volume discounted contracts publicly solicited and being able to purchase what is needed without having to wade through the solicitation process (write solicitation, advertise the IFB, open each response, evaluate and make a selection). Money is saved in procurement cost and lower prices will be the result of volume purchasing. *Therefore, a contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency or state contract can get through its own bid, a cooperatively bid contract makes no sense.*

The AEPA policy for membership permits new agencies to become AEPA Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded Vendor Partners and in accordance with their state laws.

B. *Voluntary Pre-Bid Conference Call –*

Pre-Registration Required by 3:00 PM EDT September 3, 2014 (No exceptions)

AEPA will host a voluntary pre-bid conference call on Tuesday, September 9, 2014, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. Bidders must register no later than **3 PM EDT, Wednesday, September 3, 2014,** by faxing the Pre-bid Conference Call Registration Form (found on AEPA Bid website) to **Jeff Kimball** to 888-490-3184. No registration will be accepted after this date. Bidders must indicate which bid category or categories that they would like to participate in their registration. An email confirmation with details of the phone conference will be sent to the Bidder at least 24 hours prior to the conference call. Each Bidder will be allowed only one phone line to participate in conference call. It will be the Bidder's responsibility to have one primary person responsible for asking questions during the conference call. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule – Tuesday, September, 9, 2014

	Eastern	Central	Mountain	Pacific
A. Office Supplies Catalog	11:30 AM	10:30 AM	9:30 AM	8:30 AM
B. Instructional & School Supplies Catalog	12:00 PM	11:00 AM	10:00 AM	9:00 AM
C. Custodial Equipment & Supplies Catalogs	12:30 PM	11:30 AM	10:30 AM	9:30 AM
D. Security Related Bids	1:30 PM	12:30 AM	11:30 AM	10:30 AM
E. Modular & Portable Buildings	2:30 PM	1:30 PM	12:30 PM	11:30 AM

C. *Questions*

All questions and responses received during the IFB process will be available on the AEPA website (www.aepacoop.org), as addenda, and will become part of the bid documents. It is the Bidders responsibility to check the website for the addenda prior to the bid deadline. Questions received less than fourteen (14) days prior to bid due date will not be answered. **All questions should reference the bid number and category for which the question is being asked and submit as follows:**

Questions regarding this IFB *from the time the IFB is published until September 25, 2014*, should be submitted to **Questions@aepacoop.org**.

Questions regarding this IFB *after Bid Opening (October 8, 2014) but prior to the approval of the contract*, should be submitted to **Bids@aepacoop.org**.

Questions regarding this IFB *after Notification of Approval* should be submitted to **President@aepacoop.org**.

D. *Bidder Qualifications*

An essential part of the bid evaluation process is an evaluation to qualify the company being considered. All bids must contain answers, responses and/or documentation to the information requested in the Bid Documents. Any Bidder failing to provide the required information/ documentation may be considered non-responsive.

Bidders, within their response, must demonstrate their ability, capacity and available resources to provide the proposed products and services to all of the AEPA Member Agencies indicating an interest in participating in the categories being solicited. The Bidders are required to communicate and demonstrate within their response they have extensive knowledge, background and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. AEPA and/or its Member Agencies reserve the right to accept or

reject newly formed companies or companies failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

E. Bid Security – The only bid category requiring a bid bond is Modular Buildings

If required, bids shall be accompanied by a satisfactory bid security in the amount of $25,000.00 or $100,000.00 as noted in Part B of Modular & Portable Buildings. If a Bidder fails to submit the bid security by the bid due date, its response shall be deemed non-responsive and will not be considered.

Acceptable bid security will be in an amount of $25,000 or $100,000, with the principal being the Bidder and the Association of Educational Purchasing Agencies being the Agency of Record. Bid Security may be a one-time bid bond underwritten by a surety company licensed to issue bid bonds in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC financial institution. The bid security shall remain in force for one hundred twenty (120) days of bid opening.

F. Bid Submission

1. Preparation of the Bid Response

a. The IFB is published in three parts. Part A contains the terms and conditions that apply to all IFB's in the current series of bids. Part B is the specifications for the bid commodity. Part C contains the Bid Forms to be filled out and returned by the Bidder. Some bid categories may contain additional Parts or Forms.

b. All bid responses shall be on the forms provided and referenced in Part C – Bid Forms.

c. Bid Forms requiring signatures shall be submitted with original ink signatures, by the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations or other modifications in the bid document. Failure to properly sign the bid documents or to make other notations as indicated will result in the response being deemed non-responsive.

d. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid documents. Corrections and/or modifications received after the opening time will not be accepted, except as authorized by applicable rule, regulation or statute and AEPA.

e. In case of an error in extension of prices in the bid, unit prices shall govern.

f. Periods of time, stated as a number of days, shall be in calendar days, not business days.

g. It is the responsibility of all Bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.

h. The Bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidders' ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the AEPA Member Agency and a Bidder requires the delivery of information and data. The quality of organization and writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

2. Format of Bid Submittal

a. Two (2) complete copies of the bid response shall be submitted on separate but identical electronic media, either CDs or flash drives. CDs or flash drives must be properly labeled with the Bidders name and bid category. ***NOTE: Individual files should not exceed the maximum file size of 20MB. If a file size is larger, Bidders will have to separate into multiple parts and label accordingly.***

b. Bid Form A, Bid Form B and Bid Security, if applicable, shall be submitted in hard copy and a copy of these forms and the remaining response shall be submitted in electronic format with original signatures.

c. Format for the CD or Flash Drive – Files must be placed in the proper folders on the CD or Flash Drive as listed below:

FOLDER A CONTENTS:

a. **Document Development:** Bid Forms for this IFB are published on www.aepacoop.org in both Microsoft Word and PDF formats. Bidders may download the Microsoft Word forms and complete them electronically or they may download PDF forms, type or complete by hand. All documents

requiring an original signature or which were not completed electronically must be scanned and saved as PDF documents on the electronic media. All documents must be titled with the name of the Company and Form. For example: *Bidder Name Form A.*

b. **Table of Contents:** Using the form provided (See Part C – Bid Forms), complete a Table of Contents for the bid proposal. Provide as a Word Document or a document that has been scanned to a PDF, and title as per the instructions in **Document Development** above.

c. **Bid Affidavit (FORM A):** Complete the form provided. A signature of the Bidder's authorized representative is required and a Notary Public must complete this form. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.***.

d. **Acceptance of Bid and Contract Award (FORM B):** Complete the form provided. A signature of the Bidder's authorized representative is required. Scan to a PDF format and title as per the instructions in **Document Development** above. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media. ***If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.***

e. **Service Questionnaire for Bidder (FORM C):** The Questionnaire seeks information about the Bidder's pricing structure, service areas, past performance and commerce processes. Complete the form provided. The authorized representative must sign the completed document. Scan to a PDF format and title as per the instructions in **Document Development** above.

f. **Company Information (FORM D):** The Company Information Form provides background information on the Company. The authorized representative must sign the completed document. **NOTE:<u>An attached letter of line of credit from the Bidder's chief financial institution is required unless the company is publicly traded and then a complete Annual Financial Report from the most recent year is REQUIRED.</u>** Scan the Form, any attachments and the letter from the Bidder's chief financial institution or Annual Financial Report to a single PDF format and title as per the instructions in **Document Development** above.

g. **Exceptions to Terms and Conditions (FORM E):** Exceptions to Terms and Conditions set forth in Parts A and B of this IFB must be noted on this Form. If there are no exceptions, the form must be returned with the "no exceptions" box checked and signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

h. **Part B - Specifications:** The Part B – Specifications document . represents the needs and interests of the AEPA Member Agencies and their Participating Entities. Alternatives or deviations may be proposed unless otherwise specified. While deviations may be acceptable, the Bidder who is able to comply with the greater number of specifications may be considered more responsive. Bidders must check either the 'Comply' or 'Deviate' column for all specifications listed in this section. The authorized representative must initial the form. Scan to a PDF format and title as per the instructions in **Document Development** above.

i. **Deviations (FORM F):** Explanations of deviations noted in response to standard, product, category and service specifications on the **Part B - Specifications** are required on Form F. If there are no deviations, the form must be returned with the "no deviations" box checked and initialed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

j. **Bid Security,** if required, for various categories. Hard copy sent with bid and a PDF of Bid Security in folder A.

FOLDER B CONTENTS:

a. **Pricing (FORM G):** Form G is intended as the cover document for the Bidder's discount pricing schedule. This form must be signed by the authorized representative. Scan to a PDF format and title as per the instructions in **Document Development** above.

b. **Excel Workbook with Discounts and Pricing Schedule:** Title the Excel document as per the instructions in **Document Development** above. Be sure to complete the required tabs as outlined on Form G.

c. **Warranties, Additional Services or Incidental Price Schedule (G.5):** In response to Form G., the Bidder may be asked to provide a price schedule for warranties, etc. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

d. **Additional Discounts (G.6):** In response to Form G, the Bidder may be select to offer additional discounts/bonuses to AEPA members based on a dollar volume, sizes of orders or other criteria, and must state the formula for arriving at these discounts. This document is created by the Bidder (it is not provided) and should be presented in Microsoft Excel and titled as per the instructions in **Document Development** above.

e. **Catalogs and/or Price lists:** For catalog bids, PDFs of the Bidder's most recent published catalog(s) or price lists must be included for catalog bids. Each PDF document must be titled as per the instructions in **Document Development** above.

FOLDERS C and ETC., CONTENTS:
Folder C and additional folders are reserved for any additional documents or files other than those listed above that may be requested and/or related to this bid.

If the bid is awarded, the Bidder will be required to produce original signed and notarized Forms A and B in paper (hard copy) form for each participating AEPA Member Agency. Additionally, if required, a copy of the bid security to each participating AEPA Member Agency as indicated for that bid category.

3. Bid Transmittal – Due by October 8, 2014, at 1:30 PM EDT

It is the responsibility of the Bidder to be certain that the bid submittal is in the actual possession of AEPA at **Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328-2736**, on or prior to the exact due date and time of **October 8, 2014**, at **1:30 PM EDT**. Bids must be submitted in a sealed envelope or box properly addressed to Association of Educational Purchasing Agencies, with the Bid Number, Bid Category being offered, Bid Due Date and Time, and Bidder's Name and Address clearly indicated on the envelope or box. **Bids received late will not be opened and will be deemed non-responsive. Anyone who downloads the bid documents and fails to submit a bid shall be deemed as a No-Bid Response.**

If the designated location for receiving bids is closed due to an unforeseen circumstance on the day bid responses are due, responses will be due at the same time on the next day the building is open.

Responsive bids will be opened and the name of each Bidder and other appropriate information will be publicly read.

G. Bid Evaluation

Bid responses will be reviewed, analyzed and evaluated based on the evaluation criteria stipulated within this bid document (Refer to the *Evaluation, Approval and Award* section located in Section V. General Terms and Conditions for All Agencies).

H. Contract Award and Implementation

An AEPA oversight committee will perform initial bid response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Bidders who are approved by AEPA will then be considered by the individual AEPA Member Agencies for contract award. It should be noted that once AEPA has approved the bid response, a Bidder becomes a "Vendor Partner" for AEPA.

Recommendations for approval by AEPA will be posted to the website (SEE LINK BELOW) on November 7, 2014. ***If the AEPA approves the recommended contract at the Winter Meeting, the Vendor Partner will be invited to present for 15 minutes to the group to educate all 26 states on your company, products, etc.*** **It is the Bidder's responsibility to access this information. It should be noted that while a**

company may be recommended for approval, there is no guarantee of an approved contract until the AEPA Member Agencies vote on the recommendation.

http://www.aepacoop.org/pages/Association_of_Educational_Pur/Bidding_Information/Bid_2015/Contract_Approval_Recs

Once the approved Bidders have been notified by AEPA, ***it is their responsibility to contact those AEPA Member Agencies (up to 26) who had indicated an interest in participating and mail the signed and notarized Forms A and B (Located in Part C) to each of the participating AEPA Member Agencies.*** Each AEPA Member Agency will review, evaluate and determine which, if any, it will award contracts to.

The approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if necessary, to work out state specific details of contract implementation including:

1. Acquiring additional information and having discussions on how the awarded contract will be executed.
2. Signing the contract with the AEPA Member Agency.
3. Jointly develop marketing strategies and a plan for contract roll-out activities to the AEPA Member Agency's Participating Entities (Advertising, flyers, website access, etc.).
4. Establish how orders will be processed, handled and reported.
5. Contract management: Establish how and by whom the day-to-day contract management will be handled and who will be the AEPA Member Agency' representative.

It is not guaranteed that each AEPA Member Agency will enter into a contract with AEPA approved Vendor Partners. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that AEPA Member Agency.

III. RESPONSIBILITIES OF A VENDOR PARTNER

As an approved AEPA Vendor Partner, the following is expected in support of the contract:

1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April and the Winter Meeting which is typically the end of November or early December and has historically been held in conjunction with the Association of Educational Service Agencies (AESA) annual conference. At the Annual meeting, Vendor Partners participate in a round table meeting with each of the AEPA Member Agencies. Vendor Partners that have paid the registration fees can participate in the meetings.
9. Trade show support: Strongly encourage participation in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).
10. Increasing sales over the term of the contract with all participating AEPA Member Agencies.

IV. RESPONSIBILITIES OF AEPA MEMBER AGENCIES

In support of the Vendor Partner and respective contract, each AEPA Member Agency should provide the following support:

1. Designate a staff member(s) that will serve as a point person for the AEPA program within that state.
2. Provide a staff member to work collaboratively with the Vendor Partner to determine the best marketing plan for the respective Member Agency state. Marketing efforts may include but not be limited to the education and use of sales force, a website presence, electronic mailings, brochures, mailings, etc.
3. Develop marketing materials for the Member Agency to use that would include representation of the awarded contracts. Materials may include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc. as determined by the respective Member Agency and what works best within their state.
4. Assist the Vendor Partner to jointly market the contract to potential Participating Entities within the state.
5. Work with the Vendor Partner to identify eligible Participating Entities within the state possibly including providing a list of potential customers.
6. Attendance at the two (2) AEPA meetings which provides for opportunity to interact with Vendor Partners.

V. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES

For the purposes of this INVITATION FOR BID, the following terms shall be defined as indicated below:

The terms **Bidder, Offeror** and **Vendor Partner** are interchangeable and are used to identify the person(s) or firm(s) submitting a response to an Invitation for Bid.

The term **Participating Entity** is used to identify those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

The term **Buyer** is used to identify the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

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Administrative Fee: The percentage of sales that each Vendor Partner pays the Member Agency for sales in their respective state or states that they extend the AEPA pricing to. Administrative Fees shall be paid to each Member Agency on a quarterly basis. See the Summary of State General Overview for the administrative fees by Member Agency (state).

Advertising: Vendor Partner shall not advertise or publish information concerning this contract prior to the award being announced by the AEPA Member Agencies. Once the award is made, the Vendor Partner may advertise to the individual Participating Entities that products/services are available. Vendor Partner shall submit ad copy to the AEPA Member Agency for review and approval prior to issuing the advertisement.

AEPA Bi-Annual Meetings: AEPA holds two general meetings each year: one in the Spring (usually in the month of April or May) and the other in the Fall (currently the week after Thanksgiving). AEPA requires that all successful contract holders attend both meetings and participate in the vendor round tables at the Spring meeting. AEPA request that all vendor partners register in advance and stay at the AEPA official hotel if rooms are available. All registrations for the meetings are required by the official registration due date as announced by AEPA.

AEPA Member Agency: Refers to the entities identified in the table on page two of this document and are listed on the table presented in Part B - Specifications, Item 3: Anticipated Member Agency Participation on this bid, that has chosen to participate in this bid/category. "Direct or Indirect Participation" may include their involvement through the formulation of any part of a procurement activity; the influencing of the content of any term, condition and/or specification; the evaluation, investigation, auditing and/or the rendering, of advice, recommendation, decision, approval, disapproval and the award and implementation of procurement contract. Not every listed entity may elect to participate in this bid once the responses are reviewed and approved.

Amendment of Bid: A bid may be amended up to the time of opening by submitting a sealed letter to the place where the bids are received as indicated on the front of this solicitation.

Applicable Law: The laws of the state of the respective AEPA Member Agency shall govern any resulting contract of this bid. Suits pertaining to this contract may be brought only in courts in the County and State as

prescribed by the AEPA Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the AEPA Member Agency, shall fully apply. The Vendor Partner shall comply with any and all laws, whether local, state, federal or otherwise, applicable to any aspect of the work to be performed in relation to the resulting contract. It shall be the Vendor Partner's responsibility to identify, make themselves aware of and determine the applicability and requirements of any such laws and to abide by them.

Approval and Awarding of Contract: AEPA and its AEPA Member Agencies reserves the right to approve and award a contract to one Bidder, to make multiple approvals and awards, to reject any or all bids in whole or in part, to waive any minor formalities or irregularities in any bids, and to accept bids, which in its discretion and according to law may be in the best interest of the AEPA Member Agencies and their Participating Entities. A response to this solicitation is an offer to contract with the AEPA Member Agencies based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted, recommended and approved by AEPA and awarded by the individual AEPA Member Agency. A contract is formed when an AEPA Member Agency administrator and, if required, an AEPA Member Agency Board approves and signs the **Acceptance of Bid and Contract Award Form** (see Form B) document, eliminating the need for a formal signing of a separate contract.

Assignment: No right or interest in this contract shall be assigned or transferred by the Vendor Partner without prior written permission by AEPA and its AEPA Member Agencies, and no delegation of any duty of the Vendor Partner shall be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies shall not unreasonably withhold approval and shall notify the Vendor Partner within fifteen (15) days of receipt of written notice by the Vendor Partner.

Audit Rights: In accordance with applicable law of the State of the AEPA Member Agency, the Vendor Partner's books and pertinent records related to this contract may be audited at a reasonable time and place.

Authority: This solicitation, as well as any resulting contract/agreement, is issued under the general authority of the State laws of the AEPA Member Agency and those identified within the AEPA Member Agencies' Specific Terms and Conditions, Part A, Section VI (see also Procurement Code below). Internal or external Cooperative Purchasing Agreements between the AEPA Member Agency and Participating Entities may exist.

Bid Opening: Bids shall be opened at the time and place, and in the manner designated in this document. The name of each Bidder shall be publicly read and recorded in the presence of witnesses.

Bid Security: There are AEPA Member Agencies that require that respondents to a bid submit a form of bid security executed by a surety company authorized to do business in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC or nationally recognized financial institution. The bid security shall remain in force for a period of One Hundred Twenty (120) days of bid opening. Bid Security must accompany the Vendor Partner's bid response when submitted and be placed in Folder A. If the Bidder fails to submit the bid security, its response will be deemed non-responsive.

Bidder/Vendor Partner Definitions:

"Prospective Bidder" has notified AEPA of a desire to bid by registering on the AEPA website.

"Bidder" has submitted a bid to AEPA in response to an Invitation for Bid (IFB).

"Recommended Bidder" has been approved by AEPA for its AEPA Member Agencies for contract consideration.

"Vendor Partner" has entered into a contract with a participating AEPA Member Agency or subsequently a Participating Entity.

Bidder Acceptance Period: In order to allow AEPA Member Agencies the opportunity to evaluate the bids, AEPA requires that a bid in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

Bonding: The Vendor Partner agrees to provide all performance and payment bonds executed by a surety company authorized to do business in the individual AEPA Member's state and said surety to be approved in federal circular 570 as published by the United States treasury department, the state or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; when required by an AEPA Member Agency or Participating Entity at the time a contract is executed. If the Vendor Partner fails to deliver any required performance or payment bonds, the AEPA Member Agency or Participating Entity shall not execute the contract with the Vendor Partner and the appropriate AEPA Oversight Committee shall be notified of such failure and shall take the appropriate action.

Brand Names: The use of the name of a manufacturer, brand, make or catalog number does not restrict the Bidder. Brand names and model numbers are used to indicate the character, quality and/or performance

equivalence of the commodity on which bids are submitted. Bidders may submit alternates. However, the AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are in fact equal to the product, equipment and/or service described in the invitation. AEPA's decision shall be final.

Buyer: Identifies the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

Captions, Headings and Illustrations: The captions, illustrations, headings and subheadings in this solicitation are for convenience, enjoyment and ease of perusal only and in no way define, limit or describe the scope or intent of the request.

Catalog Bid: (See Types of Bids)

Certificate of Insurance: (See Insurance)

Certification: By signature in the bid section of the Contract Award page, the Bidder certifies:

The submission of the bid did not involve collusion or other anti-competitive practices;

The Bidder shall not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);

The Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid; and

The Bidder agrees to promote and offer to AEPA Member Agencies and Participating Entities only those materials and/or services as stated in and allowed under resultant contract(s) awarded.

Christian Doctrine: Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is sole responsibility of the Bidder to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

Clarification: As used in this solicitation, clarification means communication with a Bidder for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Bidder. Clarification does not give the Bidder an opportunity to revise or modify its bid.

Commercially Available Catalog: A published paper catalog or an online website that is widely distributed or accessible. It is made available to the general public or schools and contains a verifiable price, along with product descriptions, SKU numbers, and photographs. A Commercially Available Catalog is distinct from a custom catalog or website, whose prices and offerings are tailored to niche audiences.

Competitive Range: AEPA and its AEPA Member Agencies reserve the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

Contract Documents: AEPA Member Agency will review proposed contract documents. Vendor Partner's contract document shall not become part of AEPA Member Agency's contract with Vendor Partner unless and until an authorized representative of an AEPA Member Agency reviews and accepts it.

Construction: Each AEPA Member Agency within their state statutes defines what constitutes construction, identifies the policies, rules, regulations and codes that govern construction projects. AEPA has defined construction as building, altering, repairing, installing or demolishing in the ordinary course of business any road, highway, bridge, parking area or related project; building, stadium or other structure; airport, subway or similar facility; park, trail, athletic field, golf course or similar facility; dam, reservoir, canal, ditch or similar facility; sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; sewage, water, gas or other pipeline; transmission line; radio, television or other tower; water, oil or other storage tank; shaft, tunnel or other mining appurtenance; electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations. Construction shall also include: leveling or clearing land; excavating earth; drilling wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.

Cooperative Procurement: Some individual state procurement codes may contain cooperative purchasing statutes that state any state agency or local public body may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each of the state agencies, local public bodies or external procurement units involved. The cooperative procurement agreement shall clearly specify the purpose of the agreement and the method by which the purpose will be accomplished. Any power exercised under

a cooperative procurement agreement entered into pursuant to each state's procurement code shall be limited to the central purchasing authority common to the contracting parties, even though one or more of the contracting, parties may be located in different states.

Cooperative Purchasing Contracts: The Bidder agrees that all the prices, terms, warranties and benefits granted by the Bidder to AEPA Member Agencies or Participating Entities through this contract **will be equal to or better than** those offered to any present or future customer or cooperative that have equal or lesser volume. If the Bidder shall, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Bidder shall notify the AEPA oversight committee chairman and offer said prices, terms, warranties and benefits to all AEPA Member Agencies. The following shall be noted:

1. AEPA and its AEPA Member Agencies reserves the right to accept or reject the Bidder's response if it is determined it does not comply with the above based on their knowledge, investigation, review and findings of Bidders' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies shall notify the Vendor Partner of the deviation and request written justification. Based on AEPA and its AEPA Member Agencies' investigation, review and findings, AEPA reserves the right to take following actions:
   A. To request the Vendor Partner to immediately adjust its AEPA's offered prices to match the lower prices offered;
   B. To work with the Vendor Partner to mediate and resolve the situation; or
   C. To notify the Vendor Partner that it intends to suspend and/or terminate their contract.

Cost of Bid Preparation: Neither AEPA nor any AEPA Member Agency shall reimburse the cost of developing, presenting or providing any response to this solicitation.

Credit Hold: The Bidder must agree not to place the AEPA Member Agency and/or its Participating Entity on "credit hold" without 10-days advanced notice in writing, either by letter, facsimile or email to the AEPA Member Agency and the Participating Entity. [The AEPA Member Agencies believes it is better for the Vendor Partner if the AEPA Member Agency places the slow-paying Agency Member on "credit hold;" if a Vendor Partner places the Participating Entity on credit hold, agencies that pay promptly are penalized. If, on the other hand, the Member Agency places the offending Participating Entity on "credit hold", payment is more likely to result and only the offender is disciplined.]

Delivery Terms, Conditions and Requirements:

1. **Delivery:** is to be made within the specified time identified in Part B Specifications for each bid category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify Buyer if an order cannot be processed within the specified period and/or the agreed upon timelines.
2. **The title and risk of loss of material or service:** shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery and they have been accepted, unless otherwise provided within this document or individual project's contract.
3. **Ownership of products and services:** happens only after receipt and acceptance of delivery by the Buyer. The Buyer will be the determining judge of whether materials and services delivered under the purchase order/contract satisfy the specifications and requirements as identified in the contract/order.
4. **Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a Buyer until a separation of the purchased share has been made, delivered and received.
5. **Shipping Terms:** See Part B Specifications to determine how the shipping and handling costs are to be addressed; this varies based on the specific bid category. Vendor Partner shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the Vendor Partner. Shipping shall be F.O.B. destination. The Vendor Partner shall file all claims for visible or concealed damage. AEPA Member Agency, or the receiving Buyer, will notify the Vendor Partner and/or Freight Company promptly of any damaged goods and shall assist the freight company/Vendor Partner in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.
   A. Shipping Costs: Products may be shipped without additional cost. If shipping is allowed per Part B Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted.

B. Shipment under Reservation: Vendor Partner is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.

C. Shipping Errors: Vendor Partner agrees that shipping errors will be at the expense of the Vendor Partner. For example, if a Vendor Partner ships a product that was not ordered, it is the responsibility of the Vendor Partner to pay for return mail or shipment.

6. **Stored Materials:** Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Buyer prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Buyer and be separated from other materials. Buyer must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it shall be Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials and equipment shall pass to Buyer upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.
7. **Improper delivery:** Unless contrary to other parts of this solicitation, if the goods, services or tender of delivery fail in any respect to conform and adhere to the terms, conditions, specifications of the resulting contract based on this solicitation and/or the individual Buyer's contract/order. The Buyer may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
8. **Defective Goods:** Vendor Partner agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Vendor Partner must agree to arrange for return shipment of damaged goods.
9. **Liquidated Damages:** The Buyer may suffer financial loss if the project is not substantially complete or products or services are not delivered on the established date. The Vendor Partner (if applicable Surety) shall be liable for and shall pay to the Buyer, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Buyer to be complete and/or delivered. Liquidated damages will be determined on a project-by-project basis.
10. **No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this shall constitute a breach and Vendor Partner shall not have the right to substitute a conforming tender without written consent of all parties involved.
11. **Default in One Installment to Constitute Total Breach:** Vendor Partner shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The AEPA Member Agency reserves the right to declare a breach of contract if the Vendor Partner delivers nonconforming materials or services to any Buyer under this contract.
12. **Restocking Fees:** A restocking fee may only be charged on products ordered and that have been delivered to the Buyer's site in accordance with the order/contract. Restocking fees in excess of 15% will not be allowed. Restocking fees may be waived, at the option of the Vendor Partner.
13. The Vendor Partner must identify, specify and justify any exceptions or deviations taken.

Deviations or Exceptions to Requirements: Deviations or exceptions stipulated in a Bidder's proposal may result in rendering of the response non-responsive. AEPA and its AEPA Member Agencies reserve the right to determine whether the deviation or exception does or does not serve the interest of or is not advantageous or acceptable to AEPA, its AEPA Member Agencies or Participating Entities.

Disbarment and Suspension: By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five years.

Eligible Entities: The individual AEPA Member Agency's state procurement code and statutes provides for cooperative procurement and identifies those types of agencies, entities and organizations that are allowed to participate in and take advantage of cooperative procurement contracts solicited and approved by AEPA and awarded by AEPA Member Agencies. Therefore, depending on the individual state procurement codes and statutes federal agencies, state agencies, local public bodies and Non-Profit/Non-Public entities may be allowed to participate in and utilize AEPA solicited, approved and AEPA Member Agency awarded contracts.

Estimated Quantities: In Part B: Bid Specifications of this solicitation AEPA and AEPA Member Agencies' have indicated their anticipated volume for the products and services being solicited in this solicitation. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee

of future order quantities due to the fact that this is an indefinite quantity contract. Usage depends on the actual needs of the AEPA Member Agencies, their Participating Entities and the marketing by the Vendor Partner.

Experience, Proven Track Record and Past Performance Information: has been determined by AEPA and its AEPA Member Agencies to be a major factor in considering if a Bidder possesses the ability, capacity and resources to acquire, manufacture, deliver, construct, install, services and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserves the right to accept or reject an offer, if in its judgment, the Bidder failed to demonstrate the following.

1. Has a proven track record in the products and services offered (qualifications, knowledge and background).
2. Is willing and able to deliver the proposed products and/or services to ninety (90%) percent of those participating AEPA Member Agencies identified in Part B: Specifications.
3. Has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Bidder's record of conforming to specifications and to standards of good workmanship; the Bidder's record of containing and forecasting costs on any previously performed cost reimbursable contract schedules, including the administrative aspects of performance; the Bidder's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Bidder's businesslike concern for the interests of the customer.

Evaluation, Approval and Award: Bid responses received will be evaluated in accordance with acceptable standards of cooperative purchasing, set forth in and governed by the Procurement Codes of AEPA Member Agency's states; AEPA by-laws, policies and procedures; AEPA Member Agencies' policies and procedures. Approval of prospective Vendor Partners and award of contracts will be made to the lowest responsive and responsible Bidder utilizing the criteria listed below and elsewhere in this bid.

1. **Responsive Bidder:** A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive and approved by AEPA to receive award consideration by AEPA Member Agencies. To be determined responsive, the response must meet all of the requirements below:
   A. Submitted on time.
   B. Materially satisfy all mandatory requirements identified throughout the IFB.
   C. Must substantially conform to all of the specified requirements in the IFB in the judgment of AEPA and its AEPA Member Agency representatives.
   D. Any deviation from requirements indicated herein must be stated, in writing, and included with the bid submittal. Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful Bidder will be held responsible therefore.
   E. Deviations or exceptions stipulated in Bidder's response may result in the bid being classified as non-responsive. Language to the effect that the Bidder does not consider this bid to be part of a contractual obligation will result in that Bidder's response being disqualified. Terms of the IFB that any Bidder considers particularly unwarranted, and to which that Bidder would have to take significant exception in his bid, should be stated clearly and concisely as exceptions and/or deviations.
   F. In preparing a proposal, the Bidder's inability to follow the proposal preparation instructions set forth in this solicitation and its inability to provide written responses, narratives, requested and support documentation relating to the Bidder's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Bidder's response to be deemed non-responsive.
2. **Non-responsive Bid:** Any bid that does not conform to all material requirements of the solicitation including but not limited to: bids received after the deadline; bids that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; bids that do not contain the proper bid bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual customers and/or cooperatives with equal or lesser volume. Non-responsive bids will not be considered for approval and award.
3. **Responsible Bidder:** A responsible Bidder is a firm or person with the qualifications, capability and capacity to perform the contract requirements with integrity and reliability, which will assure a good faith performance. AEPA's approval of a Bidder's response will make the Bidder available for consideration to the AEPA Member Agencies for contract award. Prior to this recommendation the Contract Oversight committee will determine whether a Bidder is responsible. If a Bidder is approved by AEPA, the AEPA Member Agency reserves the right to determine if said Vendor Partner is responsible in their respective state.

   Factors to be considered in determining whether the standard of responsibility has been met may include but is not limited to whether a Bidder has:

A. Submitted a responsive bid;

B. The qualifications stipulated herein that may include but are not limited to adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction, described in the invitation for bids to those AEPA member states who have indicated their participation;

C. A demonstrated and documented satisfactory track record of performance in the national market place;

D. A satisfactory record of integrity and a reputation of responding to and meeting educational institutions' needs, adherence of and compliance with federal, state, local and industry standards, rules, regulations and codes;

E. Quality and suitability of products and services offered to meet and perform to the specifications, expectations and requirements identified in this bid;

F. Supplied all necessary information and data in connection with determining whether a Bidder meets the standard of responsibility.

4. **Cost Evaluation:**

A. Cost and price schedules conform to and provide the information required in Part B and C of this bid;

B. Pricing offered that is equal to or better than those offered to individual entities or cooperatives with equal or lesser volume;

C. Methodology used by AEPA and its AEPA Member Agencies to approve prospective Vendor Partners and award contracts:

1) Line Item Bid: Lowest responsive, responsible Bidder(s); or

2) Catalog Bid: Lowest responsive, responsible Bidder(s) is/are determined based on the price evaluation criteria; and by a "Core List" and/or by creating a "Market Basket Study" to compare overall pricing between Bidders. A "Market Basket" is a list of items typically purchased by AEPA Member Agencies and their Participating Entities that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators;

D. Based on the cost evaluation, a recommendation will be made to approve a single bidder or make a multiple bidder award.

External Procurement Unit means any procurement organization not located in a current AEPA Member Agency state which, if located in the state, would qualify as a federal or state agency or a local public body. Various state procurement codes allow external procurement units to offer their contracts and for agencies within those states to utilize those contracts to acquire goods and services.

Federal Agency [25] USC 3001 (4) Is defined as any department, agency, or instrumentality of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishment in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.

Federal Requirements: Vendor Partner agrees, when working on any federally assisted projects with more than $2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor regulations (41 CFR Part 60)). In such projects, the Vendor Partner agrees to post wage rates at the work site and submit a copy of their payroll to the AEPA Member Agency for their files. In addition, to comply with the Copeland Act, the Vendor Partner must submit weekly payroll records to the AEPA Member Agency. The Vendor Partner must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to AEPA Member Agency that exceed $10,000 may be terminated by the federal grantee for noncompliance by the Vendor Partner. In projects that are not federally funded, Bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this contract. Vendor Partner shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. Seq.); and, Executive Order 11738 and Environmental Protection

Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

Form of contract: The form of contract for this solicitation shall be the Invitation for Bid, the awarded Bidder response and properly issued purchase orders and/or contracts in accordance with this Invitation for Bid. If a firm submitting a bid requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with the bid.

Gratuities: AEPA Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor Partner or any agent or representative of the Vendor Partner, to any employee of the AEPA Member Agency with a view toward securing a contract or with respect to the performance of this contact. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the AEPA Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, **its Members, Participating Entities, its employees** from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which might be brought or made against or incurred by, AEPA, **its Members, Participating Entities, its employees** on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors or claims under similar such laws or obligations. Vendor Partner's obligation under this section will not extend to any liability caused by the sole negligence of AEPA, **its Members, participating Entities, its employees. The liability of** AEPA, **its Members, Participating Entities or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency's state laws. Installation:** Equipment and items of construction shall be installed in accordance with the manufacturer's instructions, specifications, in accordance with any federal, state, local rules, regulations, codes and the schedule determined by the AEPA Member Agency and/or Participating Entity.

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner shall procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, to include but not limited to comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment and other insurance coverage required by and applicable to each AEPA Member Agency state's statutes and federal laws in which proposed products and services will be offered and provided.

1. Evidence of the required insurance for each of those AEPA Member Agencies' state, who indicated an interest to participate in this solicitation, identified in Part B: Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each states requirements.
2. Certificate of Insurance: The Vendor Partner shall provide, as required, a certificate of insurance for commercial liability insurance naming the AEPA Member Agency and or its Participating Entity as the certificate holder (co-insurer).

3. All insurance policies are to be executed by an insurance company authorized to do business in those AEPA Member Agency's states participating in this solicitation.
4. Subcontractor's Insurance: Prior to commencing any work, any Subcontractor shall procure and maintain, at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime Vendor Partner. All Subcontractors shall hold the appropriate type and amount of insurance coverage required by the AEPA Member Agency state in which the work is being done and will provide insurance, which waives all subrogation rights against the prime Vendor Partner, AEPA Member Agency and its Participating Entities.

Invalid Term or Condition: If any term or condition of this solicitation and any resulting contract shall be held invalid or unenforceable, the remainder of this solicitation and any resulting contract shall not be affected and shall be valid and enforceable.

Late Bids: Late bids shall not be opened and will be deemed non-responsive and within twenty-four hours such determination will be posted to AEPA's website www.aepacoop.org. Bidders with rejected bids must make a written request within thirty (30) days to AEPA by sending an email to secretary@aepacoop.org requesting to have their rejected bid returned at Bidder's expense. Late bids will be destroyed after forty-five (45) days.

Leases and Rentals: Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease or lease purchase. Buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will be in compliance with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the bid, with interest rates described as related to a published government standard. Vendor Partner must indicate in their response to this solicitation and in any leasing/rental agreement, all costs (must be itemized) associated with early termination and/or the returning of leased or rented equipment that are the responsibility of the Buyer. No sale of a contract to a third party will be made without informing the Buyer of the transfer. If Vendor Partner sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original Vendor Partner.

Legal Remedies: All claims and controversies shall be subject to the Procurement Code of the state in which the AEPA Member Agency or Participating Entity resides.

Licenses and Registration: Each state and local jurisdictions in which a transaction may occur may require various types of licenses and/or registrations (business, construction Vendor Partner, etc). Likewise, there are various policies, procedures, rules, regulations, codes and laws that govern such licensing/registration within federal, state and local jurisdictions, therefore, it is the Bidder's/Vendor Partner's responsibility to be aware of, obtain and maintain in current status all federal, state and local licenses, registrations and bonds required for the performance and delivery of any and all products and services offered in its response to this solicitation. It is also the responsibility of the Bidder/Vendor Partner to ensure that any Subcontractors performing under this bid hold and maintain the appropriate licenses/registrations. The Bidder will submit copies of licenses, registration and/or other documentation to substantiate they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

Liens: All materials and services shall be free of all liens.

Local public body: A political subdivision of the state and the agencies, instrumentalities and institutions thereof. Such agencies may include but are not limited to two-year and four-year post-secondary educational institutions, pre-k-12 institutions, counties, cities and municipalities, except as exempted pursuant to the Procurement Code within each state. Entities within these groups may include but are not limited to political subdivisions, administrative units, councils, commissions, boards and organizations that either by federal, state or local legislative or administrative action or appointment and have been established or given the responsibility and authority to act, conduct and perform various activities on behalf of the federal or state agency or local public body.

Manufacturer's Representative: Dealers, distributors and installers of specialized facility technology, electrical, mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Bidder is a bona fide manufacturer's agent for the specific products/services proposed, the Bidder is authorized to submit an offer on such products/services, and a guarantee that, should the Bidder fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations covered by warrantees or provide for their competent assumption by one or more bona fide representatives for the term of the contract/warrantee period. Bidders of software, mechanical devices, electrical products/systems and other commodities that make up systems/networks must be able to provide the same information from a manufacturer.

Modification by Buyer: Vendor Partner shall have no obligation with respect to any patent and copyright infringement claim based upon Buyer's modification of the equipment and/or software, or its operation or use

with apparatus, data or programs not furnished by Vendor Partner. However, one Buyer's action will not preclude Vendor Partner's obligation to others not having modified their equipment or software.

Money: All transactions are payable in U.S. currency only. **Multiple Approvals and Awards:** Throughout the United States, AEPA Member Agencies have a large number of Participating Entities who take advantage of and utilize awarded contracts. In order to assure that any issued contract will allow these entities to fulfill current and future needs and requirements, AEPA and its AEPA Member Agencies reserve the right at its discretion to approve and/or award one contract, multiple contracts or no contracts. The actual use of any contract will be at the sole discretion of the AEPA Member Agency or the Participating Entity.

Nonexclusive Contract: Any contract resulting from this solicitation shall be approved and awarded with the understanding and agreement that it is for the sole convenience of the AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

Non-Profit, Non-Public Educational Institutions and other Non-Profit Organizations (Section 501(c)(3) of the Internal Revenue Code, Federal Tax Code) is defined as charitable, religious, educational, public service, support and scientific organizations, entities, corporations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of the Federal Tax Code.

Notice: Notices under this solicitation/contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, email with appropriate verification, properly addressed to the respective parties as specified herein or at such other address as may be specified by either party from time to time.

Novation: If the original Vendor Partner sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA and its AEPA Member Agencies reserves the right to recommend approval, acceptance or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the Vendor Partner.

Ordering Procedures: AEPA has established a standard and special ordering process as defined below. Additionally, some AEPA Member Agencies also prefer or utilize electronic ordering as the method for the transactions. For details on the ordering processes utilized for each AEPA Member Agency, please reference the Summary of State General Overview.

1. **Standard Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver and invoice the Buyer:
   D. Buyer will acknowledge delivery and acceptance by issuing the Vendor Partner payment;
   E. Vendor Partner, based on the agreed to process, will report and submit payment for the AEPA Member Agency's administrative fee to the AEPA Member Agency (quarterly).
   F. Vendor Partner shall provide the transaction and volume reporting in the AEPA report format.

2. **Special Ordering Process:**
   A. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
   B. Buyer will prepare and issue a purchase order to the AEPA Member Agency based on the product catalog, pricelist or Vendor Partner's quote;
   C. Vendor Partner will deliver the goods and/or service to the Buyer and will invoice the AEPA Member Agency;
   D. AEPA Member will invoice the Buyer and add their administrative fee to the invoice price;
   E. AEPA Member will pay Vendor Partner for the goods and/or service once the Buyer has confirmed acceptance.
   F. Vendor Partner shall provide the transaction and volume reporting as stipulated on a quarterly basis in the AEPA report format.

3. **Electronic Ordering (Optional by AEPA Member Agency)**

   When a Vendor Partner based online ordering system is available, the following functionality is preferred:

   A. Electronic ordering systems shall be secure and password protected. Entering the system with the designated password shall automatically send the user to AEPA contract pricing.
   B. When the Buyer requires purchase orders, electronic ordering system shall require entry of a purchase order number, credit card or purchasing card prior to accepting an order.

C. Electronic ordering systems shall block excluded items not covered by the AEPA contract from any order.

D. Electronic ordering systems shall automatically assign correct contract prices to applicable orders.

E. Electronic ordering systems that list catalog price and AEPA discounted price.

F. Electronic ordering systems shall track orders and purchases covered by the AEPA contract for reporting and audit purposes. Vendor Partner shall provide the transaction and volume reporting in the AEPA format.

G. Electronic ordering systems' pricing shall include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.

H. Electronic ordering systems that allow AEPA Member Agencies to print an archived (historical) copy of a Buyer's order.

Order of Precedence: In the event a conflict occurs the following order of precedence shall prevail:

A. Member Agency Specific terms and conditions

B. Specifications and scope of work

C. General terms and conditions

D. Attachments and exhibits

E. Documents referenced or included in the solicitation

Overcharges by Antitrust Violations: Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the Buyer. Therefore, to the extent permitted by law, the Vendor Partner hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Parole Evidence: This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

Participating Entity: Those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non-Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

Patent and copyright indemnification: To the extent permitted by law, Vendor Partner shall indemnify and hold harmless Member Agency and its Participating Entities against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Member Agency and its Participating Entities of materials furnished or work performed under this contract. Member Agency and its Participating Entities shall reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

Piggy Back Contracts: In the event a new Member Agency joins AEPA, the Member Agency may elect to award any and all existing contracts if permissible by their State laws.

Pricing: Within Part B: Bid Specifications and Part C: Bid Forms of this solicitation, AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, etc. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. Please note the following that relate to pricing:

Most Advantageous Pricing: The Bidder/Vendor Partner must agree that they will not offer or provide a better price to any individual entities or cooperatives with equal or lesser volume than that through AEPA.

Primary Pricing/Secondary Pricing Strategies: All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in the bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".

1) **Primary Pricing:** All Bidders are required to submit the required primary pricing as indicated in each bid category's Part B: Specifications and Part C: Bid Forms (requirements vary based on bid category).

   A. **Catalog Pricing**: Catalog pricing is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price, catalog price, published price or list price. The discounts may be for the entire commercially available catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder.

a. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.

b. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Contract Oversight Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid shall remain firm for the duration of the contract.

c. **Core List:** In a Catalog Priced bid, a category (i.e. office supplies) *may* include a "core list" which contains a selection of the most commonly used products/services with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discounts shall be applied to the new published prices to establish the AEPA price for these core items.

d. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.

B. **Line-Item Pricing:** Line-item pricing is utilized when products and/or services that are broken down in detail by element, component, product categories, product type and each product and/or service is presented as an individual item which needs to be combined with other items to make up a final project or solution. The Bidder offers firm pricing for specific line items in response to this bid; a project's cost is derived by the Vendor Partner preparing and providing a quote based on the project's terms, conditions and requirements based on the line item pricing provided in the bid. The information provided in this bid for each item includes:

Product Category
Product Description
Manufacturer
Manufacturer SKU
Vendor SKU
Unit of Measure
Item List Price
AEPA Bid Price

a. **Fixed prices:** Prices bid shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. Fixed price offers shall include prices for any and all items.

b. **Routine Price Adjustments (Without Economic Price Adjustment):** Vendors may only request adjustments to the prices once a year at the time of renewal at the AEPA Winter meeting that goes into effect March 1st. Vendor Partner's must submit a fully documented written request to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting. The request must specifically detail and document the cause and/or reason for price changes and include any supporting documentation (manufacturer's letter, indexes, etc.). All price changes require approval by the AEPA Member Agencies at the AEPA Winter meeting to go into effect the following contract term.

c. **Unpredictable Economic Price Adjustment:** If economic price adjustment contingencies occur, Vendor Partner may submit a fully documented request (manufacturer's letter, indexes, etc.) for price adjustment to AEPA Contract Oversight Committee for review and approval by the committee and the AEPA Member Agencies. The documentation must substantiate the cause and/or reason for the requested price increase and demonstrate that it was unpredictable at the time of bid submittal and/or contract renewal and out of the Vendor Partner's control. Pricing will take effect thirty (30) days after approval and acceptance.

d.

e. **New Products/Services:** Vendor Partner may submit new products or technologies, that are within the original scope of work for the bid, to be added to the contract at the time of renewal pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership. Requests

should be submitted to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter meeting.

C. Pricing based on a Cost-plus-a-percentage-of-cost: This type of pricing is prohibited.

2) **Secondary Pricing Methods:** Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

A. Customized Price List: Bidders are **required** to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:

a. Up to 100 items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
b. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
c. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
d. Items may not include special order or customized service products unless agreed to by the Vendor Partner.

B. Hot List Pricing: Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions:

a. The price reduction is available to all AEPA Member Agencies equally.
b. The price reduction is for a specific time period, no less than thirty (30) days.
c. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such.
d. The original price for products/services is not exceeded after the time limit.
e. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities.
f. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.

C. Volume Price Discounts: Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions:

a. Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms.
b. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis.
c. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

Prime Vendor Partner: For the purpose of this bid, a Vendor Partner will be considered a prime Vendor Partner and not a Subcontractor. Any Vendor Partner paid directly by the AEPA Member Agency or Participating Entity is a prime Vendor Partner; a Vendor Partner pays a Subcontractor. Prime Vendor Partners using Subcontractors are responsible for all actions of its Subcontractors.

Procurement Code: All Bidder/Vendor Partner's must make themselves aware of and comply with all federal, state, and local statutes and regulations.

Products and Services:

1. **Product Line:** If applicable, contracts will be a awarded to Bidders able to provide their complete product line(s) of commodities, supplies, equipment, software and services that meets the scope of work and specifications of this solicitation. Bidders with a published, priced catalog may submit their entire catalog; AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.

2. **Serial Numbers:** Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All bids shall be for commodities, supplies, equipment, supplies and software in current production; meet or exceed commercial and industry standards; and marketed and provided nationally to the general public and/or educational/governmental agencies.
4. **Construction Products and/or Services:** are associated with building, erecting, altering, repairing, installing or demolishing in the ordinary course of business any: (1) road, highway, bridge, parking area or related project; (2) building, stadium or other structure; (3) airport, subway or similar facility; (4) park, trail, athletic field, golf course or similar facility; (5) dam, reservoir, canal, ditch or similar facility; (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; (7) radio, television or other tower; (8) shaft, tunnel or other mining appurtenance; (9) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; (10) air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations; (11) leveling or clearing land; (12) excavating earth; (13) drilling, wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.
5. **Services**: are defined as the furnishing of labor, time or effort by a Vendor Partner not involving the delivery of a specific tangible product other than reports and other materials which are merely incidental to the required performance.
6. **Professional Services:** Services relating to architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, educational specialist, construction managers and other persons or businesses providing similar professional services, which may be designated as part of this solicitation.
7. **Peripheral & Optional Items:** Bidder can include various peripheral products, equipment, accessories, services, deliverables and related items that are associated with and function with the primary offering. Optional equipment or products may be added to the contract during the term of the contract. AEPA reserves the right to accept or reject such offerings under the following conditions:
   A. The enhancement is recommended by AEPA and approved by the Member Agency;
   B. The option is priced at a discount similar to other options;
   C. The option is an enhancement to the unit.
8. **Descriptive Literature and Brand Names**: All bids are to include a complete set of the manufacturer's descriptive literature regarding the commodities, supplies, materials, equipment and software offered. Brand names, trade names and/or catalog numbers used in the solicitation will be intended to describe and identify the type, level and quality of products, equipment and software being requested.
9. **Discontinued products:** If a product or model is discontinued by the manufacturer, Vendor Partner may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
10. **Product Specifications:** This solicitation is designed to enable a Bidder to satisfy a requirement for a commodity, supply, material, equipment, software, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard; by specifying a manufacturer's brand and model. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily and/or meeting the actual needs of the procurement. When a brand name product is specified and is only available for a single source, Bidders are encouraged to offer alternative products which they believe to adhere to and comply materially, functionally and operationally equal to or better than the brand name product specified. Any Bidder believing a specification is unnecessarily restrictive, shall indicate such in the form of a question during the solicitation process and prior to bid due date. The fact that a manufacturer or supplier chooses not to produce or supply the commodity, supply, material, equipment, software or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. If the Bidder deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the commodity, supply, material, equipment, software or services they bid will render equivalent reliability, coverage, performance and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire bid.
11. **Quality:** Unless otherwise modified elsewhere in this solicitation, Vendor Partner warrants the commodities, supplies, materials, equipment, and services delivered as stipulated in the Buyer's purchase order/contract, shall be:

A. Of a quality to pass without objection in the industry and professional standards normally associated with them;
B. Fit for the intended purpose(s) for which they are used;
C. Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
D. Adequately offered, presented, delivered, accomplished and complete as the contract may require; and
E. Conform to the written promises and/or oral affirmations of fact made by Vendor Partner.

Product Information | Catalogs | Price Lists:

1. Bidders shall include an electronic and paper copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the bid response.
2. Throughout the term of the contract, Vendor Partner(s) shall furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, paper, online shopping cart, etc.).

Progress Payments: Progress payments are allowed on purchases for goods and services under the following conditions:

1. The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order;
2. The purchase order describes the amounts to be paid and the date of payment;
3. The Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order;
4. That payments will only be made when actual goods and/or services are verified/received; and
5. That any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

Protests: Under this public procurement and AEPA's Solicitation, any Bidder who is aggrieved in connection with this procurement, can file a protest in accordance with (1) AEPA's Solicitation Document; (2) AEPA's Policies and Procedures; and (3) AEPA Member Agency's State Procurement Code and Board Policies. Venue for any and all legal actions regarding or arising out of the transactions covered herein shall be solely in the court of jurisdiction located in the state and county of the AEPA Member Agency and will govern any resulting transactions.

1. **Procurement Phases:** AEPA's procurement/solicitation process is broken down into three (3) phases. Any Bidder who is aggrieved in connection with any of the three (3) procurement/solicitation phases listed below and/or any functions or activities associated with each shall file their protest with the AEPA representative indicated below.
   A. **Bid Due Date:** The preparation and contents of the solicitation, its terms, conditions and specifications, the notification, distribution of solicitation documents and addendums (date published through the bid due date and time).
   B. **AEPA Approval:** The receiving, opening, recording, evaluating, recommending and approving Bidders to be considered for AEPA approval and/or actions relating to contract renewal and extension. (Date received and opened through date of individual contract award and future renewals).
   C. **Contract Award:** The awarding, implementing and administering of resulting contracts and the disclosure of confidential data. (Date individual contracts awarded by AEPA Member Agencies or 120 days from AEPA approval).
2. **Protest contents:** Protests shall be in writing and must be filed with the appropriate AEPA represented below. A protest must include:
   A. The name, address and telephone number of the protester;
   B. The original signature of the protester or its representative;
   C. Identification of the procurement function and/or contract activity with the solicitation or the contract number;
   D. A detailed statement of the factual grounds or legal basis for the protest;
   E. Supporting exhibits, evidence or documents to substantiate any claim unless not available within the filing time, in which case, the expected availability date shall be indicated; and
   F. The form of relief requested.
3. **Protest Submittal:** Protester shall submit the bid protest in accordance with the requirements of the above three (3) procurement functions immediately or within ten days of the date the protester knows or should have known the basis of the protest per the following:

A. Bid Due Date: Knows or should have known the basis of the protest upon the bid due date or 10 days after the bid due date.

B. AEPA Approval: Knows or should have known the basis of the protest upon notification from AEPA of the bid category approval.

C. Contract Award: Knows or should have known the basis of the protest or ten days after the notification from the AEPA Member Agency award.

Procurement Phase	Who to Contact	Email Address
Bid Due Date	Bid Question Coordinator	Questions@aepacoop.org
AEPA Approval	Bid Coordinator	Bids@aepacoop.org
Contract Award	Individual AEPA Member Agency with a copy to the AEPA President	See AEPA Member Agency Information sheet

1. **Protest Resolution:** Protest shall be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. It is the intent of AEPA that all bid protest decisions from the point a bid has been published through contract approval or rejection, will be resolved by AEPA. Bid protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.
2. **Protest Costs:** The losing party to the protest shall be responsible for the reasonable and justifiable costs of the protest. The protest costs shall be based on the costs and expenses incurred by the AEPA and its Member Agencies, including but not limited to staff salaries, attorneys' fees, hearing, reproduction, transcription and travel costs.

Provisions Required By Law: By submitting a response to this solicitation, bidders are acknowledging they have conducted and performed the required research to make themselves aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this bid. These provisions of law and any clause required by law that is associated with and relates to this bid and any resulting contract will be read and enforced as though it were included herein.

Public Record: All bids submitted to this invitation shall become the property of the AEPA and will become a matter of public record, available for review, subsequent to the bid due date. Bids may be viewed, by appointment only, at the Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328, under the supervision of the AEPA Executive Director or his designee, from 8:30 a.m. to 3:30 p.m., Monday through Friday. Within fifteen days, the Bid Receipt Summary Report will be posted to the AEPA website (www.aepacoop.org).

Questions: Inquiries and questions related to this solicitation, should reference the bid number and respective category and be submitted as follows:

1. From the time the solicitation is published until the deadline for questions for Bidders, questions should be submitted to **Questions@aepacoop.org.**
2. From the time bids are opened but prior to the approval of the contract by AEPA, questions should be submitted to **Bids@aepacoop.org**.
3. After notification of AEPA contract approval, questions should be submitted via email to **President@aepacoop.org**.
4. Once a contract has been awarded by an individual AEPA Member Agency any inquiries and questions relating to contract implementation, execution, transactions and/or concerns/issues occurring within that state should be addressed to the individual AEPA Member Agency.

All other inquiries and questions should be addressed and submitted to the AEPA President by email at **President@aepacoop.org.**

Reporting: Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies and must complete an online sales report on the AEPA Website. Access to reports will be granted after contract approval. If there are no sales, $0 reports are required.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Right to Request Additional Information: AEPA, and its respective bid representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted bid response including, but not limited to, clarifying questions. Bidders may be requested to submit such answers in writing but will not be allowed to change or alter their bid.

Safety Measures: Vendor Partners shall take all necessary precautions for the safety of employees on the worksite, and shall erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They shall post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions shall be taken pursuant to state law and standard construction practices in order to protect workers, the general public and existing structures from injury or damage.

Safety Standards: All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

Substance Use & Conduct: All Vendor Partners and Subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on AEPA Member Agencies and Participating Entities premises.

State Agency: means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state.

Survival: All applicable software license agreements, warranties or service agreements that were entered into between Vendor Partner and Buyer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Vendor Partner shall survive expiration or termination of the Contract.

Suspension or Debarment Status: If within the past five (5) years, any Bidder has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract. By signing the bid section, the Bidder certifies that no current suspension or debarment exists.

Tare: If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing shall be of the lightest weight practical for safe delivery of the contents.

Taxes: Different jurisdictions taxing authorities have different tax laws, rules, regulations and processes, therefore, prices offered will not include applicable federal, state and local taxes. All applicable taxes must be listed as a separate item on all cost proposals, invoices.

Term of Contract and Extensions: The initial term of the contract shall be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the **Acceptance of Bid and Contract Award (Form B)**. The contract shall continue in accordance with the dates stipulated in the Bid and Timeline schedule located in Part A of this bid unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods, ending on the last day of February. AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose, at their sole discretion, to extend the contract. In the event AEPA does not recommend or approve a contract extension, a Member Agency reserves the right to offer month-by-month extensions not to exceed six (6) months until a new contract is awarded by that Member Agency.

Termination by Non-Approval of AEPA: AEPA Member Agencies on annual basis assess, evaluate and review existing AEPA vendors to determine if the organization as a whole desires to extend its approval of those vendors. If an existing AEPA vendor's approval is not extended for an additional term, the AEPA Member Agencies can not extend the dis-approved vendor's contract. (See Term of Contract and Extensions)

Termination by AEPA Member Agency: An AEPA Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the AEPA Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when the parties to this contract receive written notice from the AEPA Member Agency unless the notice specifies a later time. Cancellation by one AEPA Member Agency does not require other Agencies to cancel their contracts.

Termination for Convenience: AEPA Member Agency reserves the right to immediately terminate this contract, without penalty or recourse, in whole or in part, if the AEPA Member Agency determines that termination is in the best interest of Participating Entities. The Vendor Partner, after receipt of a "Notice of Termination," shall not

accept any new orders after the termination date specified in the notice. Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Vendor Partner shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed and materials accepted before the effective date of the cancellation. The Vendor Partner will not be reimbursed for any anticipated profit.

The AEPA Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this IFB if the Vendor Partner files for bankruptcy protection, or is acquired by an independent third party.

Vendor Partner may cancel this contract upon written notice to the AEPA Member Agency prior to the intended termination date (or on the yearly anniversary of the bid). Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Termination for Default: If either party is in default under this contract, it shall have an opportunity to cure the default within the time indicated (ten business days in most states) after it is given written notice of default by the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party shall have ten business days to provide a satisfactory response to the AEPA Member Agency. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder.

The AEPA Member Agency reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Vendor Partner, or if the Vendor Partner fails to comply with any contract terms and conditions, or fails to provide the AEPA Member Agency, upon request, with adequate assurances of future performance. In the event of termination for cause, the AEPA Member Agency shall not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner shall be liable to the AEPA Member Agency or any Participating Entity for any and all rights and remedies provided by law. If it is determined that the AEPA Member Agency improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

The AEPA Member Agency will issue written notice to the Vendor Partner for acting or failing to act in any of the following:

1. The Vendor Partner provides material that does not meet the specifications of the contract;
2. The Vendor Partner fails to adequately perform the services set forth in the specifications of the contract;
3. The Vendor Partner fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Vendor Partner fails to make progress in the performance of the contract and/or gives the AEPA Member Agency reason to believe that the Vendor Partner will not or cannot perform to the requirements of the contract;
5. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that have equal or lesser volume.
6. The Vendor Partner fails to observe any of the terms and conditions of the contract;
7. The Vendor Partner fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the AEPA Member Agency.

Termination for Non-Appropriation: Any individual Buyer's procurement/contract covered by this bid and executed in accordance with resulting contract may be terminated if insufficient appropriations and/or authorizations do not exist due to changes in state or federal law, or because of court order, or because of insufficient appropriations made available to the Buyer's governing board and/or it State Legislature. Such termination will be effected by sending fifteen (15) days written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Vendor Partner and shall be final.

Title and Risk of Loss: The title and risk of loss of material or service shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery, unless otherwise provided within this document.

Trade-in Equipment: Equipment for trade-in shall be dismantled by the Vendor Partner and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the Vendor Partner shall be the same as when the original agreement was made, except as affected by normal wear and tear from use between the

time of the bid and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

Type of Bids: Due to the various types, kinds and levels of products and services solicited by AEPA in its IFBs; the various pricing methodologies/methods utilized and offered to price the various products and services offered; and the type of contracts that results from any one of AEPA's/bids, AEPA has established the following two types of bids.

1. **Catalog Bid:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
2. **Line Item Bid:** A Line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing..

Vendor Partner: Bidder who has been approved and awarded a contract for the delivery of construction, tangible personal property, supplies, or services in response to this IFB.

Vendor Partner Contact: Vendor Partner will designate one individual who will represent them to the AEPA, its AEPA Member Agencies during the contract period. This contact person will correspond with each AEPA Member Agency for technical assistance, problems, or questions that may arise. If other staff, distributors and/or independent Vendor Partners will be performing the sales or support functions for different geographical areas (states), Vendor Partner shall include instructions and contact information that can be distributed to AEPA Member Agencies upon approval of this bid.

Warranty: Vendor Partner warrants that all commodities, supplies, materials, equipment, software and service delivered under this contract shall conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum 12-month manufacturer's warranty that includes parts and labor unless otherwise specified and agreed to. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the Buyer. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the manufacturer and the Vendor Partner. All extended warranties must be passed on, without exception. If, upon discovery, the Vendor Partner charges a Buyer for a replacement part that the Vendor Partner actually received at no cost under a warranty, the Vendor Partner will rebate the amount billed and the Buyer reserves the right to cancel the contract.

Association of Educational Purchasing Agencies (AEPA)

Bid 015 - Summary of State General Overview

Part A Table

AEPA Member Agency State	General			Ordering Process			Construction Products and Serivces									Potential Customers						
	Administrative Fee	Bid Security Required on bid due date	Special Reporting Requirments	Standard Ordering Process	Electronic Ordering	Special Ordering Process	Davis Bacon and State Wage Rates	Payment & Performance Bonds Required	Contractor's Licesing Required	Permits and/or Registration Requjired	Construction Project Cost Limitations	Participate in Construction Services	Participate in Construction Products Only	Products are taxable	Service is Taxable	K-12 Education	Higher Ed.	Private Schools	Non-Profits	Federal Agencies	State Agencies	Cities & Counties
CA	2%	No	No	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CO	2%	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
CT	2%	Opt	No	Yes	Yes	No	Yes	Opt	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
FL	2%	No	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IN	Various	No	No	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IA	2%	No	Yes	Yes	Yes	No		**			Yes	Limited	Limited	**		Yes	Yes	Yes	No	Yes	Yes	Yes
KS	2%	No	n	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
KY	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MA	2%	No	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MI	2%	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	TBD	Yes	Yes
MN	2%	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MO	2%	No	Yes	Yes	Yes	No	Yes	No	No	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MT	2%	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NE	2%	No	No	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	No	No	No	No
NJ	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No	No	Yes
NM	2%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ND	2%	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes/No*	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OH	2%	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OR	2%	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PA	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TX	2%	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
VA	2%	No	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WA	2%	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
WV	2%	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WI	2%	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WY	1%	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Depending upon the type of agency making the purchase products may or may not be taxable

** Iowa Code Chpt. 26 & 273

BID BOND **TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA**
Hartford, Connecticut 06183

KNOWN ALL BY THESE PRESENTS, That we, Quill Corporation, as Principal, and Travelers Casualty and Surety Company of America, as Surety, are held and firmly bound unto KCDA-King County Director's Association, as Obligee, in the sum of Ten Percent of Total Amount Bid Dollars ($ 10%) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for IFB#015-C Custodial Equipment Quill Bid No. 14-9912, Kent, WA ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this 30th day of September, 2014.

Quill Corporation
(Principal)

By: _____

Travelers Casualty and Surety Company of America

By: _____
Jeffrey L. Broyles, Attorney-in-Fact

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

TRAVELERS

POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company
St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 225756 **Certificate No.** 005631531

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Margaret M. Davis, Shari K. Welborn, Joyce Bjorge, Jeffrey L. Broyles, Charles W. Floberg, Lisa Meyer, Jennifer Truesdale, Sue Noakes, Nadya Alami, Jessica Carpenter, and Tamara A. Ringeisen

of the City of Portland, State of Oregon, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 9th day of September, 2013.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company
St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

State of Connecticut
City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the 9th day of September, 2013, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.

MARIE C. TETREAULT NOTARY PUBLIC CONNECTICUT

_____
Marie C. Tetreault, Notary Public

58440-8-12 Printed in U.S.A.

WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE RED BORDER

Association of Educational Purchasing Agencies

INVITATION FOR BID

AEPA IFB #015– C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

* CATEGORIES WILL BE CONSIDERED SEPARATELY * BIDDERS ARE NOT REQUIRED TO CARRY PRODUCTS IN EACH CATEGORY

PART B – SPECIFICATIONS

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1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 26) necessary to:

- Respond to request from a number of different types of educational, governmental and public institutions seeking Custodial Products.

- These parts and supplies will include but are not limited to: 1) custodial supplies, 2) custodial equipment, and 3) rest room, break room, and safety supplies. Contractors are not required to carry product in each category, as they may be awarded separately.

- Providing opportunities for users to procure Green custodial products that meet individual goals for environmentally friendly, recycled, energy efficient and EPA compliant products. Green Seal or equivalent rating is required.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		**CATALOG:** A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	**LINE ITEM:** A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

3. Anticipated AEPA Member Agency Participation

State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Year 2-4	State	Parti-cipate? Yes/No/ Undecided	Other States Member Sells In	Est. 1st Year Purchase Volume	% Growth for Years 2-4
California	Yes	AZ,NV	$60,000	10%	Nebraska	Yes		$50,000	10%
Colorado	Yes		?	2%	New Jersey	Yes		$3,160,342	-
Connecticut	Yes	MA,ME,NH, NY, RI,VT	$25,000	10%	New Mexico	Yes		$1,000,000	5%
Florida	Yes	AL,GA	$1,000,000	10-20%	North Dakota	Yes		$275,000	2%
Indiana	Yes		$250,000	2%	Ohio	Yes		$500,000	2%
Iowa	Yes	IL,SD	$5,000	5%	Oregon	Yes		$80,000	15%
Kansas	Yes	OK	$100,000	2%	Pennsylvania	Yes	DE,HA, MD,NY	$50,000	20%
Kentucky	Yes	AL,GA,LA, MS,NC,SC, TN,WV	$50,000	3%	Texas	Yes		$50,000	10%
Massachusetts	Yes		$10,000	2%	Virginia	Yes		$100,000	3-5%
Michigan	Yes		$70,000	5%	Washington	No	AK,ID	-	-
Minnesota	Yes	SD	$200,000	2%	West Virginia	Yes		$250,000	10%
Missouri	Yes	AR,IL,LA,SD	$500,000	5%	Wisconsin	Yes		$150,000	20%
Montana	Yes	ID	$75,000	8%	Wyoming	Yes	SD,UT	$1,000	5%
					Total	**25**		**$8,011,342**	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

ASTM:	American Society for Testing and Materials (877) 909-2786, www.astm.org
EPA:	Environmental Protection Agency, www.epa.gov
FIFRA:	Federal Insecticide, Fungicide and Rodenticide Act, http://www.epa.gov/oecaagct/lfra.html
JIT:	"Just-in-time" production strategy used in many manufacturers affects scheduling, inventory and directory.
SDS:	Safety Data Sheets, intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.
SARA:	Superfund Amendments and Reauthorization Action, EPA, Title III, Section 313, http://www.epa.gov/superfund/policy/sara.htm
UL:	Underwriters Laboratories, http://www.ul.com/global/eng/pages/

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufacturers' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

5.3 Bidder must demonstrate that it possesses the necessary resources to and agrees to provide a comprehensive implementation, training and support program on the operation and use of the custodial program. The services offered must be appropriate and adequate to ensure a successful program.

5.4 The Vendor Partner will be solely responsible for doing the necessary research to ascertain that its solution meets or exceeds all federal, state and local regulations, rules, standards and requirements relating to providing custodial products.

5.5 Problems identified by the Vendor Partner or Participating Entity shall be responded to in writing within forty-eight (48) hours of notification. The applicable Member Agency shall be notified of all problems and resolutions.

6. Standard Specifications [Fixed Specifications]

Item	Description	Comply	Deviate
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.	✓	
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	✓	
6.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.	✓	
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) involved or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.	✓	
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.	✓	
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.	✓	
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.	✓	
6.8	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.	✓	
6.9	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.	✓	
6.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	✓	
6.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.	✓	
6.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.	✓	

7.0.4	The following products must be able to be used without dilution: non-buffing type seal-finish water emulsion floor sealer for terrazzo, ceramic tile, concrete and marble; waterborne epoxy wood floor finish; dust mop treatment mineral oils; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.	✓	
7.0.5	All containers of chemicals sold must have a firmly secured label with instructions for use. On containers over one gallon in size, a batch sticker must be attached.	✓	
7.0.6	All floor care products must be supplied in new, factory-sealed containers.	✓	
7.0.7	The Bidder must provide proof that the products offered have been in use at educational, municipal, state or other governmental agencies for at least two years. In response to Part C (Bid Forms), Form D, References section of this IFB, list the names, telephone numbers and contact persons of three or more agencies that have successfully used the floor care chemicals offered on this contract, either three per state or three nationally.	✓	
7.0.8	Chemicals offered through this contract must meet applicable federal and state Clean Air Requirements, have a lead content below .06%, be stable when stored at room temperatures, and be registered with the proper state and federal agencies, and carry such registration numbers as required by law.	✓	
7.0.9	Product offering must include products with the Green Seal or equivalent rating.	✓	
7.0.10	Just-in-time (JIT) delivery services shall be made available to interested members. The JIT method should assist members with existing inventory analysis and classifications, material usages and forecasting, inventory control, valuation and count. Bidders must provide detailed information as to how the JIT delivery system will function within this contract, exactly what these services would cover and what the average JIT delivery time would be after the receipt of an order.		✓ *PLEASE SEE Attached Delivery Policy

7.1 Minimum Requirements: Custodial Supplies			
Item	**Description**	**Comply**	**Deviate**
7.1.1	**Floor Care Products (Industrial Use)** Non-buffing type seal-finish water emulsion floor sealer shall be of one grade and uniform concentration. The nonvolatile matter shall be measured between 22 and 23% when tested by applicable ASTM standards; pH value shall range between 8.5 and 9.5 when tested in accordance with applicable ASTM standards.	✓	
7.1.2	**Floor Care Products (Industrial Use)** Two-part water-based epoxy wood floor finish must be compatible over a wide variety of conventional solvent-based epoxies and oil-modified urethanes. Product must be dry to the touch within 2 hours and be tack free within 24 hours. Product shall be certified that it is resistant to water, oil, gasoline, isopropyl alcohol, turpentine, and soda.	✓	
7.1.3	**Floor Care Products (Industrial Use)** One-part clear epoxy surface-type finish for wood gymnasium floors shall be of one type and uniform concentration. When used, the product must produce a glossy, hard, abrasive and water-resistant finish that readily bonds to suitable substrates without blistering or peeling. The nonvolatile matter shall be 38% minimum. The product must be dry to the touch within 3 hours and	✓	

Quill.com

Delivery

- 99% in stock rate, 98% on time delivery

- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.

- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge– you must note the PO.
  - For an additional fee of $25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

7.1 Minimum Requirements: Custodial Supplies			
Item	**Description**	**Comply**	**Deviate**
	be tack-free in 24 hours. Product shall be certified that it is resistant to water, oil, gasoline, isopropyl alcohol, turpentine, soda and alcoholic beverages.	✓	
7.1.4	**Floor Care Products (Industrial Use)** Dust mop treatment shall be one grade of mineral oil and contain no banned hydrocarbons or other banned chemicals. If retained in the original container, the treatment must not show separation, creaming, or gelling when stored at room temperature. The mixture shall contain no water or wax nor shall it discolor white vinyl tile.	✓	
7.1.5	**Floor Care Products (Industrial Use)** Detergent, germicidal, and quaternary ammonium floor cleaners shall contain synthetic detergents suitable for use on all surfaces normally cleaned with water. Products offered must not contain any peroxides, mercury, iodine, phenol compounds or materials that will release such compounds when diluted in accordance with instructions. Product shall provide bacteriological and germicidal activity against, but not limited to, the following: Pseudomanos aeruginosa, salmonella, e. coli, staphylococci, bacteria and other infectious diseases.	✓	
7.1.6	**Floor Care Products (Industrial Use)** Extraction carpet cleaners shall be of one grade and uniform concentration and suitable for use in all types of hot water extraction equipment. The nonvolatile content should be between 10 and 12%; the pH value should be between 6.5 and 7.5.	✓	
7.1.7	**Floor Care Products (Industrial Use)** Cleaner-degreasers for the removal of industrial oil, grease and wax buildup on floors shall be a uniform homogeneous product containing synthetic detergents and biodegradable surfactants, with no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids.	✓	
7.1.8	**Floor Care Products (Industrial Use)** Non-ammoniated, low-foaming remover for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives, soap, butyl cellosolve or other glycol ethers, and can be used in either hard or soft water when diluted according to instructions. The product shall be able to remove aged and/or heavy buildup of water-based wax, polymer and detergent-resistant floor finishes.	✓	
7.1.9	**Floor Care Products (Industrial Use)** Mop-on stripper for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives or soap and be suitable for application to the standard grades of vinyl, vinyl composition, and mineral floorings. The pH value of the products should range between 11.0 and 12.0.	✓	
7.1.10	**Floor Care Products (Industrial Use)** General-purpose cleaners shall contain synthetic detergents and biodegradable surfactants, and have no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids. General-purpose cleaners must be suitable for use in automatic scrubbers.	✓	
7.1.11	**Floor Care Products (Industrial Use)** All-purpose cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 6.0 and 8.0), and be suitable for use on washable, non-porous floors.	✓	

7.1 Minimum Requirements: Custodial Supplies			
Item	**Description**	**Comply**	**Deviate**
7.1.12	**Floor Care Products (Industrial Use)** All-purpose neutral cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 9.0 and 9.5), and be suitable for use on all washable floors.	✓	
7.1.13	**Floor Care Products (Industrial Use)** Extra-strength phosphoric acid cleaner shall be able to remove hard water encrustations, rust deposits and oily residue. The extra-strength phosphoric acid cleaner shall be 16% minimum phosphoric acid, shall emit no hydrochloric acid vapors, be low foaming, free rinsing, and contain no abrasive matter.	✓	
7.1.14	**Floor Care Products (Industrial Use)** Soap-less, organic, non-ionic detergents and components in a water base shall not cause bleeding or fading of colors on normal, color-fast carpets. The detergents shall remove oily soil, dry soil, lint, grit, dust, food spills, and water-based inks.	✓	
7.1.15	**Floor Care Products (Industrial Use)** High gloss water emulsion restorer shall be appropriate for use in regular and high-speed floor machines and for use on sealed resilient and hard flooring. The nonvolatile content shall be approximately 7.5% when tested by heating for two hours at 105°C following the instructions in applicable ASTM standards. The pH value of the concentrate shall not be less than 6.0 nor greater than 9.0. One gallon shall be sufficient to cover 10,000 square feet when spray applied.	✓	
7.1.16	**Floor Care Products (Industrial Use)** Metal interlock modified with a urethane lattice water emulsion floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 22%; pH value shall range between 8.5 and 9.5.	✓	
7.1.17	**Floor Care Products (Industrial Use)** Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5.	✓	
7.1.18	**Floor Care Products (Industrial Use)** Water emulsion type 100% No. 1 prime carnauba floor wax shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 12%; pH value shall range between 9.0 and 10.0.	✓	
7.1.19	**Brooms and brushes** shall include, but not be limited to: upright brooms (natural or plastic fiber), dust pans, push brooms, street brooms, floor sweeps, deck scrub brushes, utility brushes, counter brushes, toilet bowl brushes, vehicle wash brushes, specialty brushes, dusters, feather dusters, lamb's wool dusters, antimicrobial overhead dusters, and broom handles in a variety of sizes, diameters and bristle types.	✓	
7.1.20	**Can liners** shall be available in a variety of sizes, grades (light-duty to super-duty), dispenser types (roll, boxes, cases), colors, materials (linear low-density polyethylene, high-density blended resin polyethylene) and with drawstring or ties.	✓	
7.1.21	**Cleaning chemicals** shall include, but not be limited to: general purpose cleaners, disinfectants, germicides, bathroom cleaners, mildew & stain remover, tub & tile cleaner, bowl cleaner, drain opener, cleansers, stainless steel cleaner and polish, metal cleaner, wood cleaner, furniture	✓	

7.1 Minimum Requirements: Custodial Supplies			
Item	**Description**	**Comply**	**Deviate**
	polish, glass cleaner, laundry products, paint remover, graffiti remover, gum remover, lubricants, protectants, specialty chemicals, insecticides, insect control, insect repellent, tank sprayers, handheld sprayers, fogger sprayer, bottles and sprayers, drum pumps.	✓	
7.1.22	**Chemical Proportioners** to be used at the user site to measure chemicals prior to actual use. This system should allow for installation into small areas, include a back-flow prevention device that will prevent the contamination of the systems water supply, allow for a metered flow of chemical through the system and will also provide the user with an adjustable flow rate, and include labels for all sizes and types of containers to be used by the member. A complete, laminated, easy-to-understand **manual** shall be included with the system.	✓	
7.1.23	**Facility maintenance products** shall include, but not be limited to; key control products, surge protectors, extension cords, light bulb changers, doorstops, fans, heaters, clipboards, ladders (wood, fiberglass, aluminum) tool storage boxes.	✓	
7.1.24	**Floor and carpet care products** shall include, but not be limited to: floor strippers, floor finishes, floor waxes, floor sealers, floor cleaners, floor maintainers, sweeping compounds, dust mop treatment, carpet shampoo and extractors, carpet spotters, carpet stain protector, carpet cleaners, carpet stain remover, carpet cleaner defoamer, carpet spotter towels, enzyme digestant, odor eliminator, rug & room deodorant, liquid spills absorbent.	✓	
7.1.25	**Floor pads, sponges & abrasives** shall include, but not be limited to: polishing, buffing, scrubbing and stripping floor pads, high-speed floor pads, sand screen floor pads, steel wool floor pads, carpet bonnets, utility pads and holders, baseboard pads, cellulose sponges, scouring pads and sponges, steel wool pads, steel wool reels, pumice scouring stones, metal sponges, griddle/grill cleaners.	✓	
7.1.26	**Material handling products** shall include, but not be limited to: tilt trucks, utility trucks, platform trucks, folding trucks, drum dolly, hand trucks, hand carts, mobile work-centers, utility carts, tool organizers/holders, utility cabinets, utility shelving, storage boxes, tote boxes, outdoor storage, stretch film, utility knives.	✓	
7.1.27	**Matting** shall include, but not be limited to: wiper mats, absorbent mats, scraper entrance mats, grease proof mats, grease resistant mats, anti-fatigue mats, vinyl runner mats, chair mats, bath mats, plunger and bowl mops.	✓	
7.1.28	**Mopping products** shall include, but not be limited to: wet mop heads (standard, saddleback head), loop web mop heads, tailband mop heads, super-loop mop head, mop head with scrub pad, antimicrobial wet mops, lie-flat mop heads, finish mops, mop head laundry bag, swivel grip mop handles, antimicrobial wet mop handles, metal head mop handles, plastic head mop handles, safety signs, mop wringers, mop strainers, mop buckets, plastic bucket/wringer combos, bowl and handle mops, dust mop frames and handles, floor finish applicators, dusters, dust heads.	✓	
7.1.29	**Odor control products** shall include, but not be limited to: metered	✓	

7.1 Minimum Requirements: Custodial Supplies			
Item	**Description**	**Comply**	**Deviate**
	aerosol dispensers, air sanitizers, and air fresheners; metered non-aerosol air fresheners; liquid and solid dispensed deodorants; liquid deodorants; disinfectant-deodorant aerosols; dry deodorants; solid air fresheners; fabric refreshers; deodorant blocks; bowl deodorants and cleaners; and urinal screens.	✓	
7.1.30	**Waste receptacle products** shall include, but not be limited to: round containers and lids, square and mobile containers, hooded top containers, dome-top containers, wall-mount containers, fire-safe containers, step-on cans (plastic and steel), recycle containers and systems (stationary, mobile, indoor and outdoor), aggregate containers, smoking urns.	✓	
7.1.31	**Wiper products** shall include, but not be limited to: reusable cleaning cloths, all-purpose wipers, wiper roll dispensers, utility scrim wipers, personal care wipers, center pull wipers.	✓	
7.1.32	**Metal working products** shall include, but not be limited to: penetrants, wet lubricants, dry lubricants, grease lubricants, coatings, rut treatment, specialty.	✓	
7.1.33	**Food service products** shall include, but not be limited to: food contact surface cleaners, warewash, floor care, and specialty products (i.e. for ovens, freezers, and deep fryers).	✓	
7.1.34	**Vehicle wash products** shall include, but not be limited to: tire cleaner, exterior cleaners (light-heavy duty), and windshield washer fluid.	✓	
7.1.35	**Rubbermaid Product Line** Cleaning, utility, recycling refuse, decorative refuse, material handling, safety, foodservice, and washroom products.	✓	
7.1.36	**Additional services** shall include, but not be limited to: equipment repair and maintenance, M.S.D.S. materials management, hazard information programs, training programs (product, safety, process, regulatory compliance), technical support, efficiency and time management programs.	✓	

7.2 Minimum Requirements: Custodial Equipment (Industrial Use, LEED Compliant)			
Item	**Description**	**Comply**	**Deviate**
7.2.1	**Vacuums** Multi-surface HEPA vacuums, designed for hard and soft floors. Vacuums carpet, VCT, tile, rubber, wood, stone and concrete. Uprights (bag, dirt/dust, clean air), cordless rechargeables, walk-behinds, ride-ons, canisters and backpack vacs.	✓	
7.2.2	**Wet/Dry Vacs** Small to large capacity.	✓	
7.2.3	**Floor Scrubbers** Disc and cylindrical. Adjustable pressure and speed. Small capacity, mid capacity, and large capacity models. Self-propelled and riders.	✓	
7.2.4	**Sweepers** Various sizes, from mini push sweepers to large ride on models.	✓	
7.2.5	**Floor machines** Various sizes, 13" – 20" models.	✓	

7.2 Minimum Requirements: Custodial Equipment (Industrial Use, LEED Compliant)			
Item	**Description**	**Comply**	**Deviate**
7.2.6	**Miscellaneous cleaners** Steam cleaners, grout cleaners, pressure washers, etc.	✓	
7.2.7	**Carpet Extractors** Dual counter-rotating brushes to clean both sides of the carpet. Various sizes, from 2 gallon spot cleaner to a 20 gallon walk behind unit. Including box extractors.	✓	
7.2.8	**Burnishers** 1500 – 2600 RPM. Active and passive dust control systems. Pad pressure adjustment. Battery and electric cord options.	✓	
7.2.9	**Floor care accessories** extensions, pads, brushes, belts, bags and related parts for listed equipment.	✓	

7.3 Minimum Requirements: Rest Room, Break Room, and Safety Supplies			
Item	**Description**	**Comply**	**Deviate**
7.3.1	**Paper products** shall include but not be limited to: kitchen towels and dispensers, pull-type water cups and dispensers, facial tissue, bathroom tissue, roll tissue dispensers, standard, dual-roll and jumbo roll dispensers, automatic hand dryers, toilet seat covers and dispensers, roll towels, single-fold hand towels. Multi-fold hand towels, c-fold hand towels, and towel dispensers.	✓	
7.3.2	**Automatic Hand Dryers** surface mounted with optional noise reduction, speed control, and HEPA filtration. 100-240 voltage. Associated accessories options.	✓	
7.3.3	**Personal care products** shall include, but not be limited to: first aid kits, first aid refill components, adhesive bandages, blood cleanup kits, disposable gloves and dispensers, personal cleansing wipes, feminine hygiene products, sanitary napkins disposal, receptacles.	✓	
7.3.4	**Safety products** shall include, but not be limited to: eye care and protection products, dust masks, ear plugs, back supports, safety cones, safety tape.	✓	
7.3.5	**Skin care products** shall include, but not be limited to: soap dispenser systems, skin conditioning systems, health-care soap systems, instant hand sanitizer products, moisturizing lotions, antibacterial lotion soaps, hair and body shampoos, heavy-duty soaps, dispensers, powdered soaps and dispensers, pumice bar soap, full-size bar soap, personal size bar soap, latex gloves, work gloves.	✓	

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

8.1 This bid category DOES NOT have a Core Item List.

8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:

G.1 Catalog Discount (Required)
G.2 Full Catalog Price Schedule (Required)

G.3 Services Price Schedule (Optional)
G.4 Volume Discounts (Optional)

8.3 Bid pricing will be evaluated from the Category Discount list. See Evaluation, Approval and Award in Part A, V. General Terms & Conditions for All Agencies for additional information.

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

6.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).	✓	
6.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	✓	
6.15	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.	✓	
6.16	Vendor Partner must have a 24-hour toll-free order fax line.	✓	
6.17	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.	✓	
6.18	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.	✓	
6.19	Orders that are $50.00 or more shall include free shipping and handling. Vendor Partner shall bid a flat rate for all orders that are less than $50.00 regardless of where to be shipped in the continental United States. Any deviations or exceptions shall be noted.	✓	

7. Product | Category Specific Specifications

Describe your company's ability to meet the following Product | Category specifications:

7.0 Minimum Requirements: General (Applies to all categories)			
Item	**Description**	**Comply**	**Deviate**
7.0.1	All product lines must meet or exceed all standards set by the National Consumer Protection Agency, Underwriters Laboratories, Environmental Protection Agency and the National Association of Hardware Retailers.	✓	
7.0.2	All product labels shall be in full compliance with applicable OSHA laws. For products that are purchased in large drums or containers for use in smaller containers, sufficient secondary product labels for each item sold must be provided to the buyer at no additional cost. Secondary labels must be suitable for application and use on member's gallon bottles, spray bottles, or other bottles that are commonly used by custodians. The labels must be resistant to deterioration by contact with water or chemicals. All secondary labels shall have the information necessary for full compliance with applicable OSHA Hazard Communication Standards.	✓	
7.0.3	The following products must be approved and so labeled by Underwriters Laboratories (UL) for slip resistance: non-buffing type seal-finish water emulsion floor sealer; waterborne epoxy wood floor finish; dust mop treatment; detergent, germicidal, and quaternary ammonium floor cleaners; all-purpose cleaners; all-purpose neutral cleaner; high gloss restorer; water emulsion type floor finish; detergent resistant water emulsion type floor finish; 100% #1 prime carnauba water emulsion type floor wax.	✓	

Association of Educational

INVITATION FOR BID

AEPA IFB #015-C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

* CATEGORIES WILL BE CONSIDERED SEPARATELY * BIDDERS ARE NOT REQUIRED TO CARRY PRODUCTS IN EACH CATEGORY

PART C – BID FORMS

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BID SUBMITTAL INSTRUCTIONS

1. Bid submission instructions can be found in Part A: Terms and Conditions, Section II, F: Bid Submission of this solicitation. Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive.
2. It is the bidder's responsibility to ascertain that all documents submitted have been saved completely and appropriately to the CD or flash drive. Bidders should test both of the CDs or flash drives on computers independent from the system on which they were created to make sure the documents can be opened. Electronic media that cannot be opened by the bid committee may result in the rejection of the proposal.
3. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable or received after the deadline.

AEPA IFB #015 – C
CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

Bid Proposal Table of Contents

Bidder QUILL CORPORATION

Name of Authorized Representative Shira Goodman

Office Address 100 Schelter Road, Lincolnshire, IL 60069

Time Zone: ☐ Eastern ☑ Central ☐ Mountain ☐ Pacific

Telephone 800.634.4809 **Fax** 800.789.2016

Email bid@quill.com **Website** www.quill.com

Instructions: Please complete the table below with the information for the documents included in this bid proposal. The bidder is reminded that two identical copies of this material on electronic media, either two (2) CDs or two (2) flash drives, are required.

Form	Folder	Document Title on CD or Flash drive	Format (i.e., Word, PDF, Excel)	Notes
Table of Contents	A		PDF	
FORM A Bid Affidavit	A		PDF and hard copy	Signature and notarization required
FORM B Acceptance of Bid & Contract Award	A		PDF and hard copy	Signature required
FORM C Serv. Questionnaire	A		PDF	Signature required
FORM D Company Info	A		PDF	Signature required
Letter of Line of Credit or Annual Report (See Form D)	A		PDF	
FORM E Exceptions-T & Cs	A		PDF	Signature required
FORM F Deviations	A		PDF	Signature required
State Specific Required Forms (See Part A)	A		PDF	Signature required per form instructions
FORM G Discount & Pricing Schedule	B		PDF	Signature required
Form G Excel Workbook- Discount Pricing Schedule includes: G.1, G.2 (Required) & G.3, G.4 (Optional)	B		Excel	
G.5 Warranties, Additional Services (Optional)	B		PDF	
G.6 Additional Discounts (Optional)	B		PDF	
Catalogs/price lists	B		PDF	

AEPA BID FORM A: BID AFFIDAVIT

AEPA IFB #015 – C
CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER Quill Corporation

Instructions: This form must be signed by the bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package**. If awarded, the bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the ***Member Agency***, or any employee thereof, or any person, firm or corporation under contract with the ***Member Agency*** whereby the bidder, in order to induce the acceptance of the foregoing bid by the ***Member Agency***, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of ***Member Agency***, ***Member Agency***, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturers to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

Shira Goodman
Authorized Representative (Please print or type)

President NA Commercial
Title (Please print or type)

Signature of Authorized Representative

100 Schelter Rd.
Mailing Address

Lincolnshire, IL 60069
City, State, Zip

10/2/14 800.634.4809
Date Phone

Subscribed and sworn to before me this 2nd day of October 2014

Notary Public in and for County of LAKE State of ILLINOIS

My commission expires: Signature: Conni Ciffone

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2016

AEPA FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD
AEPA IFB #015 – C
CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and saved to Folder A, and a **completed and signed paper version must be included in the package.** If approved by AEPA, the bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name QUILL CORPORATION Date 10/2/14

Company Address 100 Schelter Rd. City Lincolnshire State IL Zip 60069

Contact Person Shira Goodman Title President NA Commercial

Authorized Signature (ink only) [signature] Title

Email Address bid@quill.com Phone 800.634.4809

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2016 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): ☐ _____ or ☐ March 1, 2015
(Enter date)

AEPA FORM C: SERVICE QUESTIONNAIRE FOR BIDDER

AEPA IFB #015 -C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

Instructions: Please respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. Follow the instructions for titling the file and file organization under Part A, Section II Bid Procedures, F. Bid Submission, 2. Format of Bid Submittal.

Note: As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. My company is submitting a bid(s) for the following sub-categories:

   ✓ Custodial Supplies

   ✓ Custodial Equipment

   ✓ Rest Room / Break Room Supplies

   ✓ Safety Supplies

2. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. ***Note: A Bidder must be <u>willing and able</u> to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.***

AEPA Member States	Participate in this bid category?	Has your company sold these products/services in these states for the PAST <u>THREE</u> YEARS?	If awarded a contract, which states does your company PROPOSE TO SELL IN?	Indicate which states your company has sales reps, distributors or dealers in.
California	Yes	X	X	X
Colorado	Yes	X	X	
Connecticut	Yes	X	X	X
Florida	Yes	X	X	
Indiana	Yes	X	X	
Iowa	Yes	X	X	X
Kansas	Yes	X	X	X
Kentucky	Yes	X	X	X
Massachusetts	Yes	X	X	
Michigan	Yes	X	X	
Minnesota	Yes	X	X	
Missouri	Yes	X	X	X
Montana	Yes	X	X	
Nebraska	Yes	X	X	X
New Jersey	Yes	X	X	
New Mexico	Yes	X	X	X
North Dakota	Yes	X	X	
Ohio	Yes	X	X	X

AEPA Member States	Participate in this bid category?	Has your company sold these products/services in these states for the PAST THREE YEARS?	If awarded a contract, which states does your company PROPOSE TO SELL IN?	Indicate which states your company has sales reps, distributors or dealers in.
Oregon	Yes	X	X	
Pennsylvania	Yes	X	X	X
Texas	Yes	X	X	X
Virginia		X	X	
Washington		X	X	
West Virginia	Yes	X	X	
Wisconsin	Yes	X	X	
Wyoming	Yes	X	X	

2. **e-commerce:** Does this company have an e-commerce website? ✓ **YES** _____ **NO**

   If **YES**, what is the website? www.Quill.com

3. **Customer and Support Service:** It is understood depending on the type, kind and level of products and/or services being proposed in response to this bid will impact and determine the type and level of services required and these are identified in Part B Bid Specifications of this IFB.

   a. Does this company have online customer support option? ✓ YES _____ NO

   b. Does this company have a toll-free customer support phone option? ✓ YES _____ NO

   c. Does this company offer local customer and support service options? ✓ YES _____ NO

   d. Describe the type, level, available and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation.

   *SEE Attached

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

   ✓ **YES** _____ **NO**

   If **YES**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

   *SEE Attached

5. **Pricing:**

   a. Is your pricing methodology guaranteed for the term of the contract? ✓ **YES** _____ **NO**

   b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

   d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A?
   ✓ **YES** _____ **NO**

#3d.

The AEPA/Quill.com relationship will be managed by the following 3 individuals: Justin Sampsel, Ryan Spiegel, and Jonathan Warwick. All of the aforementioned individuals have the ability to travel anywhere within the United States as needed to service the AEPA account. Quill.com also offers a dedicated customer service line and interactive chat line which are available Monday through Friday 6 am to 6 pm CST and Saturday 8 am to 12 pm CST.

#4. Training

Quill.com will:

- Host quarterly team meetings to train and retrain sales associates on our TCPN offerings
- Conduct one-on-one coaching and sales training where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEPA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

6. **Competitiveness:** In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume? ✓ **YES** _____ **NO**

   Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB. * SEE Attached MOST FAVORED CUSTOMER PRICING

   ✓ Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

   ____ Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____ %

7. **Cooperative Contracts:** Does your company currently have contracts with other cooperatives (local, regional, state, national)? ✓ **YES** _____ **NO**

   If YES, identify which cooperatives and the respective expiration date(s).

   TCPN — 3/1/2015
   REMC — 1/1/2015

   If YES and your company is awarded an AEPA Contract, which contract will you lead with in marketing and sales representative presentations (sales calls)?

   QUILL.COM IN DUE DILIGENCE, WILL QUALIFY POTENTIAL AEPA CUSTOMERS & MAK THE RECOMMENDATION OF ENROLLMENT TO THE AEPA PROGRAM WHEREVER POSSIBLE. QUILL.COM WILL

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. WHAT IS BEST FOR THE CUSTOMER

   a. ✓ The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.

   b. _____ The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to adjusted the AEPA Member Agency's price.

   c. _____ The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling:**

   Orders that are $50.00 or more shall include free shipping and handling. What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than $50.00?

   $ 0

10. **Product Returns:** Does your company have a return policy? ✓ **YES** _____ **NO**

    If **YES**, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). SEE Attached Return POLICY

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? _____ **YES** ✓ **NO**

    If **YES**, what is the discount? _____% Net _____

12. **Leasing:** Do you offer leasing arrangements under this bid? _____ **YES** ✓ **NO**

    If **YES,** remember to indicate the rate factor and other cost factors on the Pricing spreadsheet(s).

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Quill.com

Most Favored Customer Pricing. If, during the Term, Supplier provides Products to another customer similar to Buyer, with similar volume requirements, order size, quantities and mix of products and services, delivery schedule, and geographic areas as Buyer, and offers similar discounts, rebates, and guarantees as those offered to Buyer under this Agreement, at prices that are lower than the prices set forth in this Agreement, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above. Notwithstanding the foregoing, **Quill reserves the right not to sell any Products below supplier purchase order cost.**

Quill.com

Return Policy:

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

Technology and Electronic Items: Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

Vending Equipment: The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

Software: Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

Computers/Laptops: You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.

No.	Responsibilities of an AEPA Vendor Partner	Yes	No
1	Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	✓	
2	Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	✓	
3	Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	✓	
4	Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	✓	
5	On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a $0 report is required.	✓	
6	On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	✓	
7	Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	✓	
8	Attend two (2) AEPA meetings each year (see Part A, page 9).	✓	
9	Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	✓	
10	Increase sales over the term of the contract with all participating AEPA Member Agencies.	✓	

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Forms

AEPA FORM D: COMPANY INFORMATION

AEPA IFB #015 –C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

COMPANY CONTACT INFORMATION

Company Name: QUILL CORPORATION Website: WWW.QUILL.COM

Company Address: 100 Shelter Rd.

City: Lincolnshire State: IL Zip: 600069

Contact Person: JUSTIN SAMPSEL Title: Vertical Market Manager

Contact Phone: 800.603.4809 Contact Email: bid@quill.com

BACKGROUND

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a ☑ public company ☐ privately owned company.

In what year was this business started under its present name? 1950

Under what other or former name(s) has your business operated? N/A

Is this business a corporation? ☐ No ☑ Yes. If yes, please complete the following:

Date of incorporation: 12/15/77 State of incorporation: Delaware

Name of President: Shira Goodman *SEE Attached Certificate of Authority

Name(s) of Vice President(s): Sergio Pereira

Name of Secretary: _____

Name of Treasurer: _____

Is this business a partnership? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? ☑ No ☐ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. ☑ No ☐ Yes.

IF THE ANSWER IS YES, describe the company's format, year and state of origin, and names and titles of the principals.

100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

Certificate of Authority

The undersigned officer of Quill Corporation (the "Company") hereby certifies and that the below-named employees of the Company are authorized and empowered to make, enter into, sign, seal and deliver in behalf of the Company a contract for office and school supplies and a performance bond in connection with such contract:

Shira Goodman	President NA Commercial
Sergio Pereira	Senior Vice President
Kenneth M. Wnek	Vice President of Sales
Kayrle Sieber	Vice President of Marketing
Kevin Wood	Vice President of Merchandising
Matt Taylor	Director of Finance
Colin Doherty	Director of Sales
Barbara Slotten	National Sales Manager

IN WITNESS WHEREOF, I have signed this certificate on behalf of the Company on 10/2, 2014

Signature

Shira Goodman, President NA Commercial
Print Name & Title

Corporate Seal

September 2014

COMPANY HEADQUARTER LOCATION

Company Address: 100 Schelter Rd.

City: Lincolnshire State: IL Zip: 60069

Main Phone Number: 800.634.4809 How long at this address? 58 years

COMPANY BRANCH LOCATIONS

Branch Address: *SEE Attached Locations

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

Branch Address: _____

City: _____ State: _____ Zip: _____

If more branch locations, insert information here or add another sheet with above information.

SALES HISTORY

Provide your company's annual sales for 2011, 2012 and 2013 YTD in the United States by the various public segments:

	2011	2012	2013 YTD
K-12 (public & private), Educational Service Agencies	$123,937,890	$125,056,982	$123,431,426
Higher Education Institutions	$14,817,623	$14,131,921	$12,805,430
Counties, Cities, Townships, Villages	$134,315,276	$132,301,774	$128,251,529
States			
Other Public Sector & Non-profits			
Private Sector	$833,654,619	$805,584,736	$876,328,743
TOTAL	$1,106,725,407	$1,137,615,413	$1,140,817,130

WORK FORCE

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	JUSTIN SAMPSEL	Vertical Market MGR	847.816.4239	JUSTIN.SAMPSEL@QUILL.COM
Sales Manager	Ryan Spiegel	National Sales MGR	402.651.5044	RYAN.SPIEGEL@QUILL.COM
Customer & Support Manager	JUSTIN SAMPSEL	Vertical Market MGR	847.816.4239	JUSTIN.SAMPSEL@QUILL.COM

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

4510 Alitalia Ave.
Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

Function	Name	Title	Phone	Email
Distributors, Dealers, Installers, Sales Reps				
Consultants & Trainers		N/A		
Technical, Maintenance & Support Services				
Quotes, Invoicing & Payments				
Warranty & After the Sale				
Financial Manager				

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
65	MAITLAND	FLORIDA
80	LINCOLNSHIRE	ILLINOIS
*SEE Attached FIELD SALES TEAM W/ LOCATIONS		

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
*SEE Attached WAREHOUSE LOCATIONS		

4. **In-house Resources:** Describe the business's current in-house workforce, equipment and facilities available to perform under this solicitation. *SEE Attached IN HOUSE RESOURCES

MARKETING

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the State column.)*

Name	Title	Phone	Email
JUSTIN SAMSEL	Vertical Market Mgr.	847.876.4239	JUSTIN.SAMSEL@QUILL.COM
JAMIE BAJGERT	MARKETING ASSOCIATE	800.634.4809	JAMIE.BAJGERT@QUILL.COM

Field Sales Team

1-Orlando/Tampa, FL
1-Cleveland, OH
1-Nashville, TN
1-Chicago, IL
1-Milwaukee, WI
2-State of Iowa
2-States of Missouri & Kansas
2-States of Missouri & Illinois
1-States of Connecticut & New York
1-State of Pennsylvania
1-State of Oklahoma
3-State of Texas
1-State of Arizona
2-State of California
1-State of New Mexico

Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

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Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515

8/25/2014

In-house Resources

Number of Employees: 788

70 Inside Sales associates that manage Education and Commercial National Accounts

62 Inside Sales associates manage Commercial National Accounts

25 Sales Support Associates (Bids & Admin)

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012 – 2013 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited.

*SEE Attached

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

*SEE Attached

4. **Sales Training:** Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

*SEE Attached

ENVIRONMENTAL INITIATIVES

1. Describe how your products and/or services support environmental goals.

*SEE Attached Green Initiatives

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.).

*SEE Attached Green Initiatives

INDEPENDENT SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

DISCLOSURES

1. **Letter of Line of Credit or Annual Financial Report (REQUIRED):** Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2010, 2011 and 2012). This letter should state the line of credit as a range (ie., "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. **Legal:** Does this business have actions currently filed against it? ☑ No ☐ Yes.

   IF YES, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

REFERENCES

#2 Marketing Activities: Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2012-2013 (July 1 – June 30) List all conventions, conferences and other events at which this company exhibited.

- Utilize its sales force, comprised of 200 associates servicing commercial and education accounts throughout the United States to create and drive Quill and AEPA awareness
- Qualify accounts by having our sales team look at the overall performance of an account to determine opportunities to implement the AEPA pricing structure
- Enlist our marketing team to engage customers and enhance awareness through various channels including but not limited to emails, mailings, web and print ads and AEPA order form creation

Shows attended in 2013
MSBO (REMC)-Iowa ASBO (AEPA)-MACUL (REMC)-OKASBO (AEPA)-AEPA Spring Conference-Vision Source-Grrec Administrative Day-ALA-VLTA-FOE-PAEC (AEPA)-AASBO (AEPA)-NMCEL (AEPA)-Brightstar-TASBO-AEPA Winter Conference

#3 Cooperative Marketing: Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

- Quill.com has the ability to collaborate with Member Agencies in the following ways.... Co-branding of marketing materials like sell sheets, flyers, catalogs and tradeshow giveaways. Quill.com is able to participate in onsite trainings when available and also provide raffle/door prizes for AEPA sponsored events.

#4 Sales Training: Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

Quill.com will do the following....

- Host quarterly team meetings to train and retrain sales associates on our AEPA offerings
- Conduct one on one coaching and sales trainings where needed
- Employ 2 full time sales coaches to enhance our team's selling abilities on an ongoing basis
- Establish Justin Sampsel as the main point of contact for the AEPA/Quill relationship
- Provide ongoing training and coaching for AEOA sales opportunities
- Leverage the relationship with key contacts within AEPA in order to further educate our sales associates

Green Initiatives

Our Commitment to the environment

Quill Corporation (Quill.com) is a subsidiary of Staples, Inc. Quill Corporation is committed to helping the environment. We've focused on reducing our footprint, promoting green initiatives and providing eco-conscious products to our customers. Quill.com manages and monitors the environmental impacts of our operations, from our energy use to our purchasing. To meet our environmental goals, we're taking a multifaceted approach across our entire business.

Green Initiatives

- Energy efficiency
- Renewable power investment
- Green building design
- Reducing the carbon impact of our delivery fleet
- Recycling programs
- Responsible purchasing

Office supplies

Stock your office with eco-conscious office supplies, including products with a minimum of 20% post-consumer recycled content, third-party certifications and other eco-design elements.

Facility solutions

Quill.com's Facilities team offers an extensive line of eco-conscious janitorial and maintenance products so you can balance the needs of your building and your desire to be environmentally responsible.

From the break room to the boardroom, Quill.com offers several safer alternatives for both you and the planet at a great price.

We offer:

Safe and effective cleaning chemicals

Remanufactured toner cartridges

Paper products made from sugarcane waste

Furniture solutions

Our Quill.com's Furniture team is committed to helping you develop responsible facilities, with a broad range of services and eco-conscious furniture products that meet leading third-party environmental standards.

Technology solutions

Quill.com Technology Solutions offers a wide range of products and services for all your sustainability needs, including remanufactured toner and data cartridges, ENERGY STAR® certified hardware and asset disposition.

Promotional products

With energy-efficient, organic, recycled and even biodegradable options, Quill.com Promotional Products® will make sure you have the right items to promote your brand and become more sustainable in the process.

Printing services

Quill.com Print Solutions features eco-conscious print materials and waste-reducing print-on-demand service to help reach your environmental goals, and we're proudly recognized by the Forest Stewardship Council™ and the Sustainable Forestry Initiative.

Disclosures

#1: Staples, Inc. ("Staples") is the parent corporation of Quill Corporation. Staples is a public company regulated by the Securities and Exchange Commission ("SEC"). For information concerning Staples' financial statements, please see Staples' quarterly and annual reports filed with the SEC, which are available at www.staples.com.

Provide contact information of your company's ten largest public agency customers:

	Agency	Name	Title	Phone Number	Email
1.	* SEE Attached References				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Signature _____

Must be same signature that appears on the Bid Affidavit Signature and Acceptance Form

Quill.com

REGION 16 EDUCATION SERVICE
806/677-5000
5800 BELL ST
AMARILLO, TX 79109

GRANTS CIBOLA COUNTY SCHOOLS
505/285-2619
PO BOX 8
GRANTS, NM 87020

ALBUQUERQUE PUBLIC SCHOOLS
505/880-3700
PO BOX 25704
ALBUQUERQUE, TX 87125

ARCHDIOCESE OF MILWAUKEE SCHLS
SHIRLEY HORN 920/753-7500
ST LAWRENCE SEMINARY SCHOOL
301 CHURCH ST
MOUNT CALVARY, WI 53057

MILFORD BOARD OF EDUCATION
DEBBIE NESPOLI 203/783-3445
70 W RIVER ST
MILFORD, CT 06460

FARMINGTON MUNICIPAL SCHOOLS
DENISE STOKES 505/324-5009840
PO BOX 5850
FARMINGTON, NM 87499

PERRY COUNTY BD OF EDUCATION
JODY MAGGARD 606/439-5813
PO BOX 278
CHAVIES, KY 41727

DEMING PUBLIC SCHOOLS
VANESSA MILO 505/546-8841
1001 S DIAMOND AVE
DEMING, NM 88030

DADE COUNTY SCHOOL BOARD
DANIEL GARCIA 305/995-1624
1450 NE 2ND AVE
MIAMI, FL 33132

TRAVIS COUNTY PURCHASING OFC
ROSE GARCIA 512/473-9700
PO BOX 1748
AUSTIN, TX 78767

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

AEPA IFB #015 – C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☐ **NO**, this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A or B of this IFB.

☑ **YES**, this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page	Outline Number	Term or Condition	Exception
Sec. C, pg. 7	9	Delivery	*SEE Attached Delivery Policy
A, pg. 11	V	Audit Rights	
A, pg. 12	V	Comm. Available CATALOG	SEE Attached Exclusions
A, pg 13, 20	V	Most Advantageous Pricing	
A, pg. 14, 23, 28	V	Delivery Terms	
B, Sec. 5	5.1	Special Terms	
A, pg. 17	V	Indemnification	

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

IFB Section and Page	Outline Number	Term or Condition	Exception
Part A, page 11	V	Audit Rights	*Proposed language to be added to the end of this section*: To the extent permitted by applicable law, the audit shall be conducted in accordance with the following: During the Term and for a period of twelve (12) months thereafter, Vendor Partner will upon not less than thirty (30) calendar days' prior written request, make available to Buyer no more than once per calendar year, at Vendor Partner's corporate offices, during normal business hours, the information from Vendor Partner's contract administration application pertaining to all invoices sent by Vendor Partner and payments made by Buyer for all products and services purchased by Buyer under this contract during the twelve (12) month period immediately prior to the date of Buyer's written audit request. Buyer may employ an independent auditor or consultant, or Buyer may choose to conduct such audit on its own behalf. Vendor Partner shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement with Vendor Partner, Vendor Partner will permit the auditor to review the relevant documents. Buyer shall be responsible for paying the fees and costs of any auditor or consultant. Vendor Partner reserves the right to charge a reasonable fee for the preparation and delivery of audit reports provided to Buyer or any auditor or consultant hired by Buyer. In the event that a properly conducted audit discloses any over-billing or under-billing from the then-current contractual price, Vendor Partner or Buyer shall promptly reimburse or pay the affected party, as applicable. AEPA and Buyer may not conduct duplicative audits.
Part A, page 12	V	Commercially Available Catalog	*Propose that the language be replaced in the entirety with the following language:* "The list of products and/or services set forth in Form G, which may be amended from time to time by Vendor Partner and AEPA."
Part A, page 13, 20	V	Cooperative Purchasing Contracts; Most Advantageous Pricing	We propose to modify the language follows: Notwithstanding anything to the contrary, if, during the term, Vendor Partner provides products to another customer similar to AEPA, with similar volume requirements, order size, quantities and mix of products and services, delivery

			schedule, and geographic areas, and offers similar discounts, rebates, and guarantees as those offered under this contract, at prices that are lower than the prices set forth in this contract, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above; provided that Vendor Partner reserves the right not to sell any products below its purchase order cost.
Part A, page 14; p. 23, p. 28 Part B, Section 5	V 5.1	Delivery Terms: Improper delivery; Defective Goods; Special Terms and Conditions	We propose that these sections be replaced by the following language: Notwithstanding anything to the contrary, Vendor Partner's warranty and return policy shall govern, as follows: Vendor Partner expressly warrants that it will provide Buyer with pass-through of all manufacturers' warranties for all products sold to Buyer. Vendor Partner expressly warrants that all Vendor Partner-branded products provided by it are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from the date of purchase, or (b) as otherwise specified on the packaging of the products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Vendor Partner's samples, if any. THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED. VENDOR PARTNER SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.
Part A, page 14	V	Delivery Terms: Liquidated Damages	We propose to remove this language, which appears suited for construction, or installation, or other services transactions as opposed to the sale of goods.
Part A, page 14	V	Delivery Terms: Default in One Installment to Constitute Total Breach	We propose to remove this term given the context/industry and purpose of this agreement. This term appears suited for supply chain agreements.
Part A, page 17	V	Indemnification	We propose to clarify that this language governs third party claims.

AEPA FORM F: DEVIATIONS

AEPA IFB #015-C

Bid Category: Custodial Supply, Custodial Equipment & REST ROOM, BREAK ROOM & SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it at the bottom.
2. If "yes" is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, and save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

☐ **NO, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B.**

☑ **YES, this bidder has the following deviations to the specifications listed in Part B.**

Outline Number from Part B	Specification (describe)	Details of Deviation
7.0.10	JUST IN TIME Delivery	* See Attached Delivery Policy

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

Quill.com

Delivery

- 99% in stock rate, 98% on time delivery

- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.

- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge– you must note the PO.
  - For an additional fee of $25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Association of Educational Purchasing Agencies (AEPA) solicitation on behalf of all Michigan public entities (the "Participating Entity"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to provide a response to a solicitation for three (3) years from the date it is determined that the person has submitted the false certification.

QUILL CORPORATION

Name of Company

Signature of Authorized Representative

Shira Goodman

Name of Authorized Representative

President NA Commercial

Title of Authorized Representative

10/2/14

Date

To be completed and signed below. **Return with bid.**

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the bid. However, the MRESC will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes
   ☑ No

   If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report. ☑ Yes
   ☐ No

   If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***"NO"*** to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

- Click on "Forms" and then "AA302" and "Instructions" under the heading "Employee Information Report"
- Complete and submit the form with the *appropriate payment* to:

  Department of Treasury
  Division of Purchase & Property
  Contract Compliance Audit Unit
  EEO Monitoring Program
  P.O. Box 206
  Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the MRESC within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm Quill Corporation

Address 100 Schelter Rd.

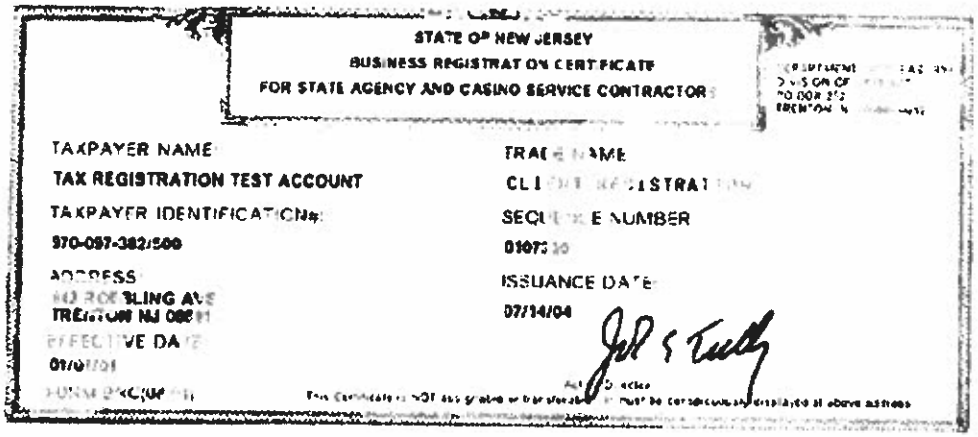
City, State, Zip Lincolnshire, IL 60069

Name of Authorized Agent Shira Goodman *Title* President NA Commercial

SIGNATURE _____ *Date* 10/2/14

NJ Business Registration Form

All vendors must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey and prior to receiving the award of a contract with a public entity.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME:

TAXPAYER IDENTIFICATION#:
970-097-382/000

SEQUENCE NUMBER:
0107

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

EFFECTIVE DATE:
01/01/01

AUTHORIZED SIGNATURE

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REGISTRATION TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at: http://www.state.nj.us/treasury/revenue/busregcert.shtml. **A valid Business Registration Certificate must be provided to the MRESC before the award of a contract can be made.**

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 25032

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-JUN-2012 to 15-JUN-2015

QUILL CORPORATION
100 SCHELTER ROAD
LINCOLN SHIRE IL 60069

Andrew P. Sidamon-Eristoff
State Treasurer

STATE OF NEW JERSEY

Certificate of Authority

DIVISION OF TAXATION
TRENTON, N. J. 08625

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

Pursuant to N.J.S.A. 54:32B-1 ET. SEQ.

Deputy Director

This Registration No: 362-952-904/000

Tax Effective Date: 04-07-02

Document Locator No. B0000000000

Date Issued: 03-22-02

QUILL CORPORATION
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Aug-20-04 11:13am From-STAPLES FINANCE

4508-253-5485

08/21/04

Taxpayer Identification# **362-952-904/000**

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
QUILL CORPORATION

TRADE NAME:

TAXPAYER IDENTIFICATION#:
362-952-904/000

SEQUENCE NUMBER:
0843314

ADDRESS:
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621

ISSUANCE DATE:
08/21/04

EFFECTIVE DATE:
03/13/02

Acting Director

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

Statement of Suspension or Debarment

STATE OF ~~NEW JERSEY~~/ ILLINOIS
Specify, of other

COUNTY OF LAKE

I, Shira Goodman of the (City, Town, Borough)

of Lincolnshire State of ILLINOIS of full age,

being duly sworn according to law on my oath depose and say that:

I am President, NA Commercial of the firm

of QUILL CORPORATION the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency.

Name of Contractor: Quill Corporation
(Company Name)

By: [signature]
(Signature of authorized representative)

Subscribed and sworn to before me

This 2nd day of October, 20 14.

[signature]
(Seal) Notary Public of ~~New Jersey~~/ ILLINOIS
Specify Other State

My Commission expires [illegible]

OFFICIAL SEAL
CONNI CIFFONE
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 11/09/2016

RETURN WITH BID

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU.EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

Signature _____

Company: QUILL CORPORATION

Name Shira Goodman

Title President NA Commercial

Middlesex Regional Educational Services Commission
Business Office
1660 Stelton Road
Piscataway New Jersey 08854

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

☑ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that QUILL CORPORATION (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification
I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.
Name of Authorized Agent Shira Goodman
Signature _____ Title President NA Commercial
Business Entity QUILL CORPORATION

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005. c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract. the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*[1]
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

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[1] N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all

principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity of 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year $50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 52:34-25.

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Please check one type of Ownership, complete the form, and execute where provided.

☑	Corporation	☐	Limited Partnership
☐	Partnership	☐	Limited Liability Corporation
☐	Sole Proprietorship	☐	Limited Liability Partnership
☐	Sub Chapter S Corporation	☐	Other: _____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership," the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH BID. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, then such fact should be certified below as part of this disclosure.

Name of Company QUILL CORPORATION

Address 100 Schelter Rd.

City, State, Zip Lincolnshire, IL 60069

List of Owners with Ten Percent (10%) or More Interest

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Share Owned
	NONE		

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _____ ***Date*** 10/2/14

To be completed and signed below. **Return with bid.**

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont'd)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

_____

_____

Names of Principals — Title

N/A

_____

_____

_____

_____

_____

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company Quill Corporation

Address 100 Schelter Rd.

City, State, Zip Cod Lincolnshire, IL 60069

Authorized Agent Shira Goodman **Title** President NA Commercial

_____

SIGNATURE OF AUTHORIZED AGENT

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Middlesex Regional Educational Services Commission (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☑ **I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification**

OR

☐ **I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name:_____ Relationship to Bidder/Vendor:_____

Description of Activities:

_____

_____

Duration of Engagement:_____ Anticipated Cessation Date_____

Bidder/Vendor_____

Contact Name:_____ Contact Phone Number:_____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Middlesex Regional Educational Services Commission is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Middlesex Regional Educational Services Commission to notify the Middlesex Regional Educational Services Commission in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Middlesex Regional Educational Services Commission and that the Middlesex Regional Educational Services Commission at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Shira Goodman Signature: [signature]

Title: President NA Commercial Date: 10/2/14

Bidder/Vendor: QVC Corporation

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P.O. BOX 039
TRENTON, NEW JERSEY 08625-0039

Telephone (609) 292-4886 / Facsimile (609) 984-2575

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Amona	20.	Liquefied Natural Gas Limited
2.	Bank Saderat PLC	21.	Maire Tecnimont SpA
3.	Bank Sepah	22.	Naftiran Intratrade Company (NICO)
4.	Bank Markazi Iran (Central Bank of Iran)	23.	National Iranian Tanker Company (NITC)
5.	Bank Mellat	24.	Oil and Natural Gas Corporation (ONGC)
6.	Bank Melli Iran	25.	Oil India Limited
7.	Bank Tejarat	26.	Panyu Chu Kong Steel Pipe Company, Ltd.
8.	Belaz	27.	Persia International Bank
9.	Belneftkhim (Belarusneft)	28.	PetroChina Company, Ltd.
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipec)	29.	Petroleos de Venezuela (PDVSA Petroleo, SA)
11.	China National Offshore Oil Corporation (CNOOC)	30.	Sameh Afzar Tajak Company (SATCO)
12.	China National Petroleum Corporation (CNPC)	31.	Schwing America, Inc.
13.	China National United Oil Corporation (ChinaOil)	32.	Shandong FIN CNC Machine Company, Ltd.
14.	China Petroleum & Chemical Corporation (Sinopec)	33.	Sinohydro
15.	China Precision Machinery Import-Export Corp. (CPMIEC)	34.	SK Energy
16.	Grimley Smith Associates	35.	SKS Ventures
17.	Indian Oil Corporation	36.	Som Petrol AS
18.	Industrija Nafte (INA)	37.	Sonangol
19.	Kingdream PLC	38.	Zhuhai Zhenrong Company

List Date: January 31, 2014

AEPA BID FORM G: PRICING SCHEDULE SUBMITTAL INSTRUCTIONS

AEPA IFB #015 – C

CUSTODIAL SUPPLY, CUSTODIAL EQUIPMENT AND REST ROOM, BREAK ROOM, AND SAFETY SUPPLY CATALOG

NAME OF BIDDER QUILL CORPORATION

INSTRUCTIONS: ***Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)***

1. There is one (1) Excel Workbook provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "*Bidder Name* Form G—Pricing - *Description*."
2. In addition to the provided Excel Workbooks, copies of the bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Save all documents to Folder B.

These forms are provided on *individual tabs* on the Excel Workbook provided on the AEPA website:

G.1. **Catalog Discount for Items in a Commercially Available (REQUIRED) -** Complete a form for each catalog bid, reset the 'print area' if lines were added, and save the file according to directions. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid.

G.2 **Full Catalog Price Schedule (REQUIRED) -** Use this tab of the workbook to provide the item information and the Net Effective Bid Price for ALL ITEMS in your catalog. If bidding multiple catalogs, a separate form MUST be submitted for each catalog. Copy the original tab and change the tab name to identify the different catalogs bid. The information may be downloaded from your computer system, but must comply with our format.

G.3 **Services Price Schedule (OPTIONAL) -** If your company provides any design, installation, training or support services to support the items you are bidding, use this form to provide your bid prices.

G.4 **Volume Discounts Schedule (OPTIONAL) -** Use this form if your company is offering additional discounts off of the base discounts bid for one time purchases AND for public agencies that group their requirements together (based on their estimated total annual spend for commodity). Each Bidder must specify the dollar ranges required in order for the agency(ies) to receive the additional discount.

Additional Forms that may be provided by Bidder:

G.5. (Not Provided – Bidder Created) **Warranties, Additional Services or Incidental Price Schedule:** Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

G.6. (Not Provided – Bidder Created) **Additional Discounts:** If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

_____

_____

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

Vendor Name	3rd Qrt 14 Sales	4th Qtr 14 Sales	1st Qtr 15 Sales	2nd Qtr 15 Sales
AEPA BUYS:				
Atlas Track, Inc.	0.00	0.00		
CDW-G	985,741.45	326,078.18		
Daktronics	90,815.00	41,975.00		
Edutone	0.00	0.00		
Interior Systems	0.00			
Konica Minolta	14,997.00	26,484.00		
Kyocera Mita				
Mackin	0.00	0.00		
Midwest Technology	0.00	0.00		
MNJ Technologies	7,960.13	796.13		
Peripole	0.00	0.00		
Point Nationwide				
Progressive Roofing	0.00	0.00		
Quill Instructional	150,358.41	73,915.44		
Quill Kitchen Supplies				
Robert Cohen,LLC	0.00			
School Dude	56,760.75	9,013.83		
Furniture	0.00	0.00		
Schl Supplies	698,696.61	88,071.54		
Sports	3,894.19	161.25		
Ind Arts	0.00	0.00		
Sivic Solutions Group	0.00	0.00		
Staples Custodial				
Staples Office	436,622.05	431,969.26		
Staples Furniture				
Techline Sports Lighting	0.00			
Weather. Tech/Tremco	80,455.28	7,507.79		
AEPA TOTALS	2,526,300.87	1,005,972.42	0.00	0.00
SPECIAL BUYS:				
Academic Superstore/Journey Ed	278,506.00	61,534.32		
Gov Connection	89,876.75	2,077.82		
Softchoice	15,933.07	67,212.60		
Voss Lighting	28,087.87	44,720.59		
SPECIAL BUYS TOTALS:	412,403.69	175,545.33	0.00	0.00
ALL PROGRAMS:	$ 2,938,704.56	$ 1,181,517.75	$ -	$ -

Total 14/15 Sales		Admin Fee	Expected Comm. Paid	Comm. Paid 3rd Qtr 14	Comm. Paid 4th Qtr 14	Comm. Paid 1st Qtr 15	Comm. Paid 2nd Qtr 15
0.00		2.00%	0.00	0.00	0.00		
1,311,819.63		2.00%	26,236.39	19,714.83	6,521.56		
132,790.00		2.00%	2,655.80	1,816.30	839.50		
0.00		2.00%	0.00	0.00	0.00		
0.00		2.00%	0.00	0.00			
41,481.00		2.00%	829.62	299.94	529.68		
0.00		2.00%	0.00				
0.00		2.00%	0.00	0.00	0.00		
0.00		2.00%	0.00	0.00	0.00		
8,756.26		2.00%	175.13	159.20	15.92		
0.00		2.00%	0.00	0.00	0.00		
0.00		2.00%	0.00				
0.00		2.00%	0.00	0.00	0.00		
224,273.85		2.00%	4,485.48	3,007.17	1,478.31		
		2.00%	0.00				
0.00		2.00%	0.00	0.00			
65,774.58		2.00%	1,315.49	1,135.22	180.28		
0.00		2.00%	0.00	0.00	0.00		
786,768.15		2.00%	15,735.36	13,973.94	1,761.43		
4,055.44		2.00%	81.11	77.88	3.23		
0.00		2.00%	0.00	0.00	0.00		
0.00		2.00%	0.00	0.00	0.00		
0.00		2.00%	0.00				
868,591.31		2.00%	17,371.83	8,732.56	8,639.50		
0.00		2.00%	0.00				
0.00		2.00%	0.00	0.00			
87,963.07		2.00%	1,759.26	1,641.94	150.16		
3,532,273.29			70,645.47	50,558.98	20,119.57	0.00	0.00
340,040.32		2.00%	6,800.81	5,570.12	1,230.69		
91,954.57		2.00%	1,839.09	1,797.54	41.56		
83,145.67		2.00%	1,662.91	318.67	1,344.25		
72,808.46		3.50%	2,548.30	983.08	1,565.22		
587,949.02			12,851.11	8,669.41	4,181.72	0.00	0.00
$ 4,120,222.31			$ 83,496.57	$ 59,228.39	$ 24,301.29	$ -	$ -

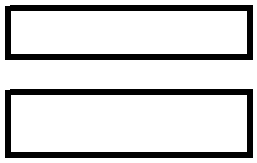
Total Comm. Paid-14-15
0.00
26,236.39
2,655.80
0.00
0.00
829.62
0.00
0.00
0.00
175.12
0.00
0.00
0.00
4,485.48
0.00
1,315.50
0.00
15,735.37
81.11
0.00
0.00
0.00
17,372.06
0.00
0.00
1,792.10
70,678.55
6,800.81
1,839.10
1,662.92
2,548.30
12,851.13
$ 83,529.68

Vendor Name	3rd Qrt 13 Sales	4th Qtr 13 Sales	1st Qtr 14 Sales	2nd Qtr 14 Sales
AEPA BUYS:				
Aries Technology	0.00	0.00		
Atlas Track, Inc.	0.00	0.00	0.00	0.00
Blackboard	0.00			
BSN Sports				
CDW-G	662,574.96	475,680.64	372,156.47	588,780.79
Daktronics	3,014.00	0.00	0.00	0.00
Edutone	0.00	0.00	0.00	0.00
Emantras	0.00	0.00	0.00	
GroupCast (Sch Reach)	8,743.98	1,075.00	6,720.75	
Interior Systems				
Konica Minolta	0.00	0.00	6,625.00	95,536.00
Kyocera Mita				
Mackin	0.00	0.00	0.00	0.00
Midwest Technology	0.00	0.00	0.00	1,250.04
MNJ Technologies	22,583.38	4,645.02	2,623.68	1,807.04
Peripole	418.10	0.00		
Point Nationwide	0.00	0.00	0.00	0.00
Progressive Roofing	0.00	0.00	0.00	
Quill	134,268.16	66,868.39	74,241.47	108,622.41
Robert Cohen,LLC	0.00	0.00	0.00	0.00
School Dude	43,318.25	22,300.36	2,932.30	5,828.65
School Specialty	461,988.50	48,850.26	64,699.25	594,182.43
Sivic Solutions Group	0.00	0.00	0.00	0.00
Spectrum Furniture	0.00	0.00	0.00	
Staples	441,437.32	373,982.65	363,698.97	502,771.41
Techline Sports Lighting	0.00	0.00	0.00	
Weather. Tech/Tremco	64,419.04	32,953.70	0.00	52,444.99
AEPA TOTALS	1,842,765.69	1,026,356.02	893,697.89	1,951,223.76
SPECIAL BUYS:				
Academic Superstore/Jc	179,608.01	60,616.77	85,202.52	129,164.69
Gov Connection	0.00	0.00	0.00	14,549.96
Net Trekker	32,758.00	1,472.50	1,053.83	9,125.00
Softchoice	115,079.27	39,554.61	107,177.25	24,399.20
Voss Lighting	28,911.42	29,907.59	30,203.43	36,302.26
SPECIAL BUYS TOTAL	356,356.70	131,551.47	223,637.03	213,541.11
ALL PROGRAMS:	2,199,122.39	1,157,907.49	1,117,334.92	2,164,764.87

Tremco= schools pay the admin fee as part of their cost, this sheet will separate the sales & the admin fee
Journey Ed is a program through Academic Superstore that offers Software for Students are Parents to pu

Total 13/14 Sales	Admin Fee	Expected Comm. Paid
0.00	2.00%	0
0.00	2.00%	0
0.00	2.00%	0
0.00	2.00%	0
2,099,192.86	2.00%	41,983.86
3,014.00	2.00%	60.28
0.00	2.00%	0
0.00	2.00%	0
16,539.73	2.00%	330.79
0.00	2.00%	0
102,161.00	2.00%	2,043.22
0.00	2.00%	0
0.00	2.00%	0
1,250.04	2.00%	25
31,659.12	2.00%	633.18
418.10	2.00%	8.36
0.00	2.00%	0
0.00	2.00%	0
384,000.43	2.00%	7,680.01
0.00	2.00%	0
74,379.56	2.00%	1,487.59
1,169,720.44	2.00%	23,394.41
0.00	2.00%	0
0.00	2.00%	0
1,681,890.35	2.00%	33,637.81
0.00	2.00%	0
149,817.73	2.00%	2,996.35
5,714,043.36		114,280.87
454,591.99	2.00%	9,091.84
14,549.96	2.00%	291
44,409.33	2.00%	888.19
286,210.33	2.00%	5,724.21
125,324.70	3.50%	4,386.36
925,086.31		20,381.60
6,639,129.67		$134,662.46

ɛ, but the schools pa
ɹrchase



Comm. Paid 3rd Qtr 13	Comm. Paid 4th Qtr 13	Comm. Paid 1st Qtr 14	Comm. Paid 2nd Qtr 14
0	0		
0	0	0	0
0			
13,251.50	9,513.61	7,443.13	11,775.62
60.28	0	0	0
0	0	0	0
0	0	0	
174.88	21.5	134.42	
0	0	132.5	1,910.72
0	0	0	0
0	0	0	25.01
451.67	92.9	52.47	36.14
8.1	0		
0	0	0	0
0	0	0	
2,685.36	1,337.37	1,484.83	2,172.45
0	0	0	0
866.37	446.01	58.65	116.57
9,239.77	977	1,292.18	11,883.64
0	0	0	0
0	0	0	
8,828.86	7,479.75	7,274.08	10,055.56
0	0	0	
1,288.38	659.07	0	1,048.90
36,855.17	20,527.21	17,872.26	39,024.61
3,591.73	1,212.11	1,704.05	2,583.29
0	0	0	
655.16	29.45	21.08	182.5
2,301.58	791.1	2,143.55	487.99
1,011.90	1,046.77	1,057.12	1,270.58
7,560.37	3,079.43	4,925.80	4,524.36
$44,415.54	$23,606.64	$22,798.06	$43,548.97

Total Comm. Paid-13-14
0
0
0
0
41,983.86
60.28
0
0
330.8
0
2,043.22
0
0
25.01
633.18
8.1
0
0
7,680.01
0
1,487.60
23,392.59
0
0
33,638.25
0
2,996.35
114,279.25
9,091.18
0
888.19
5,724.22
4,386.37
20,089.96
$134,369.21

Vendor Name	3rd Qrt 12 Sales	4th Qtr 12 Sales	1st Qtr 13 Sa	2nd Qtr 23 Sales	Total 12/13 Sales
AEPA BUYS:					
Aries Technology	0.00	0.00	0	0	0
Atlas Track, Inc.	0.00	0.00	0	0	0
Blackboard	0.00	0.00	0	0	0
BSN Sports	0.00	0.00	0	163.14	163.14
CDW-G	590,876.25	388,300.47	375,639.53	694,948.59	2,049,764.84
Daktronics	0.00	0.00	13,011.00	0	13,011.00
Edutone	0.00	0.00	0	0	0
eInstruction	0.00	0.00	0		0
Emantras	0.00	0.00	0		0
GoKnow Mobile Learnin	0.00	0.00	0	0	0
GroupCast (Sch Reach)	10,820.52	2,707.35	2,550.00	1,023.75	17,101.62
Husky Truck Center	0.00	0.00	0		0
InterfaceFLOR	0.00	0.00	0		0
Konica Minolta	11,958.66	13,408.00	49,018.37	17,753.00	92,138.03
Kyocera Mita	0.00	0.00			0
Mackin	0.00	0.00	0	0	0
MD Holdings - Affinis	0.00	0.00	0		0
Midwest Technology	607.39	1,585.36	0	1,394.35	3,587.10
MNJ Technologies	20,401.24	9,869.29	6,203.14	42,970.97	79,444.64
Peripole	0.00	0.00	0	0	0
Point Nationwide					0
Polaris	0.00	0.00	0		0
Progressive Roofing				0	0
Quill	112,438.17	61,435.22	65,181.81	100,196.16	339,251.36
Robert Cohen,LLC	0.00	0.00	0		0
School Dude	35,174.50	0.00	1,137.87	4,404.50	40,716.87
School Specialty	408,270.99	61,872.56	66,888.49	472,283.65	1,009,315.69
Sivic Solutions Group	0.00	0.00	0	0	0
Spectrum Furniture	0.00	28.00	0	0	28
Staples (C. Express)	443,830.64	371,530.24	278,765.71	472,283.65	1,566,410.24
Techline Sports Lighting				0	0
Weather. Tech/Tremco	0.00	0.00	0	0	0
AEPA TOTALS	1,634,378.36	910,736.49	858,395.92	1,807,421.76	5,210,932.53
SPECIAL BUYS:					
Academic Superstore/Jc	98,137.55	29,074.50	64,332.68	286,025.07	477,569.80
Gov Connection	1,833.60	0.00	0	0	1,833.60
NE Select Program	0.00	0.00	0	0	0
Net Trekker	22,374.00	2,843.00	0	9,029.96	34,246.96
Softchoice	100,112.56	44,666.97	90,711.79	84,158.67	319,649.99
Voss Lighting	87,551.30	19,862.16	24,621.63	23,068.74	155,103.83
SPECIAL BUYS TOTAL	310,009.01	96,446.63	179,666.10	402,282.44	988,404.18
ALL PROGRAMS:	1,944,387.37	1,007,183.12	##########	$2,209,704.20	$6,199,336.71

Staples - Made numerous adjustments in 4th quarter - will show admin fee short by $42.77 - not really short - tl
If CDW-G sales for any individual quarter are over $500,000.00, our admin. Fee will increase
Nova Net admin fee will vary, it is $50 for each 12 month license. - or $50 for every $1000 yearly license. Ther

Nova Net = Schools pay the admin fee as part of their cost, this sheet separates sales & admin fee, the total is

Tremco= schools pay the admin fee as part of their cost, this sheet will separate the sales & the admin fee, but
NE Select Microsoft Program - We only get 2% of the cost of the license. E-academy adds on additional charg
Journey Ed is a program through Academic Superstore that offers Software for Students are Parents to purcha

		3rd quarter			4th quarter
MONTHLY ACTIVITY:	September	October	November	December	January
	$-	$-	$-	$-	$-

NE Select Program

Admin Fee Received:

Total 3rd Q Sales Received: $-

Total 4th Q Received to date:

s	Admin Fee	Expected Co	Comm. Paid	Comm. Paid	Comm. Paid	Comm. Paid	Total Comm.
	2.00%	0	0	0	0	0	0
	2.00%	0	0	0	0	0	0
	2.00%	0	0	0	0	0	0
	2.00%	3.26	0	0	0	3.26	3.26
	2.00%	40,995.30	11,817.53	7,766.01	7,512.79	13,898.97	40,995.30
	2.00%	260.22	0	0	260.22	0	260.22
	2.00%	0	0	0	0	0	0
	2.00%	0	0	0	0		0
	2.00%	0	0	0	0		0
	2.00%	0	0	0	0	0	0
	2.00%	342.03	216.41	54.15	51	20.48	342.04
	2.00%	0	0	0	0		0
	2.00%	0	0	0	0		0
	2.00%	1,842.76	239.17	268.16	980.37	355.06	1,842.76
	2.00%	0	0	0	124.06	859.42	983.48
	2.00%	0	0	0	0	0	0
	2.00%	0	0	0	0		0
	2.00%	71.74	0	43.85	0	27.88	71.73
	2.00%	1,588.89	408.02	197.39	124.06	859.42	1,588.89
	2.00%	0	0	0	0	0	0
	2.00%	0					0
	2.00%	0	0	0	0		0
	2.00%	0				0	0
	2.00%	6,785.03	2,248.76	1,228.70	1,303.64	2,003.92	6,785.02
	2.00%	0	0	0	0		0
	2.00%	814.34	703.49	0	22.76	88.09	814.34
	2.00%	20,186.31	8,165.42	1,230.73	1,344.48	8,562.85	19,303.48
	2.00%	0	0	0	0	0	0
	2.00%	0.56	0	0.56	0	0	0.56
	2.00%	31,328.20	8,876.61	7,430.59	5,575.33	9,445.37	31,327.90
	2.00%	0				0	0
	2.00%	0	0	0	0	0	0
		104,218.65	32,675.41	18,220.14	17,298.71	36,124.72	104,318.98
	2.00%	9,551.40	1,959.07	581.53	1,286.45	5,720.00	9,547.05
	2.00%	36.67	36.67	0	0	0	36.67
	2.00%	0	0	0	0	0	0
	2.00%	684.94	447.48	56.86	0	180.29	684.63
	2.00%	6,393.00		2,889.58	1,814.24	1,683.20	6,387.02
	3.50%	5,428.63	3,064.30	695.18	861.76	807.41	5,428.65
		22,094.64	5,507.52	4,223.15	3,962.45	8,390.90	22,084.02
		$126,313.29	$38,182.93	$22,443.29	$21,261.16	$44,515.62	$126,403.00

his is because of adjustment reports sent for 2nd & 3rd Q 2011 - sent "adjustment" checks but whole report

e will be discrepancies when schools also order traini

es so the schools with pay more - shows

		1st quarter			2nd quarter		
February	March	April	May	June	July	August	Total Sales
							$-
							Total Admin
$-	Total 1st Received to date		$-	Total 2nd Q Received to d			$-

Paid-12-13

s - some sale

Expected Comm. Paid
$-

Fee Collected
$-
Admin fee
not rec'd yet

Vendor Name	3rd Qrt 11 Sales	4th Qtr 11 Sales	1st Qtr 12 Sales	2nd Qtr 12 Sales
AEPA BUYS:				
Advanced Records M	0	0	0	
Aries Technology				0
Atlas Track, Inc.	0	0	0	0
AV Rover	0	0	0	
Blackboard				
BSN Sports	715.79	467.96	0	0
CDW-G	800,228.97	370,297.61	310,405.33	538,471.00
Daktronics				
Edutone				
eInstruction				0
Emantras				
GoKnow Mobile Learning				0
GroupCast (Sch Rea	10,087.25	4,232.25	3,882.50	2,076.75
Husky Truck Center	0	0	0	0
InterfaceFLOR	0	0	0	0
Konica Minolta	18,564.00	5,756.76	10,225.00	20,510.33
Kyocera Mita	0	0	0	0
Mackin				0
MD Holdings - Affinis				0
Midwest Technology	2,305.98	438.43	27.54	995.84
MNJ Technologies	48,182.75	11,596.26	24,237.13	31,398.32
Peripole				0
Point Nationwide	0	0	0	0
Polaris	0	0	0	0
Quill	32,545.83	34,642.83	46,851.27	107,065.14
Robert Cohen,LLC	0	0	0	0
Samson Equipment,	0	0	0	
School Dude	19,304.45	10,530.76	3,289.54	1,861.50
School Specialty	349,461.30	59,989.12	46,833.49	531,586.11
Sivic Solutions Grou	0	0	0	0
Spectrum Furniture	0	0	0	0
Staples (C. Express)	398,537.26	408,489.91	378,948.82	413,010.75
Weather. Tech/Trem	0	0	0	83,015.42
AEPA TOTALS	1,679,933.58	906,441.89	824,700.62	1,729,991.16
SPECIAL BUYS:				
Academic Superstore	246,919.57	62,272.78	27,595.62	135,365.04
Centurion Technolog	11,412.27	936	0	0
Collaborative Learnir	0	0	0	0
Division 15 Sales	1,986.60	5,083.20	2,605.64	6,120.12
Educators Virtual Me	0	0	0	0
Gov Connection		0	0	1,752.36
HON / AllMakes	0	0	0	0
Journey Ed	2,100.69	3,326.83	5,139.20	149.95
LanSchool (Stonewa	0	1,871.00	0	0

NE Select Program	2,394.21	3,565.99	690.07	0
Net Trekker	32,250.54	7,517.57	955.86	7,833.54
Nova Net/Pearson	0	0	0	0
Softchoice	117,989.05	85,217.71	59,075.42	123,776.12
Voss Lighting	51,049.57	27,906.13	25,382.39	43,218.32
SPECIAL BUYS TOT	466,102.50	197,697.21	121,444.20	318,215.45
ALL PROGRAMS:	$2,146,036.08	$1,104,139.10	$946,144.82	$2,048,206.61

Staples - Made numerous adjustments in 4th quarter - will show admin fee short by $42.77 - not really short
If CDW-G sales for any individual quarter are over $500,000.00, our admin. Fee will increase to 2.5%.
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NE Select Microsoft Program - We only get 2% of the cost of the license. E-academy adds on additional ch
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		3rd quarter		
MONTHLY ACTIVITY	September	October	November	December
	$423.84	$494.76	$1,068.00	$2,186.76
Division 15 Sales				
Admin Fee Received	$13.77	$16.08	$34.71	$71.07
	Total 3rd Q Sales Received:		$1,986.60	Total 4th Q Received

		3rd quarter		
MONTHLY ACTIVITY	September	October	November	December
	$747.58	$965.27	$681.36	$1,043.97
NE Select Program				
Admin Fee Received:				$82.44
	Total 3rd Q Sales Received:		$2,394.21	Total 4th Q Received

Total 11/12 Sales	Admin Fee	Expected Comm. Pa	Comm. Paid 3rd Qtr
0	2.00%	0	0
0	2.00%	0	
0	2.00%	0	0
0	2.00%	0	0
0	2.00%	0	
1,183.75	2.00%	23.68	14.32
2,019,402.91	2.00%	40,388.06	16,004.58
0	2.00%	0	
0	2.00%	0	
0	2.00%	0	
0	2.00%	0	
0	2.00%	0	
20,278.75	2.00%	405.58	201.75
0	2.00%	0	0
0	2.00%	0	0
55,056.09	2.00%	1,101.12	371.28
0	2.00%	0	0
0	2.00%	0	
0	2.00%	0	
3,767.79	2.00%	75.36	47.74
115,414.46	2.00%	2,308.29	963.66
0	2.00%	0	
0	2.00%	0	0
0	2.00%	0	0
221,105.07	2.00%	4,422.10	646.17
0	2.00%	0	0
0	2.00%	0	0
34,986.25	2.00%	699.73	386.09
987,870.02	2.00%	19,757.40	6,989.23
0	2.00%	0	0
0	2.00%	0	0
1,598,986.74	2.00%	31,979.73	7,970.75
83,015.42	2.00%	1,660.31	0
5,141,067.25		102,821.35	33,595.57
472,153.01	2.00%	9,443.06	4,938.40
12,348.27	2.00%	246.97	228.25
0	2.00%	0	0
15,795.56	3.25%	513.36	64.56
0	2.00%	0	0
1,752.36	2.00%	35.05	
0	2.00%	0	0
10,716.67	2.00%	214.33	42.01
1,871.00	2.00%	37.42	0

6,650.27		2.00%	133.01	0
48,557.51		2.00%	971.15	723.97
0	roughly	5.00%	0	0
386,058.30		2.00%	7,721.17	2,359.78
147,556.41		3.50%	5,164.47	
1,103,459.36			24,479.98	8,356.97
$6,244,526.61			$127,301.32	$41,952.54

: - this is because of adjustment reports sent for 2nd & 3rd Q 2011 - sent "adjustment" checks but whole repo

'here will be discrepancies when schools also order training and installation.
al is what the school paid
but the schools pay both
arges so the schools with pay more - shows on sales report.
chase

4th quarter				1st quarter	
January	February	March		April	May
$2,896.44	$-	$436.08		$970.52	$1,199.04
$94.13	$-	$14.17			
l to date:	$5,083.20	Total 1st Received to date:			$2,605.64

4th quarter				1st quarter	
January	February	March		April	May
$1,209.09	$1,312.93	$690.07		$-	$-
		$81.03			
l to date:	$3,565.99	Total 1st Received to date:			$690.07

Comm. Paid 4th Qtr	Comm. Paid 1st Qtr	Comm. Paid 2nd Qtr	Total Comm. Paid-11-12
0	0		0
		0	0
0	0	0	0
0	0		0
			0
9.35	0	0	23.67
7,405.95	6,208.11	10,769.42	40,388.06
			0
			0
		0	0
			0
		0	0
84.65	77.65	41.54	405.59
0	0	0	0
0	0	0	0
115.14	204.5	410.21	1,101.13
0	0	0	0
		0	0
		0	0
8.76		20.48	76.98
231.93	484.74	627.97	2,308.30
		0	0
0	0	0	0
0	0	0	0
692.86	922.62	2,092.79	4,354.44
0	0	0	0
0	0		0
210.62	65.79	37.23	699.73
1,199.78	934.73	10,631.72	19,755.46
0	0	0	0
0	0	0	0
8,127.02	7,578.97	8,260.22	31,936.96
0	0	1,660.31	1,660.31
18,086.06	16,477.11	34,551.89	102,710.63
1,245.46	551.91	2,706.80	9,442.57
18.72	0	0	246.97
0	0	0	0
165.2	14.17	269.42	513.35
0	0	0	0
0	0	35.05	35.05
0	0	0	0
66.54	105.39	2.99	216.93
37.42	0	0	37.42

82.44	81.03	0	163.47
150.36	19.12	160.78	1,054.23
0	0	0	0
	2,885.86	2,475.52	7,721.16
		5,164.47	5,164.47
1,766.14	3,657.48	10,815.03	24,595.62
$19,852.20	$20,134.59	$45,366.92	$127,306.25

ɔrts - some sales could have been doubled.

	2nd quarter			
June	July	August	Total Sales	Expected Comm. Pai
$529.56	$1,267.32	$4,323.24	$15,795.56	$513.36
			Total Admin Fee Collected	
$87.72	$41.19	$140.51	$513.35	$0.01
Total 2nd Q Received to date: $		$6,120.12		Admin fee not rec'd yet

	2nd quarter			
June	July	August	Total Sales	Expected Comm. Pai
$-	$-	$-	$6,650.27	$133.01
			Total Admin Fee Collected	
			$163.47	-$30.46
Total 2nd Q Received to date: $		$-		Admin fee not rec'd yet

id

id

Vendor Name	3rd Qrt 10 Sales	4th Qtr 10 Sales	1st Qtr 11 Sales	2nd Qtr 11 Sales
AEPA BUYS:				
Advanced Records M	0	0	0	
Atlas Track, Inc.	0	0	0	0
AV Rover	0	0	0	0
BSN Sports	0	0	0	0
CDW-G	1,084,840.23	450,053.93	414,933.32	658,027.35
Flaghouse Incorporat	0	0	0	
GroupCast (Sch Rea	9,223.00	6,504.00	4,377.25	495
Husky Truck Center	0	0	0	0
InterfaceFLOR	0	0	0	0
Konica Minolta	0	0	0	0
Kyocera Mita	12,138.00	7,487.00	0	7,034.00
Lone Star Auctioneer	0	0	0	
Midwest Technology	31,136.46	5,299.76	338.22	80.14
MNJ Technologies	1,507.48	2,195.19	18,582.46	165,369.95
Mohawk Furniture	0	0	0	
Palmer Synder Furni	0	0	0	
Point Nationwide				0
Polaris				0
Quill			1,871.83	16,682.71
Robert Cohen,LLC	0	0	0	0
Samson Equipment,	0	0	0	0
School Dude	27,014.27	2,074.61	0	2,830.08
School Specialty	483,741.09	35,254.14	63,859.16	413,624.72
Sivic Solutions Grou	0	0	0	0
Spectrum Furniture	0	0	1,846.88	0
Staples (C. Express)	429,213.31	363,565.77	285,490.31	494,357.55
Weather. Tech/Trem	0	8,906.32	0	118,584.76
AEPA TOTALS	2,078,813.84	881,340.72	791,299.43	1,877,086.26
SPECIAL BUYS:				
Academic Superstore	187,271.28	139,523.20	23,200.87	297,246.90
Art-FAC Graphics	236	148	0	0
Centurion Technolog	6,590.89	3,069.05	5,147.97	2,122.97
Division 15 Sales	2,932.08	855.36	1,462.20	2,540.64
Educators Virtual Me	0	0	500	0
HON / AllMakes	0	0	0	0
Journey Ed	1,519.20	1,908.95	4,204.03	2,940.64
Lapworks	0	0	0	0
NE Select Program	2,758.12	4,580.79	3,327.29	3,528.42
Net Trekker	36,826.18	0	5,944.18	9,752.61
Nova Net/Pearson	0	0	0	61,880.00
Softchoice	230,068.92	116,968.39	119,582.39	255,658.97
Voss Lighting	27,171.85	20,895.09	15,776.34	12,957.90
SPECIAL BUYS TOT	495,374.52	287,948.83	179,145.27	648,629.05

ALL PROGRAMS:	$2,574,188.36	$1,169,289.55	$970,444.70	$2,525,715.31

If CDW-G sales for any individual quarter are over $500,000.00, our admin. Fee will increase to 2.5%.
Nova Net admin fee will vary, it is $50 for each 12 month license. - or $50 for every $1000 yearly license. T
Nova Net = Schools pay the admin fee as part of their cost, this sheet separates sales & admin fee, the tota
Tremco= schools pay the admin fee as part of their cost, this sheet will separate the sales & the admin fee,
NE Select Microsoft Program - We only get 2% of the cost of the license. E-academy adds on additional ch
Journey Ed is a program through Academic Superstore that offers Software for Students are Parents to pur

			3rd quarter		
MONTHLY ACTIVIT`	September		October	November	December
		$134.88	$-	$2,797.20	$-
Division 15 Sales					
Admin Fee Received		$4.38	$-	$90.91	$-
	Total 3rd Q Sales Received:			$2,932.08	Total 4th Q Received

			3rd quarter		
MONTHLY ACTIVIT`	September		October	November	December
		$847.78	$745.11	$1,165.23	$1,915.28
NE Select Program					
Admin Fee Received:				$51.56	$36.89
	Total 3rd Q Sales Received:			$2,758.12	Total 4th Q Received

			3rd quarter	
MONTHLY ACTIVIT`	Total # of Licenses		Total Sales	Total # of Licenses
Journey Ed				
		16	1,519.20	21
Admin Fee Received:			$160.00	
	Total 3rd Q Sales Received:		1,519	Total 4th Q Received

Total 10/11 Sales		Admin Fee		Expected Comm. Pa	Comm. Paid 3rd Qtr
0			2.00%	0	0
0			2.00%	0	0
0			2.00%	0	0
0			2.00%	0	0
2,607,854.83			2.00%	52,157.10	21,696.80
0			2.00%	0	0
20,599.25			2.00%	411.99	184.47
0			2.00%	0	0
0			2.00%	0	0
0			2.00%	0	0
26,659.00			2.00%	533.18	242.76
0			2.00%	0	0
36,854.58			2.00%	737.09	622.68
187,655.08			2.00%	3,753.10	30.15
0			2.00%	0	0
0			2.00%	0	0
0			2.00%	0	
0			2.00%	0	
18,554.54			2.00%	371.09	
0			2.00%	0	0
0			2.00%	0	0
31,918.96			2.00%	638.38	540.29
996,479.11			2.00%	19,929.58	9,674.82
0			2.00%	0	0
1,846.88			2.00%	36.94	0
1,572,626.94			2.00%	31,452.54	8,584.27
127,491.08			2.00%	2,549.82	0
5,628,540.25				112,570.81	41,576.24
647,242.25			2.00%	12,944.85	3,745.43
384			2.00%	7.68	0
16,930.88			2.00%	338.62	0
7,790.28			3.25%	253.18	95.29
500			2.00%	10	0
0			2.00%	0	0
10,572.82		10	2.00%	512.89	160
0			2.00%	0	0
14,194.62			2.00%	283.89	51.56
52,522.97			2.00%	1,050.46	736.53
61,880.00	roughly		5.00%	3,094.00	0
722,278.67			2.00%	14,445.57	4,601.38
76,801.18			3.50%	2,688.04	951.01
1,611,097.67				35,629.19	10,341.20

$7,239,637.92		$148,199.99	$51,917.44

here will be discrepancies when schools also order training and installation.
l is what the school paid
but the schools pay both
arges so the schools with pay more - shows on sales report.
chase - 1st half of the year we made $10 on every license purchased, the 2nd half of the year - we received

4th quarter			1st quarter	
January	February	March	April	May
$117.12	$738.24	$1,462.20	$-	$-
	$27.80	$47.52	$-	$-
l to date:	$855.36	Total 1st Received to date:		$1,462.20

4th quarter			1st quarter		
January	February	March	April	May	
$1,740.28	$925.23	$1,274.14	$982.74	$1,070.41	
l to date:	$4,580.79	Total 1st Received to date:			$3,327.29

4th quarter			1st quarter	
	Total Sales	Total # of Licenses		Total Sales
	1,908.95			4,204.03
	$210.00			$84.08
l to date:	1,909	Total 1st Received to date:		4,204

Comm. Paid 4th Qtr	Comm. Paid 1st Qtr	Comm. Paid 2nd Qtr	Total Comm. Paid-10-11
0	0		0
0	0	0	0
0	0	0	0
0	0	0	0
9,001.08	8,298.67	13,160.55	52,157.10
0	0		0
130.09	87.55	9.9	412.01
0	0	0	0
0	0	0	0
0	0	0	0
149.74	0	140.68	533.18
0	0		0
105.95	6.76		735.39
43.9	371.65	3,307.40	3,753.10
0	0		0
0	0		0
		0	0
		0	0
	37.44	333.65	371.09
0	0	0	0
0	0	0	0
41.49	0	56.6	638.38
705.09	1,277.18	8,272.49	19,929.58
0	0	0	0
0	36.94	0	36.94
7,271.32	5,709.81	9,887.15	31,452.55
178.13	0	2,371.69	2,549.82
17,626.79	15,826.00	37,540.11	112,569.14
2,790.46	464.02	5,944.94	12,944.85
7.68	0	0	7.68
196.42	102.96	42.46	341.84
27.8	47.52	82.58	253.19
0	10	0	10
0	0	0	0
210	84.08	58.81	512.89
0	0	0	0
36.89	0	203.12	291.57
0	118.89	136.63	992.05
0	0	4,420.00	4,420.00
2,339.91	2,391.65	5,113.18	14,446.12
731.33	552.17	453.53	2,688.04
6,340.49	3,771.29	16,455.25	36,908.23

$23,967.28	$19,597.29	$53,995.36	$149,477.37

2% on all purchases.

	2nd quarter			
June	July	August	Total Sales	Expected Comm. Pai
$342.36	$1,934.04	$264.24	$7,790.28	$253.18

			Total Admin Fee Collected	
$11.13	$62.86	$8.59	$253.19	-$0.01
Total 2nd Q Received to date: $		$2,540.64		Admin fee not rec'd yet

	2nd quarter			
June	July	August	Total Sales	Expected Comm. Pai
$1,417.81	$997.95	$1,112.66	$14,194.62	$283.89

			Total Admin Fee Collected	
		$203.12	$291.57	-$7.68
Total 2nd Q Received to date: $		$3,528.42		Admin fee not rec'd yet

	2nd quarter			
Total # of Licenses		Total Sales	Units Sold	Expected Comm. Pai
			37	$512.89

		2,940.64	Total Admin Fee Collected	
		$58.81	$512.89	$0.00
Total 2nd Q Received to date: $		2,941		Admin fee not rec'd yet

id

id

id

INTERLOCAL AGREEMENT FOR COOPERATIVE PUBLIC/GOVERNMENTAL PURCHASING

This Interlocal Agreement ("Agreement") is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between the Educational Service Unit Coordinating Council, commonly known as ESUCC ("ESUCC"), and The City of Waverly, commonly known as City of Waverly. The parties are referred to collectively as "Agencies."

WHEREAS, the Act, provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, each entity is a "public agency" pursuant to NEB. REV. STAT. § 13-803(2), as amended;

WHEREAS, the ESUCC and The City of Waverly desire to jointly bid and contract, for supplies, materials, equipment, and services through the ESUCC's Cooperative Purchasing Program;

WHEREAS, each party agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider;

WHEREAS, the Agencies desire to make the most efficient use of their taxing authority and other powers to enable them to cooperate with each other and other entities as further agreed on the basis of mutual advantage to provide goods, services, and facilities in a manner and pursuant to forms of governmental organization that will accord the best results in terms of geographic, economic, population, and other factors that will influence the needs and development of the Agencies;

WHEREAS, the ESUCC will provide organizational and administrative structure for sourcing/bidding; provide marketing of Nebraska ESUCC Cooperative Purchasing to expand membership, awarded contracts, and commodity categories; and provide members

with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures;

WHEREAS, The City of Waverly commits to participate in the Nebraska ESUCC Cooperative Purchasing program by purchasing goods and services from awarded contracts when in the best interest of the entity and to pay awarded vendors in a timely manner per the Terms & Conditions of the contract for all goods and services received and

WHEREAS, the Agencies have passed resolutions authorizing each Agency to approve and enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the parties as follows:

1. Recitals. The foregoing Recitals are hereby incorporated into and made a part of this Agreement.

2. No Separate Legal Entity. This Agreement does not establish a separate legal or joint entity.

3. Purpose. The purposes of this Agreement are as provided in the Recitals and paragraph 6.

4. Term. This Agreement shall remain in full force and effect until terminated or modified by mutual agreement of the parties.

5. Administration. The ESUCC Executive Director shall be responsible for administering the cooperative undertaking described in this Agreement. The Administrator may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

6. Bids and Contracts. Each party from time to time may solicit public bids and enter into contracts on its own behalf to purchase supplies, material, equipment, and services. Each of the parties agrees to extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier, or service provider. Each of the parties

shall contract directly with the bidder, contractor, vendor, supplier, or service provider, and pay directly in accordance with its own payment procedures for its own purchases. Any purchase made pursuant to this Agreement is not a purchase from either of the parties. This Agreement shall create no obligation for either of the parties to purchase any particular good or service, nor create to either of the parties any assurance, warranty, or other obligation from the other party with respect to purchasing or supplying any good or service.

7. Manner of Acquiring, Holding, and Disposing of Real and Personal Property. The Agencies do not anticipate a need to acquire, hold, or dispose of real property to accomplish the purposes of this Agreement. The Agencies' respective governing boards shall determine the manner of acquiring, holding, or disposing of real property in the event that such a need arises. In no event shall the Administrator have the authority to acquire real property on behalf of the Agencies.

8. Financing and Budgeting. Each party will finance its respective responsibilities under this agreement through its existing internal financing and budgeting processes. The parties shall provide a copy of their respective budgets to the Administrator upon request.

9. Expenses. Unless provided otherwise herein, all expenses of this Agreement shall be shared and paid equally by the Agencies.

10. Taxes. This Agreement does not grant the Agencies any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816.

11. Nondiscrimination. The Agencies shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

12. Employment Eligibility Verification. The Agencies shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a party employs or contracts with any subcontractor in connection

with this Agreement, the contracting party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

13. Termination. Either party may terminate this agreement by providing written notice to the other party not less than ____ days prior to termination. Any funds contributed to or for the benefit of this Agreement in possession of any of the Agencies upon termination of this Agreement shall be divided as nearly as practicable in proportion to the amounts contributed over the life of the Agreement. Any other personal property owned by any of the Agencies as a result of this Agreement shall be the property of the party that purchased it. In the event that the cost of the personal property was shared equally by the Agencies, the property shall be liquidated or distributed in kind upon the termination of this Agreement. If a dispute arises between the Agencies as to the value of such property or as to how it will be distributed, such property shall be sold by taking bids at public auction and selling said property to the highest bidder with the proceeds therefrom being divided equally by the Agencies. Termination shall not impair a party's obligation for its share of any outstanding indebtedness incurred under this Agreement.

14. Withdrawal. An Agency's governing board may withdraw from this Agreement by passing a resolution and submitting a copy of it to the other Agency at least 60 days in advance of the stated date of withdrawal. Withdrawal shall not impair an Agency's obligation for its share of any outstanding indebtedness.

15. Insurance. Each party shall obtain and pay for its own insurance coverage for their participation in this Agreement.

16. Notice. Each Agency giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or electronic mail (to the Agency's then executive officer or the governing board's president, with receipt confirmed). Notice shall be sent to the following addressees at the following addresses:

ESUCC: ESUCC
Attn: Executive Director
6949 South 110th Street
LaVista, NE 68128

City of Waverly: The City of Waverly
Attn: City Administrator
P.O. Box 427
Waverly, NE 68462

Notice is effective only if the party giving the Notice has complied with this section.

17. Amendments and Modifications. The Agencies may amend or modify this Agreement only by a written agreement signed by both parties that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

18. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement shall remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

19. Counterparts. The Agencies may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Agencies need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Agencies to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each Agency to the other Agencies. In proving this Agreement, an Agency must produce or account only for the executed counterpart of the Agency to be charged.

20. Assignment. The Agencies shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of each of the other Agencies.

21. Entire Agreement. The Agreement is the complete and exclusive expression of the Agencies' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Agencies on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

EDUCATIONAL SERVICE UNIT COORDINATING COUNCIL

_____ Date: _____, 2015
David M. Ludwig
Executive Director

Mike Werner Date: Feb. 17, 2015
Printed Name: Mike Werner
Title: Mayor

RESOLUTION NUMBER 15-04

WHEREAS, on February 17, 2015, at a duly convened and scheduled meeting of the Waverly City Council ("Agency"), it was recommended and deemed advisable that the Agency enter into the Interlocal Agreement with the Educational Service Unit Coordinating Council to jointly bid and contract, for supplies, materials, equipment, and services through the ESUCC's Cooperative Purchasing Program; and

WHEREAS, consideration of the matter was a duly advertised agenda item for the said meeting of the Agency; and

WHEREAS, an opportunity was afforded any interested party to comment on the matter, and the Agency being apprised of the various aspects of the issue; and

WHEREAS, the governing board has determined that entering into the Interlocal Agreement is in the best interests of the Agency and its members and is appropriate to provide for the efficient and effective operation of the Agency;

NOW BE IT THEREFORE RESOLVED that the Agency's Mayor be authorized on behalf of the Agency, pursuant to this Resolution, to affix his or her signature to the aforementioned Interlocal Agreement and to do all things necessary to comply with said Agreement.

PASSED AND APPROVED THIS 17TH DAY OF FEBRUARY, 2015.

Mike Werner, Mayor

ATTEST:

Doug Rix, City Admin/Clerk

(SEAL)

RESOLUTION

WHEREAS, on March 5, 2015, at a duly convened and scheduled meeting of the Educational Service Unit Coordinating Council, also known as the ESUCC, it was recommended and deemed advisable that the Council enter into the Interlocal Agreement with City of Waverly to jointly bid and contract, for supplies, materials, equipment, and services through the ESUCC's Cooperative Purchasing Program;

AND WHEREAS, consideration of the matter was a duly advertised agenda item for the said meeting of the ESUCC;

AND WHEREAS, an opportunity was afforded any interested party to comment on the matter; and the ESUCC being apprised of the various aspects of the issue;

AND WHEREAS, the Board has determined that entering into the Interlocal Agreement is in the best interests of the ESUCC and its members and is appropriate to provide for the efficient and effective operation of the ESUCC;

NOW BE IT THEREFORE RESOLVED that the ESUCC's Executive Director be authorized on behalf of the ESUCC, pursuant to this Resolution, to affix his signature to the aforementioned Interlocal Agreement and to do all things necessary to comply with said Agreement.

It was so moved by _____ and seconded by _____ this 5th day of March, 2015.

Roll call vote as follows:

	Name	Yes	No
ESU 1:	_____	___	___
ESU 2:	_____	___	___
ESU 3:	_____	___	___
ESU 4:	_____	___	___
ESU 5:	_____	___	___
ESU 6:	_____	___	___

ESU 7: _____ ___ ___

ESU 8: _____ ___ ___

ESU 9: _____ ___ ___

ESU 10: _____ ___ ___

ESU 11: _____ ___ ___

ESU 13: _____ ___ ___

ESU 15: _____ ___ ___

ESU 16: _____ ___ ___

ESU 17: _____ ___ ___

ESU 18: _____ ___ ___

ESU 19: _____ ___ ___

ESUPDO NOC Budget Request 2015-16

	ESU Funded Expenses	Self-Supporting Expense	Per-Attendee Expenses	
NOC O'Reilly Bookshelf	$5,640			Safari books Online
NOC Business Meetings			$1,550	Food/Meetings
NOC Network Security/Admin	$21,000			Up to $3000/ 7 trainings or $21000 for a group training

PDO Training Form

Contact Person/Affiliate Chair: Denise O'Brien, Kate Hatch
Affiliate: Staff Development
Email: dobrien@esu10.org, khatch@esu11.org
Phone: 308-237-5927, 308-995-6585

Contractor/Company: None
Presenter: Will be experts within ESUPDO, NDE, or Educational Entities
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title: SDA Training
Date of Workshop: April 5-6, 2016
Location: ESU 3, LaVista, NE
Projected cost of workshop (include presenter fees, materials, expenses, etc): Total: $2,200 (Billed back to each person's ESU); $2,200: Meals/Snacks for 55 people @ $20 each x 2 dates

How does workshop align with goals and mission of ESUCC and NDE?

1. We will fully develop our ESU system 24/7 technology learning infrastructure to meet the present and emerging needs of Nebraska schools.
2. We will increase and improve our collaboration/working relationship with key stakeholders.
3. We will improve our accountability and communication with and to each other and key stakeholders in the state.
4. Improve our ESUCC processes.

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:


NEBRASKA
esu
Coordinating Council

PDO Training Form

Contact Person/Affiliate Chair: Denise O'Brien, Kate Hatch
Affiliate: Staff Development
Email: dobrien@esu10.org, khatch@esu11.org
Phone: 308-237-5927, 308-995-6585

Contractor/Company: Anam Cara Consulting, Inc.
Presenter: Cassandra Erkens
Email: casserkens@anamcaraconsulting.com
Website: http://www.anamcaraconsulting.com/
Phone: Office: 952-236-9551
Address: 10561 165th St. W. Ste 2
Lakeville, MN 55044
Point of Contact: Cassandra Erkens

Workshop Title: Standards-Based Assessment Design
Date of Workshop: November 11-12, 2015, 9:00am-3:30pm, ESU 3 LaVista
Projected cost of workshop (include presenter fees, materials, expenses, etc):
Contract: Consultant Fees: $2,500 per day plus travel expenses (typically $1,500 for a two day event) Total= $6,500;

Additionally: $2400 meals/snacks for 60 people @ $20 each x 2 days. Food expense of $2,400 billed back to each person's ESU.
Total Cost= $8,900 with $2,400 being recouped by ESUs= Grand Total of $6,500

This proposed training is requested by SDA to follow-up the Rigorous Curriculum Design Seminar held in November 2014. The SDA Strategists investigated the following national experts in assessment:

1. Dylan Wiliam – Consulting Fees $26,000 plus expenses
2. Lead and Learn Common Formative Assessment training- Consulting Fees $14,963.58

We feel that Cassandra Erkens will best meet our needs at a reasonable price.

How does workshop align with goals and mission of ESUCC and NDE?

1. We will increase and improve our collaboration/working relationship with key stakeholders.
2. We will improve our accountability and communication with and to each other and key stakeholders in the state.

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation

BlendEd

Office Use:

Contract sent:	Date Received:
W-9/W4NA:	Date Received:

PDO Training Form

Contact Person/Affiliate Chair: Denise O'Brien, Kate Hatch
Affiliate: Staff Development
Email: dobrien@esu10.org, khatch@esu11.org
Phone: 308-237-5927, 308-995-6585

Contractor/Company: None
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title: SDA Business Meetings
Date of Workshop: September 17, January 19, May 3
Projected cost of workshop (include presenter fees, materials, expenses, etc): Total: $3,300 (Billed back to each person's ESU); Meals/Snacks for 55 people @ $20 each x 3 dates

How does workshop align with goals and mission of ESUCC and NDE?

1. We will fully develop our ESU system 24/7 technology learning infrastructure to meet the present and emerging needs of Nebraska schools.
2. We will increase and improve our collaboration/working relationship with key stakeholders.
3. We will improve our accountability and communication with and to each other and key stakeholders in the state.
4. Improve our ESUCC processes.

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:


NEBRASKA
esu
Coordinating Council

PDO Training Form

Contact Person/Affiliate Chair: Denise O'Brien, Kate Hatch
Affiliate: Staff Development
Email: dobrien@esu10.org, khatch@esu11.org
Phone: 308-237-5927, 308-995-6585

Contractor/Company: None
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title: SDA Strategist Meetings
Date of Workshop: June 17, September 16, November 10, January 18, April 4, May 2 (Dec. & March are Google Hangout meetings)Projected cost of workshop (include presenter fees, materials, expenses, etc): Total: $2,000.
Breakdown of Expenses: $1200 Meals/Snacks $20 x 10 for 6 dates (Billed back to each person's ESU); $400 Strategists Book study text: $40 x 10; $400 Mentor/New Member Book study text: $40 x 10 (Actual expense could be $800 for books depending on number that are purchased for new members/mentors & strategists).

How does workshop align with goals and mission of ESUCC and NDE?

1. We will fully develop our ESU system 24/7 technology learning infrastructure to meet the present and emerging needs of Nebraska schools.
2. We will increase and improve our collaboration/working relationship with key stakeholders.
3. We will improve our accountability and communication with and to each other and key stakeholders in the state.
4. Improve our ESUCC processes.

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:


NEBRASKA
esu
Coordinating Council

PDO Training Form

Contact Person/Affiliate Chair: Denise O'Brien, Kate Hatch
Affiliate: Staff Development
Email: dobrien@esu10.org, khatch@esu11.org
Phone: 308-237-5927, 308-995-6585

Presenter 1:
Contractor/Company: Dr. John Dudley
Presenter: Dr. John Dudley
Email: jdudley@neb.rr.com
Website: http://schoolcrisis.org/
Phone: Office:
Address: Lincoln, NE
Point of Contact: Dr. John Dudley

Workshop Title: Crisis Team Training Level II and Level IV
Date and Locations of Workshops:

Level II Trainings:

- October 12, 2015 Holiday Inn Express, North Platte, NE
- October 13, 2015 Hastings CCC, Hastings, NE
- October 14, 2015 Life Long Learning Center, Norfolk

Level IV Trainings:

- February 2, 2016 Holiday Inn Express, North Platte, NE
- February 3, 2016 ESU 7, Columbus, NE

Projected cost of workshop (include presenter fees, materials, expenses, etc):
Contract: Consultant Fees: $3,700 per day x 5 days ($18,500) plus travel expenses

Presenter 2:
Contractor/Company: Crisis Management Institute
Presenter: Cheri Lovre
Email: info@cmionline.org
Website: http://www.cmionline.com/
Phone: Office: 503-585-3484
Address: PO Box 331 Salem, OR 97308
Point of Contact: Cheri Lovre

Workshop Title: Crisis Response Team
Date and Locations of Workshops:

- February 15, 2016 ESU 3, Omaha, NE

Projected cost of workshop (include presenter fees, materials, expenses, etc):
Contract: Consultant Fees: $4,500 per day all inclusive

Additionally: $6,750 meals/snacks for 75 people @ $15 each x 6 days. Materials- photocopy expenses

All participants in these workshops will be billed $100 per person to cover all expenses. This is a flow through account and ESUCC will not have any expenses in regards to Crisis Team Trainings.

The ESU Regional Crisis Team Planning Committee (Amy Schultz, ESU 9, Dave Perkins, ESU 7, Denise O'Brien, ESU 10, and Janet Foss, ESU 3) investigated the following state/national experts in Crisis Response:

1. Brian C. McKevitt, PhD, NCSP Associate Professor, School Psychology Program Department of Psychology, University of Nebraska at Omaha- Consulting Fees $1,100 per day plus printing costs
2. Cheri Lovre, Crisis Management Institute,- Consulting Fees $4,500 per day plus $50 per person material fee

We feel that a combination of John Dudley and Cheri Lovre will best meet our needs during 2015-2016.

How does workshop align with goals and mission of ESUCC and NDE?

1. We will increase and improve our collaboration/working relationship with key stakeholders.

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:

PDO Training Form

Contact Person/Affiliate Chair: Mary Reiman
Affiliate: IMAT committee
Email: mreiman@lps.org
Phone: 402-436-1627

Contractor/Company: Meetings
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title: IMAT meetings
Date of Workshop:
IMAT/Preview & IMAT Meetings - Sept 3 - 4
January 28
March 17

Projected cost of workshop (include presenter fees, materials, expenses, etc):
Onsite registration - meals, materials, etc 3 meetings/25 people @ $20.00 = $1500

How does workshop align with goals and mission of ESUCC and NDE?

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:

PDO Training Form

Contact Person/Affiliate Chair: Mary Reiman
Affiliate: IMAT committee
Email: mreiman@lps.org
Phone: 402-436-1627

Contractor/Company: 2015-16 NAMTC Membership for IMAT committee $175
Presenter:
Email:
Phone:
Address: City, State, Zip:
Point of Contact:

Workshop Title:
Date of Workshop:
Projected cost of workshop (include presenter fees, materials, expenses, etc):

How does workshop align with goals and mission of ESUCC and NDE?

ESUCC Goals:
System of Supports for Schools and Student Achievement
Improve and Support State and Local Accountability
Continued Communication & Collaboration with Partners and Stakeholders

ESUCC/NDE Priority Areas:
Data System and Professional Development Supports
Teacher Principal Evaluation
BlendEd

Office Use:
Contract sent: Date Received:
W-9/W4NA: Date Received:

Return to:
Math & Science Partnership
Nebraska Dept. of Education
P.O. Box 94987
Lincoln, NE 68509-4987

Lead Agency Name Educational Service Unit Coordinating Council 965521-16-MSP-14

NDE 18-015
Rev 12/13
Date Due 06/15/14

MSP PROGRAM
FEB 10 2015
NE DEPT OF EDUCATION

MATHEMATICS AND SCIENCE PARTNERSHIPS GRANT BUDGET JUSTIFICATION (GRANT FUNDS ONLY)

Budget Period: July 1, 2014 – September 30, 2015

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
100 SALARIES	Clerical/Admin Assistance 50 hours per month * $31.98/hour * 12 months = 19,188	19,188
200 EMPLOYEE BENEFITS	Clerical/Admin Assistance Employer FICA (6.2%) = $1,468 Employer Ret (9.8778%) = $1,895 Work Comp. = $115	3,478
Subtotal for this page		$22,666
Grand Total		

Revision approved effective 02/10/15 Jan Hamlon

Return to:
Math & Science Partnership
Nebraska Dept. of Education
P.O. Box 94987
Lincoln, NE 68509-4987

Lead Agency Name Educational Service Unit Coordinating Council 965521-16-MSP-14

NDE 18-015
Rev 11/13
Date Due 06/15/14

MSP PROGRAM
FEB 10 2014
NE DEPT OF EDUCATION

MATHEMATICS AND SCIENCE PARTNERSHIPS GRANT BUDGET JUSTIFICATION (GRANT FUNDS ONLY)

Budget Period: July 1, 2014 – September 30, 2015

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
300 PURCHASED SERVICES	Director	50,000
	Professional/Technical Assistance Team Middle/HS Institute presenters Presenter #1 tbd – 15 days * $500 = $7,500 Presenter #2 tbd – 15 days * $500 = $7,500	 7,500 7,500
	K-6 Academy Presenters Presenter #1 tbd – 15 days * $500 = $7,500 Presenter #2 tbd – 15 days * $500 = $7,500	7,500 7,500
	BlendED (honorarium, travel, lodging, meals)	1,183
	Native American Teacher Workshop Presenters Presenter #1 – 8 days*500	4,000
	District reimbursement for requested substitute teacher fees for Native American Teacher Workshop and NATM for 35 teachers attending trainings on contract days 35*100*4	14,000
	Stipends for teachers attending Native American workshops 35*140*5	24,500
	District reimbursement for requested substitute teacher fees for 175 teachers attending trainings on contract days 175 substitute teacher days x 6 days x $100 = $105,000	105,000
	Stipends for teachers attending trainings on non-contract days 125 teachers x $140/day x 3 days = $52,500	52,500
	External evaluation services contracted with RMC Research $400,000 * .94795% = $37,918	37,918
Subtotal for this page		$319,101
Grand Total		

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Lincoln, NE 68509-4987

NDE 18-015
Rev 11/13
Date Due: 06/15/14

Lead Agency Name Educational Service Unit Coordinating Council 965521-16-MSP-14

MATHEMATICS AND SCIENCE PARTNERSHIPS GRANT BUDGET JUSTIFICATION (GRANT FUNDS ONLY)

Budget Period: July 1, 2014 – September 30, 2015

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
400 SUPPLIES & MATERIALS	Communication/Office Supplies (e.g., internet, telephone, file Folders, printer cartridges)	3,500
	Printing of brochures, copying costs, mailings for Recruitment $3,000	3,000
	Professional resources (e.g., NCTM publications) 160 teachers * $50 = $8,000	8,000
	Resources for Native American Workshops 35*50	1,750
	Angel	2,000
Subtotal for this page		$18,250
Grand Total		

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Lincoln, NE 68509-4987

Lead Agency Name Educational Service Unit Coordinating Council 965521-16-MSP-14

NDE 18-015
Rev 11/13
Date Due: 06/15/14

MATHEMATICS AND SCIENCE PARTNERSHIPS GRANT BUDGET JUSTIFICATION (GRANT FUNDS ONLY)

Budget Period: July 1, 2014 – September 30, 2015

BUDGET ITEM	EXPLANATORY NOTES & JUSTIFICATION (INCLUDE CALCULATIONS)	GRANT FUNDS REQUESTED
600 TRAVEL/PROFESSIONAL DEVELOPMENT	Director mileage/meals/lodging Approximately 700/month *12 = 8,400	8,400
	Travel stipend for teacher participants >75 mi. from training site Elem—50*$50 stipend *6 days = 15,000 MS/HS—50*$50 stipend*6 days = 15,000 Native American – 20*50*9= 9,000	39,000
	Working lunches for presenters and participants Elem—85 meals * $15/day * 15 days = $19,125 MS/HS—85 meals * $15/day * 15 days = $19,125 BlendED -170 meals * $15/day * 3 days = $7,650 Native American WS 40 meals*$15/day*8= $4,800	50,700
	Meeting room rental expense = $4,000	4,000
	MS/HS instructor travel/meals Mileage between Lincoln-Kearney-Norfolk-Omaha 2 presenters * 5 trips * .575/mile * 800 miles = $4,600	4,600
	Native American Workshop Mileage/lodging and meals for presenter with receipts	5,720
	Elementary instructor travel/meals Mileage for 2 instructors between Kearney, Norfolk, Omaha 2 presenters * 5 trips * .575/mile x 800 miles = $4,600	4,600
	Project assistant mileage/meals/lodging reimbursed from actual receipts at ESUCC reimbursement rates. Approx. $500/month * 9 months = $4,500	4,500
	Attendance at annual National MSP conference MSP director/coordinator and NDE math consultant 2 * $2,500 = $5,000	5,000
	NATM Registration fees $110 registration fee * 160 teachers = $17,600	17,600
	NATM Registration fees for Math Champions $75 registration fees * 500 teachers	37,500
	NATM Registration fees for Native American workshop $110 registration fees*35 teachers	3,850
Subtotal for this page		$185,470
Grand Total		$545,487

ESUCC Special Education Committee Update
3/4/15

AAP Website

- Michele Borg, the NDE consultant that I am partnering with on this site, will no longer be reporting to the Special Populations department.
    - Her contact will now be supervised by the Commissioner's Office.
        - Dean Folkers will be her supervisor
- We have been meeting to develop our strategy for improving the AAP site for this new grant year. These plans include
    - Working with Dean Folkers to connect AAP to the NDE data warehouse.
    - Develop reporting system so that our users can utilize the data stored on the site.
    - Updating user privilege levels to ensure that users have the appropriate amount of access to student records on the system.

Project Para

- Marjorie is in the process of updating the code for all of the pages with forms
    - This is an on going process and will continue for several more months.
    - Updated code will improve stability and security of site.
    - Small design changes are being made as well.

SRS

- New Features went live on the site
    - Notice and Consent for Early Intervention Initial Multidisciplinary Evaluation and Child Assessment
    - Notice of Meeting (IFSP)
    - Filter to sort student lists by Case Manager, Team Member, and with or without NSSRS ID#
    - Added validations to MIPS consent form.
- Work has begun on our new NSSRS Reporting system.
    - New system will streamline the process and should reduce the amount of man hours it takes to submit this report.
    - We have developed a series of test cases to help us identify any errors or inaccuracies in the NSSRS reporting system.
- We have developed a help desk monitoring system to help us monitor response times and frequently reported issues.
- We have addressed several bugs including problems with validations on the IEP, Batch Printing, and the NSSRS report.
- We interviewed three additional candidates for the Systems Analyst position.
    - Mike Danahy from ESU#2 was selected by the committee and will begin work on July 1, 2015

ILCD

- We continue to maintain the ILCD Staff Survey site
    - Our office emails data (along with a summary) to school districts upon request

LB343
2015

LEGISLATURE OF NEBRASKA

ONE HUNDRED FOURTH LEGISLATURE

FIRST SESSION

LEGISLATIVE BILL 343

Introduced by Kolowski, 31.

Read first time January 15, 2015

Committee: Education

A BILL FOR AN ACT relating to education; to state intent; to define terms; to provide for funding for schools implementing and offering courses and programs as prescribed; to create a fund; and to declare an emergency.

Be it enacted by the people of the State of Nebraska,

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2015

Section 1. The Legislature finds that:

(1) In order for Nebraska's students to adequately prepare for postsecondary education and careers, public schools in conjunction with educational service units in Nebraska should offer courses of increased educational rigor and relevancy, including, but not limited to, programs of excellence, dual-enrollment courses, and career academies;

(2) The startup costs of implementing and the ongoing costs of offering such programs, courses, and academies, including, but not limited to, curricula, textbooks, testing fees, postsecondary tuition, technology, equipment, staffing, staff training, and other related expenses, can often exceed the resources available to a school district or an educational service unit; and

(3) It is in the best interests of the state to provide a dedicated source of funding to public schools in Nebraska through educational service units for such programs, courses, and academies.

Sec. 2. For purposes of sections 1 to 5 of this act:

(1) Career academy means a career academy established pursuant to section 79-777;

(2) Dual-enrollment course means a course taught to students for credit at both a high school and a postsecondary educational institution accredited by an accrediting organization recognized by the United States Department of Education; and

(3) Program of excellence means a nationally recognized program, offered in the high school grades that includes a curriculum and pedagogy, professional development for teachers, and a rigorous assessment external to the school system.

Sec. 3. (1) The State Board of Education may adopt and promulgate rules and regulations to determine the mechanisms for successful student completion of a program of excellence, a dual-enrollment course, or a career academy. For each student who completes a program of excellence, a dual-enrollment course, or a career academy, the department shall approve

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2015

and reimburse the school district through its educational service unit XX dollars if the school district through its educational service unit has applied pursuant to section 4 of this act.

(2) For purposes of the general fund budget of expenditures as defined in section 79-1003, funds received pursuant to this section shall be considered special grant funds.

Sec. 4. (1) An educational service unit on behalf of a school district may apply to the State Department of Education for reimbursement under section 3 of this act. The school district through its educational service unit shall provide documentation of the number of students in each program, course, or academy for which reimbursement is requested and the number of students successfully completing each program, course, or academy pursuant to the rules and regulations adopted and promulgated by the State Board of Education pursuant to section 3 of this act.

(2) Reimbursement under this section shall apply to a program of excellence, a dual-enrollment course, or a career academy taken on or after July 1 of every year beginning in 2016. Applications shall be submitted not later than August 1 of every year beginning in 2017. The department shall award the grants provided for in this section and distribute such grants after September 1 and no later than October 1 of every year beginning in 2017.

Sec. 5. (1) A school implementing a program of excellence, a dual-enrollment course, or a career academy may apply through its educational service unit to the State Department of Education for a grant of funds to offset the initial costs of such implementation. The school district may not receive more than forty-nine percent of the total cost of such program, course, or academy pursuant to a grant under this section. Such program, course, or academy shall be implemented within two years after the date on which the grant application is approved. If such program, course, or academy is not implemented within such two-year time period, the school district through its educational service unit shall return one

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2015

hundred percent of the amount of the grant to the department. Grants shall be distributed by the department not later than December 1 of every year beginning in 2016.

(2) Application for a grant under this section shall be submitted no later than August 1 of every year beginning in 2016, and shall be on forms provided by the department and shall include, but not be limited to, the program, course, or academy to be implemented, the number of students projected to enroll in such program, course, or academy, an itemized listing of the projected expenses of implementing such program, course, or academy, including, but not limited to, textbooks, curricula, program fees, postsecondary tuition, technology, equipment, staffing, staff training, and other expenses specifically related to implementing such program, course, or academy, and other information deemed necessary by the department.

(3) The College and Career Readiness Fund is created. Money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

(4) The fund shall be used to provide grants to school districts as provided in this section.

(5) For purposes of the general fund budget of expenditures as defined in section 79-1003, funds received pursuant to this section shall be considered special grant funds.

Sec. 6. (1) It is the intent of the Legislature to appropriate seven million dollars from the General Fund for fiscal year 2016-17 to carry out the purposes of section 3 of this act.

(2) It is the intent of the Legislature to appropriate three million dollars from the Education Innovation Fund for fiscal year 2015-16 to carry out the purposes of section 5 of this act. For fiscal year 2016-17 and each fiscal year thereafter, grants under section 5 of this act shall be funded as the Legislature determines.

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2015

Sec. 7. Since an emergency exists, this act takes effect when passed and approved according to law.

LB478
2015

LEGISLATURE OF NEBRASKA

ONE HUNDRED FOURTH LEGISLATURE

FIRST SESSION

LEGISLATIVE BILL 478

Introduced by Baker, 30.

Read first time January 20, 2015

Committee: Education

A BILL FOR AN ACT relating to educational service units; to amend section 79-1223, Reissue Revised Statutes of Nebraska; to provide for bonding; and to repeal the original section.

Be it enacted by the people of the State of Nebraska,

LB478
2015

Section 1. Section 79-1223, Reissue Revised Statutes of Nebraska, is amended to read:

79-1223 (1) In order to carry out the purposes provided in section 79-1204, educational service units may construct, purchase, lease, or lease-purchase real estate, equipment, supplies, services, buildings, facilities, and personal property for their own use. Educational service units may, either individually or collectively, purchase, lease, lease-purchase, or act as purchase agent for administrative and instructional supplies, instructional equipment, instructional services, and personal property for resale only to educational entities. When an educational service unit advertises for bids for administrative or instructional supplies, instructional equipment, instructional services, and personal property, acceptance of any bid submitted to the educational service unit shall obligate the educational service unit to award the contract in accordance with the plans and specifications and in the quantities set forth in the bid documents.

(2) In addition to any other borrowing powers provided for by law, an educational service unit shall have the power to issue its negotiable bonds in connection with any project or transaction under subsection (1) of this section, such bonds to be issued from time to time, to bear interest at a rate or rates and to become due at such time or times, not to exceed a period of thirty years, as may be fixed by the educational service unit. Such bonds may be issued after the educational service unit has conducted a public hearing on the issuance of bonds. Notice of such public hearing shall be given by publication in a newspaper of general circulation within the territory of the educational service unit by at least one publication occurring not less than ten days prior to the time of hearing. After the public hearing, the governing body of the educational service unit may proceed to adopt a bond measure authorizing bonds.

(3) In order to carry out subsections (1) and (2) of this section or

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2015

any purposes provided in section 79-1204, educational service units may establish a special fund for purposes of paying off such bonds or for acquiring, constructing, purchasing, leasing, or lease-purchasing new or existing buildings, facilities, real estate, and other capital improvements, including the erection, alteration, equipping, and furnishing of same. The fund shall be established from the proceeds of an annual levy, to be determined by the educational service unit governing body, of not to exceed one cent on each one hundred dollars upon the taxable value of all taxable property in the educational service unit which shall be in addition to any other taxes authorized to be levied for educational service unit purposes. Such tax shall be levied and collected as are other taxes for educational service unit purposes. The levy pursuant to this section shall be in addition to any other constitutional, statutory, or educational service unit levy or spending limitation.

Sec. 2. Original section 79-1223, Reissue Revised Statutes of Nebraska, is repealed.

Legislative Changes Needed by the ESUs to Facilitate Capital Improvement and Building Needs

(Proposed amendment language shown as underlined or ~~strikeout~~)

1. Amend Existing ESU statute §79-1223 or Adopt New ESU statute §79-1223.01 to permit same

Option #1

(*Addition to existing statute*)

79-1223. Educational service units; real estate; personal property; services; purchase; lease; bids.

(1) In order to carry out the purposes provided in section 79-1204, educational service units may construct, purchase, lease, or lease-purchase buildings, facilities, real estate, equipment, supplies, services, and personal property for their own use. Educational service units may, either individually or collectively, purchase, lease, lease-purchase, or act as purchase agent for administrative and instructional supplies, instructional equipment, instructional services, and personal property for resale only to educational entities. When an educational service unit advertises for bids for administrative or instructional supplies, instructional equipment, instructional services, and personal property, acceptance of any bid submitted to the educational service unit shall obligate the educational service unit to award the contract in accordance with the plans and specifications and in the quantities set forth in the bid documents.

(2) In addition to any other borrowing powers provided for by law, an educational service unit shall have the power to issue its negotiable bonds in connection with any project or transaction under subsection (1) of this section. Such bonds may be issued after the educational service unit has conducted a public hearing on the issuance of bonds. Notice of such public hearing shall be given by publication in a newspaper of general circulation within the territory of the qualified public agency by at least one publication occurring not less than ten days prior to the time of hearing. After the public hearing, the governing body of the educational service unit may proceed to adopt a bond measure authorizing bonds.

Option #2

(Proposed new *statute*)

79-1223.01.Educational service units; special fund for construction, sites and buildings; levy of taxes.

In order to carry out the purposes provided in section 79-1204, educational service units may establish a special fund for purposes of acquiring, constructing, purchasing, leasing, or lease-purchasing new or existing buildings, facilities, real estate, and other capital improvements, including the erection, alteration, equipping, and furnishing of same and for no other purpose. The fund shall be established from the proceeds of an annual levy, to be determined by the educational service unit board, of not to exceed one cent on each one hundred dollars upon the taxable value of all taxable property in the educational service unit which shall be in addition to any other taxes authorized to be levied for educational service unit purposes. Such tax shall be levied and collected as are other taxes for educational service unit purposes. The levy pursuant to this section shall be in addition to any other constitutional, statutory, or educational service unit levy or spending limitation.

2. Amend §§13-2901 - 13-2914 to allow ESUs to utilize the Political Subdivisions Construction Alternatives Act.

13-2903. Terms, defined.
For purposes of the Political Subdivisions Construction Alternatives Act:

* * *

(7) Political subdivision means a city, village, county, school district, educational service unit, community college, or state college;

* * * *

3. Amend the §79-10,110 to include ESUs as follows: Would allow ESUs to levy up to 1 cent for capital improvements or buildings

79-10,110. Health and safety modifications, qualified zone academy, or American Recovery and Reinvestment Act of 2009 purpose; school board; powers and duties; hearing; tax levy authorized; issuance of bonds authorized.
(1) After making a determination that an actual or potential environmental hazard or accessibility barrier exists, that a life safety code violation exists, or that expenditures are needed for indoor air quality or mold abatement and prevention within the school, buildings or grounds under its control, a school or educational service unit board may make and deliver to the county clerk of such county in which any part of the school district or educational service unit is situated, not later than the date provided in section 13-508, an itemized estimate of the amounts necessary to be expended for the abatement of such environmental hazard, for accessibility barrier elimination, or for modifications for life safety code violations, indoor air quality, or mold abatement and prevention in such school, buildings or grounds. The board shall designate the particular environmental hazard abatement project, accessibility barrier elimination project, or modification for life safety code violations, indoor air quality, or mold abatement and prevention for which the tax levy provided for by this section will be expended, the period of years, which shall not exceed twenty ~~ten~~ years, for which the tax will be levied for such project, and the estimated amount of the levy for each year of the period based on the taxable valuation of the district at the time of issuance.

(2) After a public hearing, a school board may undertake any qualified capital purpose in any qualified zone academy under its control and may levy a tax as provided in this section to repay a qualified zone academy bond issued for such undertaking. The board shall designate: (a) The particular qualified capital purpose for which the qualified zone academy bond was issued and for which the tax levy provided for by this section will be expended; (b) the period of years for which the tax will be levied to repay such qualified zone academy bond, not exceeding the maturity term for such qualified zone academy bond established pursuant to federal law or, for any such bond issued prior to May 20, 2009, fifteen years; and (c) the estimated amount of the levy for each year of the period based on the taxable valuation of the district at the time of issuance. The hearing required by this subsection shall be held only after notice of such hearing has been published for three consecutive weeks prior to the hearing in a legal newspaper published or of general circulation in the school district.

(3) After a public hearing, a school board may undertake any American Recovery and Reinvestment Act of 2009 purpose and may levy a tax to repay any American Recovery and Reinvestment Act of 2009 bond issued for such undertaking. The board shall designate: (a) The American Recovery and Reinvestment Act of 2009 purpose for which the American Recovery and Reinvestment Act of 2009 bond will be issued and for which the tax levy provided by this section will be expended; (b) the period of years for which the tax will be levied to repay such American Recovery and Reinvestment Act of 2009 bond, not exceeding the maturity term for the type of American Recovery and Reinvestment Act of 2009 bond established pursuant to federal law or, if no such term is established, thirty years; and (c) the estimated amount of the levy for each year of such period based on the taxable valuation of the district at the time of issuance. Prior to the public hearing, the school board shall prepare an itemized estimate of the amounts necessary to be expended for the American Recovery and Reinvestment Act of 2009 purpose. The hearing required by this subsection shall be held only after notice of such hearing has been published for three consecutive weeks prior to the hearing in a legal newspaper published or of general circulation in the school district.

(4) The board may designate more than one project under subsection (1) of this section, more than one qualified capital purpose under subsection (2) of this section, or more than one American Recovery and Reinvestment Act of 2009 purpose under subsection (3) of this section and levy a tax pursuant to this section for each such project, qualified capital purpose, or American Recovery and Reinvestment Act of 2009 purpose, concurrently or consecutively, as the case may be, if the aggregate levy in each year and the duration of each such levy will not exceed the limitations specified in this section. Each levy for a project, a qualified capital purpose, or an American Recovery and Reinvestment Act of 2009 purpose which is authorized by this section may be imposed for such duration as the board specifies, notwithstanding the contemporaneous existence or subsequent imposition of any other levy for another project, qualified capital purpose, or American Recovery and Reinvestment Act of 2009 purpose imposed pursuant to this section and notwithstanding the subsequent issuance by the district of bonded indebtedness payable from its general fund levy.

(5) The county clerk shall levy such taxes, not to exceed five and one-fifth cents per one hundred dollars of taxable valuation for Class II, III, IV, V, and VI districts, one cent per one hundred dollars of taxable valuation for educational service units, and not to exceed the limits set for Class I districts in section 79-10,124, on the taxable property of the district or educational service unit necessary to (a) cover and repay the environmental hazard abatement or accessibility barrier elimination project costs or bonds, or costs or bonds for modification for life safety code violations, indoor air quality, or mold abatement and prevention itemized by the board pursuant to subsection (1) of this section and (b) repay any qualified zone academy bonds or American Recovery and Reinvestment Act of 2009 bonds pursuant to subsection (2) or (3) of this section. Such taxes shall be collected by the county treasurer at the same time and in the same manner as county taxes are collected and when collected shall be paid to the treasurer of the district or educational service unit and used to cover the project costs.

(6) If such school board operates grades nine through twelve as part of an affiliated school system, it shall designate the fraction of the project or undertaking to be conducted for the benefit of grades nine through twelve. Such fraction shall be raised by a levy placed upon all of the taxable value of all taxable property in the affiliated school system pursuant to subsection (2) of section 79-1075. The balance of the project or undertaking to be conducted for the benefit of grades kindergarten

through eight shall be raised by a levy placed upon all of the taxable value of all taxable property in the district which is governed by such school board. The combined rate for both levies in the high school district, to be determined by such board, shall not exceed five and one-fifth cents on each one hundred dollars of taxable value.

(7) Each board which submits an itemized estimate shall establish an environmental hazard abatement and accessibility barrier elimination project account, a life safety code modification project account, an indoor air quality project account, or a mold abatement and prevention project account, each board which undertakes a qualified capital purpose shall establish a qualified capital purpose undertaking account, within the qualified capital purpose undertaking fund, and each board which undertakes an American Recovery and Reinvestment Act of 2009 purpose shall establish an American Recovery and Reinvestment Act of 2009 purpose undertaking account. Taxes collected pursuant to this section shall be credited to the appropriate account to cover the project or undertaking costs. Such estimates may be presented to the county clerk and taxes levied accordingly.

(8) For purposes of this section:

(a) Abatement includes, but is not limited to, any inspection and testing regarding environmental hazards, any maintenance to reduce, lessen, put an end to, diminish, moderate, decrease, control, dispose of, or eliminate environmental hazards, any removal or encapsulation of environmentally hazardous material or property, any related restoration or replacement of material or property, any related architectural and engineering services, and any other action to reduce or eliminate environmental hazards in the school buildings or on the school grounds under the board's control, except that abatement does not include the encapsulation of any material containing more than one percent friable asbestos;

(b) Accessibility barrier means anything which impedes entry into, exit from, or use of any building or facility by all people;

(c) Accessibility barrier elimination includes, but is not limited to, inspection for and removal of accessibility barriers, maintenance to reduce, lessen, put an end to, diminish, control, dispose of, or eliminate accessibility barriers, related restoration or replacement of facilities or property, any related architectural and engineering services, and any other action to eliminate accessibility barriers in the school buildings or grounds under the board's control;

(d) American Recovery and Reinvestment Act of 2009 bond means any type or form of bond permitted by the federal American Recovery and Reinvestment Act of 2009, as such act or bond may be amended and supplemented, including the federal Hiring Incentives to Restore Employment Act, as amended and supplemented, for use by schools, except qualified zone academy bonds;

(e) American Recovery and Reinvestment Act of 2009 purpose means any construction of a new public school facility or the acquisition of land on which such a facility is to be constructed or any expansion, rehabilitation, modernization, renovation, or repair of any existing school facilities financed in whole or in part with an American Recovery and Reinvestment Act of 2009 bond;

(f) Environmental hazard means any contamination of the air, water, or land surface or subsurface caused by any substance adversely affecting human health or safety if such substance has been declared hazardous by a federal or state statute, rule, or regulation;

(g) Modification for indoor air quality includes, but is not limited to, any inspection and testing regarding indoor air quality, any maintenance to reduce, lessen, put an end to, diminish, moderate, decrease, control, dispose of, or eliminate indoor air quality problems, any related restoration or replacement of material or related architectural and engineering services, and any other action to reduce or eliminate indoor air quality problems or to enhance air quality conditions in new or existing school buildings or on school grounds under the control of a school board;

(h) Modification for life safety code violation includes, but is not limited to, any inspection and testing regarding life safety codes, any maintenance to reduce, lessen, put an end to, diminish, moderate, decrease, control, dispose of, or eliminate life safety hazards, any related restoration or replacement of material or property, any related architectural and engineering services, and any other action to reduce or eliminate life safety hazards in new or existing school buildings or on school grounds under the control of a school board;

(i) Modification for mold abatement and prevention includes, but is not limited to, any inspection and testing regarding mold abatement and prevention, any maintenance to reduce, lessen, put an end to, diminish, moderate, decrease, control, dispose of, or eliminate mold problems, any related restoration or replacement of material or related architectural and engineering services, and any other action to reduce or eliminate mold problems or to enhance air quality conditions in new or existing school buildings or on school grounds under the control of a school board;

(j) Qualified capital purpose means (i) rehabilitating or repairing the public school facility in which the qualified zone academy is established or (ii) providing equipment for use at such qualified zone academy;

(k) Qualified zone academy has the meaning found in (i) 26 U.S.C. 1397E(d)(4), as such section existed on October 3, 2008, for qualified zone academy bonds issued on or before such date, and (ii) 26 U.S.C. 54E(d)(1), as such section existed on October 4, 2008, for qualified zone academy bonds issued on or after such date;

(l) Qualified zone academy allocation means the allocation of the qualified zone academy bond limitation by the State Department of Education to the qualified zone academies pursuant to (i) 26 U.S.C. 1397E(e)(2), as such section existed on October 3, 2008, for allocations relating to qualified zone academy bonds issued on or before such date, and (ii) 26 U.S.C. 54E(c)(2), as such section existed on October 4, 2008, for allocations relating to qualified zone academy bonds issued on or after such date; and

(m) Qualified zone academy bond has the meaning found in (i) 26 U.S.C. 1397E(d)(1), as such section existed on October 3, 2008, for such bonds issued on or before such date, and (ii) 26 U.S.C. 54E(a), as such section existed on and after October 4, 2008, for such bonds issued on or after such date, as such section or bonds may be amended or supplemented.

(9) Accessibility barrier elimination project costs includes, but is not limited to, inspection, maintenance, accounting, emergency services, consultation, or any other action to reduce or eliminate accessibility barriers.

(10)(a) For the purpose of paying amounts necessary for the abatement of environmental hazards, for accessibility barrier elimination, for modifications for life safety code violations, indoor air quality, or mold abatement and prevention, for a qualified capital purpose, or for an American Recovery and Reinvestment Act of 2009 purpose, the board may borrow money, establish a sinking fund, and issue bonds and other evidences of indebtedness of the district or educational service unit, which bonds and other evidences of indebtedness shall be secured by and payable from an irrevocable pledge by the district or educational service unit of amounts received in respect of the tax levy provided for by this section and any other funds of the district available therefor. Bonds issued for a qualified capital purpose or an American Recovery and Reinvestment Act of 2009 purpose shall be limited to the type or types of bonds authorized for each purpose in subsections (2) and (3) of this section, respectively. Bonds and other evidences of indebtedness issued by a district or educational service unit pursuant to this subsection shall not constitute a general obligation of the district or be payable from any portion of its general fund levy.

(b) A district may exceed the maximum levy of five and one-fifth cents per one hundred dollars of taxable valuation authorized by subsections (5) and (6) of this section in any year in which (i) the taxable valuation of the district is lower than the taxable valuation in the year in which the district last issued bonds pursuant to this section and (ii) such maximum levy is insufficient to meet the combined annual principal and interest obligations for all bonds issued pursuant to this section. The amount generated from a district's levy in excess of the maximum levy upon the taxable valuation of the district shall not exceed the combined annual principal and interest obligations for such bonds minus the amount generated by levying the maximum levy upon the taxable valuation of the district and minus any federal payments or subsidies associated with such bonds.

(11) The total principal amount of bonds for modifications to correct life safety code violations, for indoor air quality problems, for mold abatement and prevention, or for an American Recovery and Reinvestment Act of 2009 purpose which may be issued pursuant to this section shall not exceed the total amount specified in the itemized estimate described in subsections (1) through ~~and~~ (~~3~~5) of this section.

(12) The total principal amount of qualified zone academy bonds which may be issued pursuant to this section for qualified capital purposes with respect to a qualified zone academy shall not exceed the qualified zone academy allocation granted to the board by the department. The total amount that may be financed by qualified zone academy bonds pursuant to this section for qualified purposes with respect to a qualified zone academy shall not exceed seven and one-half million dollars statewide in a single year. In any year that the Nebraska qualified zone academy allocations exceed seven and one-half million dollars for qualified capital purposes to be financed with qualified zone academy bonds issued pursuant to this section, (a) the department shall reduce such allocations proportionally such that the statewide total for such allocations equals seven and one-half million dollars and (b) the difference between the Nebraska allocation and seven and one-half million dollars shall be available to qualified zone academies for requests that will be financed with qualified zone academy bonds issued without the benefit of this section.

Nothing in this section directs the State Department of Education to give any preference to allocation requests that will be financed with qualified zone academy bonds issued pursuant to this section.

(13) The State Department of Education shall establish procedures for allocating bond authority to school boards as may be necessary pursuant to an American Recovery and Reinvestment Act of 2009 bond.

(14) After a public hearing, educational service units and members of boards of educational service units may undertake new construction facilities, or the acquisition of land on which such facilities are to be constructed or for any expansion, rehabilitation, modernization, renovation, or repair of any existing facilities under its control and may levy a tax and issue bonds for such undertaking pursuant to this section for a project, not to exceed one cent per one hundred dollars of taxable valuation on the taxable property of the educational service unit. Prior to the public hearing, the educational service unit board shall prepare an itemized estimate of the amounts necessary to be expended for the project or projects. The educational service unit board shall designate: (a) The particular project for which the bond was issued and for which the tax levy provided for by this section will be expended; (b) the period of years for which the tax will be levied to repay such bond, not exceeding the maximum term of twenty years; and (c) the amount of the levy for each year of the period. The hearing required by this subsection shall be held only after notice of such hearing has been published for three consecutive weeks prior to the hearing in a legal newspaper published or of general circulation in the education service unit region. Such taxes shall be collected by the county treasurers at the same time and in the same manner as other county taxes are collected and when collected shall be paid to the treasurer of the service unit and used to pay the project costs. The bonds to be issued under this subsection may consist of any type or form of bond and except as limited herein, shall be subject to the terms and conditions as determined by the educational service unit.

4. Amend §§72-2301-72-2308 the "Public Facilities Construction and Finance Act": This would allow ESUs to cooperate with other public entities to build joint use facilities, acquire technology, to bond and to levy up to 5% of their total expense budget to retire the bonds.

72-2301. Act, how cited.

Sections 72-2301 to 72-2308 shall be known and may be cited as the Public Facilities Construction and Finance Act.

72-2302. Purpose of act.

It is the purpose of the Public Facilities Construction and Finance Act to allow local governmental units which cooperate with other governmental units to issue bonds to finance joint projects which may be serviced by property taxes, regardless of the restrictions on the issuance of debt contained in other statutory provisions, home rule charters, or the limitations in section 77-3442, for the acquisition, construction, financing, operation, and ownership of (1) public buildings and related improvements to real estate, 21st Century Community Learning Centers or programs, recreational facilities and related improvements, flood control and storm water drainage, and street and road construction and improvements and (2) information technology for libraries operated by counties, municipalities, school districts, educational service units, and community colleges.

72-2303. Terms, defined.

For purposes of the Public Facilities Construction and Finance Act:

(1) Bond measure means a resolution or ordinance which authorizes bonds to be issued and sold in accordance with the act and which sets the terms of such bonds;

(2) Joint project means a project financed and operated by at least two or more qualified public agencies cooperating as a joint entity or joint public agency for (a) the acquisition, construction, financing, operation or ownership of any real-estate, 21st Century Community Learning Centers or programs, or any public building or buildings and related improvements to real estate, including parking facilities, any recreational facilities and related improvements to real estate, any flood control and storm water drainage, and any street and road construction and improvements and related fixtures and (b) the use or purchase of any service or item of hardware or software used in providing for the delivery of information or distance learning, including the purchasing of upgrades or related improvements or services to information technology or distance learning opportunities for the operation of libraries operated by counties, municipalities, school districts, educational service units, and community colleges; and

(3) Qualified public agency means any city, village, municipal county, community college, county, educational service unit, rural or suburban fire protection district, hospital district, school district, the Educational Service Unit Coordinating Council, and sanitary and improvement district.

72-2304. Bonds authorized; public hearing; notice; election, when required; remonstrance petition.

(1) In addition to any other borrowing powers provided for by law, a qualified public agency shall have the power to issue its negotiable bonds or to issue its negotiable bonds to any joint entity as defined in section 13-803 or to any joint public agency as defined in section 13-2503 in connection with any joint project which is to be owned, operated, or financed by the joint entity or joint public agency for the benefit of the qualified public agency. ~~The bonds may be issued only if the second largest participant in the joint project has a financial contribution in the joint project of at least twenty-five percent of the debt service.~~ Such bonds may be issued after the qualified public agency has conducted a public hearing on the issuance of bonds. Notice of such public hearing shall be given by publication in a newspaper of general circulation within the territory of the qualified public agency by at least one publication occurring not less than ten days prior to the time of hearing. After the public hearing, the governing body of the qualified public agency may proceed to adopt a bond measure authorizing bonds.

(2) Notice of any such bond measure shall be given by publication of notice of intention to issue bonds in a newspaper of general circulation within the territory of the qualified public agency at least twice after the adoption of the bond measure. Such publications shall be at least one ~~three~~ weeks apart. The notice shall state:

(a) The name of the qualified public agency;
(b) The purpose of the issue;
(c) The principal amount of the issue;
(d) The amount of annual debt service payment anticipated for the bonds, which may be stated as an approximation or estimate, and the anticipated duration for such debt service payments; and
(e) The time and place where a copy of the form of the bond measure may be examined for a period of at least thirty days.

(3) No election shall be required prior to the issuance of bonds under the Public Facilities Construction and Finance Act unless, within sixty days after the first publication of the notice of intention to issue bonds, a remonstrance petition against the issuance of bonds is filed with the clerk or secretary of the qualified public agency. Such remonstrance petition shall be signed by registered voters of the qualified public agency equal in number to at least five percent of the number of registered voters of the qualified public agency at the time the remonstrance petition is filed or at least the number of signatures listed in subsection (5) of this section for the applicable qualified public agency, whichever is less. If a remonstrance petition with the necessary number of qualified signatures is timely filed, the question shall be submitted to the voters of the qualified public agency at a general election or a special election called for the purpose of approving the bonds proposed to be issued. Any joint project for which bonds are issued in accordance with the procedures of the act shall not require any other approval or proceeding by the governing body or the voters of the qualified public agency.

(4) No election shall be required for any qualified public agency not issuing bonds to participate in such joint project unless, within sixty days after the governing body of the qualified public agency adopts the measure approving the interlocal or cooperative agreement related to the joint project, a remonstrance petition is filed with the clerk or secretary of the qualified public agency. Such remonstrance petition shall be signed by registered voters of the qualified public agency equal in number to at least five percent of the number of registered voters of the qualified public agency at the time the remonstrance petition is filed or at least the number of signatures listed in subsection (5) of this section for the applicable qualified public agency, whichever is less. If a remonstrance petition with the necessary number of qualified signatures is timely filed, the question shall be submitted to the voters of the qualified public agency at a general election or a special election called for the purpose of approving the interlocal or cooperative agreement related to the joint project.

(5) The chart in this subsection provides the alternative number of signatures of registered voters of a qualified public agency which may be used to submit a remonstrance petition under subsection (3) or (4) of this section. The classification of counties in section 23-1114.01 applies for purposes of this section.

Qualified Public Agency	Number of Signatures of Registered Voters
City of the Metropolitan Class	1500
City of the Primary Class	1000
City of the First Class	750
City of the Second Class	250
Villages	50
Municipal County	1500
Class 7 County	1500
Class 6 County	1000
Class 5 County	750
Class 4 County	500
Class 3 County	250
Class 2 County	100

Class 1 County	50
Class VI School District	250
Class V School District	1500
Class IV School District	1000
Class III School District	500
Class II School District	250
Class I School District	250
Educational Service Unit	250
Community College Area	1500
Fire Protection District	500
Hospital District	500
Sanitary and Improvement District	500

72-2305. Public buildings, recreational facilities, drainage, streets, and roads; bonds; amount authorized.

For joint projects described in subdivision (2)(a) of section 72-2303, the principal amount of bonds which may be issued by a qualified public agency under the Public Facilities Construction and Finance Act shall not exceed five million dollars as to the total principal amount of such bonds which may be outstanding at any time, and the annual amounts due by reason of such bonds from each qualified public agency shall not exceed ten ~~five~~ percent of each qualified public agencies total budget of expenditures ~~the restricted funds of the obligated qualified public agency~~ in the year prior to issuance. The principal amount of bonds of qualified public agencies in the aggregate issued for any one such joint project shall not exceed five million dollars.

72-2306. Information technology for libraries; bonds; amount authorized.

For joint projects described in subdivision (2)(b) of section 72-2303, the principal amount of bonds which may be issued by a qualified public agency under the Public Facilities Construction and Finance Act shall not exceed two million ~~hundred fifty thousand~~ dollars for cities of the metropolitan and primary classes, one million five hundred thousand dollars for counties, cities of the first class, school districts, educational service units, and community colleges, and fifty thousand dollars for cities of the second class and villages, as to the total principal amount of such bonds which may be outstanding at any time, and the annual amounts due by reason of such bonds from each qualified public agency shall not exceed ten ~~five~~ percent of each qualified public agencies total budget of expenditures ~~the restricted funds of the obligated qualified public agency~~ in the year prior to issuance. The principal amount of bonds of a qualified public agency in the aggregate issued for any one such joint project shall not exceed two million ~~hundred and fifty thousand~~ dollars for cities of the metropolitan and primary classes and one million five hundred thousand dollars for counties, cities of the first class, cities of the second class, villages, school districts, educational service units, and community colleges.

72-2307. Taxes authorized.

Any qualified public agency which has issued bonds in accordance with the Public Facilities Construction and Finance Act shall levy and collect taxes on all the taxable property within the territory of the qualified public agency, in addition to all other taxes, for the purpose of paying the principal and interest of such bonds as the principal and interest become due. Taxes levied for such purposes shall not be subject to the limitations in section 77-3442. The levying of taxes to pay such bonds for any county shall be subject to the constitutional limitation upon levying taxes by a county.

72-2308. Act; how construed; bonds; applicability of other provisions.
The Public Facilities Construction and Finance Act shall be independent of and in addition to any other provisions of the laws of the State of Nebraska or provisions of home rule charters, and bonds may be issued under the act for any purpose authorized in the act even though other provisions of the laws of the State of Nebraska or provisions of home rule charters may provide for the issuance of bonds for the same or similar purposes. The act shall not be considered amendatory of or limited by any other provisions of the laws of the State of Nebraska or provisions of home rule charters, and bonds may be issued under the act without complying with the restrictions or requirements of any other provisions of the laws of the State of Nebraska or without complying with the restrictions or requirements of home rule charters. Nothing in the act shall prohibit or limit the issuance of bonds in accordance with the provisions of other applicable laws of the State of Nebraska or of home rule charters if the governing body determines to issue such bonds under such other laws or charter, or otherwise limit the provisions of any home rule charter.

5. Amend §79-1245 as follows: needed to give the Educational Service Unit Coordinating Council the authority to construct, purchase, lease and sell real property

79-1245. Educational Service Unit Coordinating Council; created; composition; funding; powers.
(1) The Educational Service Unit Coordinating Council is created as of July 1, 2008. On such date the assets and liabilities of the Distance Education Council shall be transferred to the Educational Service Unit Coordinating Council. The council shall be composed of one administrator from each educational service unit. The council shall be funded from two percent of the core services and technology infrastructure funding appropriated pursuant to section 79-1241.03, appropriations by the Legislature for distance education, and fees established for services provided to educational entities.

(2) The council is a political subdivision and a public body corporate and politic of this state, exercising public powers separate from the participating educational service units. The council shall have the duties, privileges, immunities, rights, liabilities, and disabilities of a political subdivision and a public body corporate and politic but shall not have taxing power.

(3) The council shall have power (a) to sue and be sued, (b) to have a seal and alter the same at will or to dispense with the necessity thereof, (c) to make and execute contracts and other instruments, (d) to receive, hold, and use money to construct, modify, purchase, sell, or lease ~~and~~ real and personal property, and other capital improvements, (e) to hire and compensate employees, including certificated employees, (f) to act as a fiscal agent for statewide initiatives being implemented by employees of one or more educational service units, and (g) from time to time, to make, amend, and repeal bylaws, rules, and regulations not inconsistent with sections 79-1245 to 79-1249. Such power shall only be used as necessary or convenient to carry out and effectuate the powers and purposes of the council.

6. Amend the bond law §10-712 to include ESUs as follows:

10-712. School district, defined.
The phrase school district, as used in sections 10-702 to 10-719 ~~10-711~~, is hereby declared to mean and include educational service units and the phrase school board or board of education is hereby

declared to mean and include board members of educational service units. The phrase school district as used in section 10-711, is hereby declared to mean the school district or educational service unit as it existed immediately prior to and at the time of the issuance of any bonds by said school district or educational service unit, including all lands, property and inhabitants contained in said school district or educational service unit at the time of the issuance of any bonds, and all portions of said district or educational service unit subsequently separated from said district or educational service unit, whether by the formation of a new district or educational service unit or by any change of boundaries of the original district or educational service unit.

7. Amend §§66-1062 – 66-1066 of the "Energy Conservation Law" to include ESUs as follows:

See attached REQ 00119 by including ESUs in definition of "Governmental unit".

Talking Points Relative to Recommended Changes in Legislation Needed For ESUs to Address Capital Improvement and Building Needs

November 20, 2014

- The only current provision for Educational Service Units in Nebraska to finance facilities is to lease-purchase as provided in Nebraska §79-1223. When ESU 6 investigated using this provision to fund its $4 million needed addition, we found that we could not pay the annual lease-purchase payment that was estimated to be $400,000, ($33,333.00 per month). All of our ever-decreasing state core services aid and our 1.5 cent local property tax levy go to funding mandated core services (technology, professional development and instructional materials) for our 16 districts. Under the current ESU core service funding formula, ESU 6 core services funding decreased 48.82% over the previous 5 years that the formula has been in place ($578,607 2008 to fiscal year 2014, $296,109.17).
- Currently there is no practical provision for the 15 multidistrict ESUs or the Educational Service Unit Coordinating Council to acquire or finance needed facilities and improvements under Nebraska Law, (only lease-purchase for ESUs, with no levy extending authority to allow payment). Only those few ESUs that have large budget cash contingencies have been able to build and meet growth of service and accommodation needs under current law.
- ESU 6 employed the services of Jim Gessford from the Perry Law Firm to draft some optional amendments to various existing statutes and a new statute as potential options (attached) that would make it more practicable for the 15 multi-district ESUs and the Educational Service Unit Coordinating Council to fund capital improvement and building needs. Seven options or alternatives are presented for consideration:
  1. Amend Existing ESU statute §79-1223 or Adopt New ESU statute §79-1223.01
  2. Amend §§13-2901-13-2914 to allow ESUs to utilize the Political Subdivisions Construction Alternatives Act.
  3. Amend the §79-10,110 to include ESUs
  4. Amend §§72-2301-72-2308 the "Public Facilities Construction and Finance Act"
  5. Amend §79-1245 to give authority to the Educational Service Unit Coordinating Council
  6. Amend the bond law §10-712 to include ESUs
  7. Amend §§66-1062–66-1066 of the “Energy Conservation Law” to include ESUs
- These options would allow those whose facilities do not meet accessibility and/or environmental quality standards requirements to fund improvements that address these issues. ESU 6 facilities do not meet the accessibility requirements of either the Vocational Rehabilitation Act of 1974 or the Americans with Disabilities Act of 1990.
- Amending the Public Facilities Construction and Finance Act §72-2304-§72-2306 would <u>make it practicable for the ESUs with capital improvement and facility needs to partner with another public entity to more efficiently meet common space or improvement needs in the most efficient and cost effective manner with diminished impact and lower cost for taxpayers</u>, (it also encourages the sharing of limited resources across multiple public agencies). ESU 6 would like to partner with the City of Milford that also has critical facility needs.

In summation, it is a great obstacle to efficient and effective practice for ESUs that Nebraska created intermediate education agencies 49 years ago, continually redefined and expanded their responsibilities and yet provided no practicable avenue for funding facilities and needed large $ capital improvements. Immediate action is needed to give the ESUs the ability to safely and efficiently accommodate the myriad of support services needed by the school districts, educators and learners of our state.

Talking Points Relative to Recommended Changes in Legislation Needed For ESUs to Utilize the Design-Build Process and Levy and Issue Bonds for Capital Improvement and Building Needs

November 20, 2014

- The only current provision for Educational Service Units in Nebraska to finance facilities is to lease-purchase as provided in Nebraska §79-1223. When ESU 6 investigated using this provision to fund its $4 million needed addition, we found that we could not pay the annual lease-purchase payment that was estimated to be $400,000, ($33,333.00 per month). All of our ever-decreasing state core services aid and our 1.5 cent local property tax levy go to funding mandated core services (technology, professional development and instructional materials) for our 16 districts. Under the current ESU core service funding formula, ESU 6 core services funding decreased 48.82% over the previous 5 years that the formula has been in place ($578,607 2008 to fiscal year 2014, $296,109.17).
- Currently there is no practical provision for the 15 multidistrict ESUs to finance needed facilities under Nebraska Law, (only lease-purchase, with no levy extending authority to allow payment). Only those few ESUs that have large budget cash contingencies have been able to build and meet growth of service and accommodation needs under current law.
- Amending the Qualified Capital Purpose Undertaking Fund (QCPUF) to include the ESUs would allow those whose facilities do not meet accessibility and/or environmental quality standards requirements to fund improvements that address these issues. ESU 6 facilities do not meet the accessibility requirements of either the Vocational Rehabilitation Act of 1974 or the Americans with Disabilities Act of 1990.
- Amending the Public Facilities Construction and Finance Act §72-2304-§72-2306 would make it practicable for the ESUs with capital improvement and facility needs to partner with another public entity to more efficiently meet common space or improvement needs in the most efficient and cost effective manner with diminished impact and lower cost for taxpayers, (it also encourages the sharing of limited resources across multiple public agencies). ESU 6 would like to partner with the City of Milford that also has critical facility needs.
- ESU 6 employed the services of Jim Gessford from the Perry Law Firm to draft amendments to these various existing statutes (attached) that would make it practicable for the 15 multi-district ESUs (the 2 single district ESUs already can build

under the current laws that accommodate the public school districts of the state) to fund capital improvement and building needs.

In summation, it is a great obstacle to efficient and effective practice for ESUs that Nebraska created intermediate education agencies 49 years ago, continually redefined and expanded their responsibilities and yet provided no practicable avenue for funding facilities and needed large $ capital improvements. Immediate action is needed to give the ESUs the ability to safely and efficiently accommodate the myriad of support services needed by the school districts, educators and learners of our state.

79-1337. Distance education funding; application; contents; calculation of funding; denial of funding; appeal.

(1) The State Department of Education shall provide distance education funding to school districts and educational service units for qualified distance education courses, such as a two-way interactive video distance education courses, coordinated through the Educational Service Unit Coordinating Council, as provided in this section.

(2) School districts and educational service units shall apply for funding annually to the department on or before August 1 on a form specified by the department. The application shall specify (i) the qualified distance education courses which were received by students in the membership of the district in the then-current school fiscal year and which were not taught by a teacher employed by the school district and (ii) for each such course (A) the number of students in the membership of the district who received the course and (B) the educational entity employing the teacher; and

(3) On or before September 1 of each year, the department shall certify the funding for each school district and educational service unit which shall be paid on or before October 1 of such year. The funding for each district shall be calculated as follows:

(a) Each district shall receive one distance education unit for each qualified distance education course sent as reported pursuant to this section; and

(b) The amount available for distribution shall be divided by the number of distance education units to determine the value per distance education unit, except that the value shall not equal an amount greater than one thousand dollars; and

(c) The funding for each school district or educational service unit shall equal the number of distance education units calculated for the school district multiplied by the value per distance education unit.

(4) The department may verify any or all application information using annual curriculum reports and may request such verification from the council.

(5) On or before October 1 of each year, a school district or educational service unit may appeal the denial of funding for any course by the department to the State Board of Education. The board shall allow a representative of the school district or educational service unit an opportunity to present information concerning the appeal to the board at the November board meeting. If the board finds that the course meets the requirements of this section, the department shall pay the district or educational service unit as soon as practical in an amount for which the district or educational

service unit should have qualified based on the value per distance education unit used in the original certification of funding pursuant to this section.

(6) The State Board of Education shall adopt and promulgate rules and regulations to carry out this section.

Source: Laws 2006, LB 1208, § 23; Laws 2007, LB603, § 30; Laws 2008, LB988, § 53; Laws 2014, LB967, § 23.
Effective Date: April 3, 2014

This bill amends section 79-1337. It is intended to continue a program of distance education which otherwise sunsets after 2015. The distance education program is used to provide an equal opportunity for all students to access quality courses through 2-way interactive video distance education. The bill amends the statute to authorize Department of Education appropriated funding only for school districts and education service units which send/provide distance education courses to other districts. The bill eliminates distance education incentives for receiving districts. The districts and education service units providing these courses will receive distance education "units" for each such course they provide, valued by dividing the total number of distance education units earned into the amount allotted under the program. The maximum amount for each unit remains capped at $1,000, and providing districts and education service units continue to apply to the Department of Education to receive their unit payments.

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LEGISLATURE OF NEBRASKA

ONE HUNDRED FOURTH LEGISLATURE

FIRST SESSION

LEGISLATIVE BILL 402

Introduced by Baker, 30; Davis, 43; Kuehn, 38; Schilz, 47.
Read first time January 16, 2015

Committee: Education

A BILL FOR AN ACT relating to education; to amend sections 79-1336 and 79-1337, Reissue Revised Statutes of Nebraska, and section 9-812, Revised Statutes Cumulative Supplement, 2014; to change and eliminate provisions relating to distance education incentives; to harmonize provisions; and to repeal the original sections.

Be it enacted by the people of the State of Nebraska,

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Section 1. Section 9-812, Revised Statutes Cumulative Supplement, 2014, is amended to read:

9-812 (1) All money received from the operation of lottery games conducted pursuant to the State Lottery Act in Nebraska shall be credited to the State Lottery Operation Trust Fund, which fund is hereby created. All payments of the costs of establishing and maintaining the lottery games shall be made from the State Lottery Operation Cash Fund. In accordance with legislative appropriations, money for payments for expenses of the division shall be transferred from the State Lottery Operation Trust Fund to the State Lottery Operation Cash Fund, which fund is hereby created. All money necessary for the payment of lottery prizes shall be transferred from the State Lottery Operation Trust Fund to the State Lottery Prize Trust Fund, which fund is hereby created. The amount used for the payment of lottery prizes shall not be less than forty percent of the dollar amount of the lottery tickets which have been sold.

(2) A portion of the dollar amount of the lottery tickets which have been sold on an annualized basis shall be transferred from the State Lottery Operation Trust Fund to the Education Innovation Fund, the Nebraska Opportunity Grant Fund, the Nebraska Education Improvement Fund, the Nebraska Environmental Trust Fund, the Nebraska State Fair Board, and the Compulsive Gamblers Assistance Fund as provided in subsection (3) of this section. The dollar amount transferred pursuant to this subsection shall equal the greater of (a) the dollar amount transferred to the funds in fiscal year 2002-03 or (b) any amount which constitutes at least twenty-two percent and no more than twenty-five percent of the dollar amount of the lottery tickets which have been sold on an annualized basis. To the extent that funds are available, the Tax Commissioner and director may authorize a transfer exceeding twenty-five percent of the dollar amount of the lottery tickets sold on an annualized basis.

(3) Of the money available to be transferred to the Education Innovation Fund, the Nebraska Opportunity Grant Fund, the Nebraska

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Education Improvement Fund, the Nebraska Environmental Trust Fund, the Nebraska State Fair Board, and the Compulsive Gamblers Assistance Fund:

(a) The first five hundred thousand dollars shall be transferred to the Compulsive Gamblers Assistance Fund to be used as provided in section 9-1006;

(b) Beginning July 1, 2016, forty-four and one-half percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Nebraska Education Improvement Fund;

(c) Through June 30, 2016, nineteen and three-fourths percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Education Innovation Fund;

(d) Through June 30, 2016, twenty-four and three-fourths percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Nebraska Opportunity Grant Fund;

(e) Forty-four and one-half percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Nebraska Environmental Trust Fund to be used as provided in the Nebraska Environmental Trust Act;

(f) Ten percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Nebraska State Fair Board if the most populous city within the county in which the fair is located provides matching funds equivalent to ten percent of the funds available for transfer. Such matching funds may be obtained from the city and any other private or public entity, except that no portion of such matching funds shall be provided by the state. If the Nebraska State Fair ceases operations, ten percent of the money remaining after the payment

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of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the General Fund; and

(g) One percent of the money remaining after the payment of prizes and operating expenses and the initial transfer to the Compulsive Gamblers Assistance Fund shall be transferred to the Compulsive Gamblers Assistance Fund to be used as provided in section 9-1006.

(4)(a) The Education Innovation Fund is created. At least seventy-five percent of the lottery proceeds allocated to the Education Innovation Fund shall be available for disbursement.

(b) For fiscal year 2013-14, the Education Innovation Fund shall be allocated as follows: (i) The first one million dollars shall be transferred to the Excellence in Teaching Cash Fund to fund the Excellence in Teaching Act; (ii) the next allocation shall be distributed to local systems as grants for approved accelerated or differentiated curriculum programs for students identified as learners with high ability pursuant to section 79-1108.02 in an aggregated amount up to the amount distributed in the prior fiscal year for such purposes increased by the basic allowable growth rate pursuant to section 79-1025; (iii) up to the next one hundred sixty thousand dollars shall be used by the State Department of Education to implement section 79-759; (iv) the next one million seven hundred fifty thousand dollars shall be allocated to early childhood education grants awarded by the department pursuant to section 79-1103; (v) the next one million dollars shall be transferred to the Early Childhood Education Endowment Cash Fund for use pursuant to section 79-1104.02; (vi) the next two hundred thousand dollars shall be used to provide grants to establish bridge programs pursuant to sections 79-1189 to 79-1195; (vii) the next ten thousand dollars shall be used to fund the Interstate Compact on Educational Opportunity for Military Children; (viii) the next eighty-five thousand five hundred fifty dollars shall be allocated to the State Department of Education for distribution pursuant

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to section 79-2306; and (ix) the amount remaining shall be allocated, after administrative expenses, for distance education equipment and funding ~~incentives~~ pursuant to sections 79-1336 and 79-1337. No funds received as allocations from the Education Innovation Fund pursuant to this subdivision may be obligated for payment to be made after June 30, 2016.

(c) For fiscal year 2014-15, the Education Innovation Fund shall be allocated, after administrative expenses, as follows: (i) The first one million two hundred thousand dollars shall be transferred to the Excellence in Teaching Cash Fund to fund the Excellence in Teaching Act; (ii) the next allocation shall be distributed to local systems as grants for approved accelerated or differentiated curriculum programs for students identified as learners with high ability pursuant to section 79-1108.02 in an aggregated amount up to the amount distributed in the prior fiscal year for such purposes increased by the basic allowable growth rate pursuant to section 79-1025; (iii) the next one million eight hundred fifty thousand dollars shall be allocated to early childhood education grants awarded by the State Department of Education pursuant to section 79-1103; (iv) the next one million dollars shall be transferred to the Early Childhood Education Endowment Cash Fund for use pursuant to section 79-1104.02; (v) the next two hundred thousand dollars shall be used to provide grants to establish bridge programs pursuant to sections 79-1189 to 79-1195; (vi) the next ten thousand dollars shall be used to fund the Interstate Compact on Educational Opportunity for Military Children; (vii) the next two million dollars shall be allocated for distance education equipment and funding ~~incentives~~ pursuant to sections 79-1336 and 79-1337; (viii) the next one million dollars shall be transferred to the School District Reorganization Fund; (ix) up to the next one hundred forty-five thousand dollars shall be used by the State Department of Education to implement section 79-759; and (x) the next three hundred thirty-five thousand dollars shall be allocated to local

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systems as grants awarded by the State Department of Education to assist schools in evaluating and improving career education programs to align such programs with the state's economic and workforce needs. Except for funds transferred to the School District Reorganization Fund, the Early Childhood Education Endowment Cash Fund, or the department for early childhood education grants pursuant to section 79-1103, no funds received as allocations from the Education Innovation Fund pursuant to this subdivision may be obligated for payment to be made after June 30, 2016, and such funds received as transfers or allocations from the Education Innovation Fund that have not been used for their designated purpose as of such date shall be transferred to the Nebraska Education Improvement Fund on or before August 1, 2016.

(d) For fiscal year 2015-16, the Education Innovation Fund shall be allocated, after administrative expenses, as follows: (i) The first one million two hundred thousand dollars shall be transferred to the Excellence in Teaching Cash Fund to fund the Excellence in Teaching Act; (ii) the next allocation shall be distributed to local systems as grants for approved accelerated or differentiated curriculum programs for students identified as learners with high ability pursuant to section 79-1108.02 in an aggregated amount up to the amount distributed in the prior fiscal year for such purposes increased by the basic allowable growth rate pursuant to section 79-1025; (iii) the next one million nine hundred fifty thousand dollars shall be allocated to early childhood education grants awarded by the State Department of Education pursuant to section 79-1103; (iv) the next one million dollars shall be transferred to the Early Childhood Education Endowment Cash Fund for use pursuant to section 79-1104.02; (v) the next ten thousand dollars shall be used to fund the Interstate Compact on Educational Opportunity for Military Children; (vi) the next two million five hundred thousand dollars shall be allocated for distance education equipment and <u>funding</u> ~~incentives~~ pursuant to sections 79-1336 and 79-1337; (vii) the next one million

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dollars shall be transferred to the School District Reorganization Fund; (viii) up to the next one hundred forty-five thousand dollars shall be used by the State Department of Education to implement section 79-759; and (ix) of the amount remaining, (A) three million dollars shall be retained in the Education Innovation Fund to transfer to the Nebraska Education Improvement Fund on June 30, 2016, and (B) the remaining amount shall be allocated to local systems as grants awarded by the State Department of Education to assist schools in evaluating and improving career education programs to align such programs with the state's economic and workforce needs. Except for funds transferred to the School District Reorganization Fund, the Early Childhood Education Endowment Cash Fund, or the department for early childhood education grants pursuant to section 79-1103, no funds received as allocations from the Education Innovation Fund pursuant to this subdivision may be obligated for payment to be made after June 30, 2016, and such funds received as transfers or allocations from the Education Innovation Fund that have not been used for their designated purpose as of such date shall be transferred to the Nebraska Education Improvement Fund on or before August 1, 2016.

(e) The Education Innovation Fund terminates on June 30, 2016. Any money in the fund on such date shall be transferred to the Nebraska Education Improvement Fund on such date.

(5) The Nebraska Education Improvement Fund is created. The fund shall consist of money transferred pursuant to subsections (3) and (4) of this section, money transferred pursuant to section 85-1920, and any other funds appropriated by the Legislature. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

(6) Any money in the State Lottery Operation Trust Fund, the State Lottery Operation Cash Fund, the State Lottery Prize Trust Fund, or the

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Education Innovation Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

(7) Unclaimed prize money on a winning lottery ticket shall be retained for a period of time prescribed by rules and regulations. If no claim is made within such period, the prize money shall be used at the discretion of the Tax Commissioner for any of the purposes prescribed in this section.

Sec. 2. Section 79-1336, Reissue Revised Statutes of Nebraska, is amended to read:

79-1336 (1) For fiscal years 2007-08 through 2013-14, the State Department of Education shall provide distance education equipment reimbursement to school districts and educational service units from the Education Innovation Fund as provided in this section. Such reimbursements shall be for hardware or software purchased either by, or on behalf of, the school district or educational service unit seeking reimbursement after July 14, 2006, for use in distance education and shall be limited to a total through fiscal year 2013-14 of twenty thousand dollars multiplied by the number of high school buildings for each school district and twenty thousand dollars for each educational service unit office with a distance education classroom, except that no educational service unit shall count more than one office with a distance education classroom for each four thousand square miles within the boundaries of the educational service unit. If a school district has one or more former high school buildings that are no longer being used as high school buildings due to a school district merger and such buildings have distance education classrooms at the time of application, such buildings shall be deemed high school buildings for the purposes of this subsection. The reimbursements may include installation costs for such hardware or software. To qualify for distance education equipment reimbursement, the school district or the educational service unit shall

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access Network Nebraska prior to the application for reimbursement. Applications for distance education equipment reimbursement shall be submitted on or before July 1, 2013, for reimbursements to be made in fiscal year 2013-14 on a form specified by the department and shall include:

(a) A description of the hardware or software purchased and how the hardware or software will be used for distance education;

(b) Copies of receipts for the purchases to be reimbursed;

(c) For purchases made on behalf of a school district or educational service unit, evidence that such purchase was made on behalf of such school district or educational service unit and that such school district or educational service unit paid directly or indirectly for such purchase; and

(d) For school districts, a commitment to either send or receive two-way interactive video distance education courses through the Educational Service Unit Coordinating Council each semester, or the equivalent of two semester courses each year, for four consecutive years and to apply for distance education funding ~~incentives~~ pursuant to section 79-1337 or to provide any other evidence required by the department to show that the commitment was met.

(2) On or before August 1 of each year, the department shall certify the reimbursements to be paid to each school district or educational service unit on or before September 1 of each year.

(3) The department shall use the applications for distance education funding ~~incentives~~ submitted pursuant to section 79-1337 and any other information requested by the department pursuant to rules and regulations of the department to verify that each school district that received a reimbursement completes the commitment to either send or receive two-way interactive video distance education courses through the council for four years. Any school district failing to complete such commitment shall repay the Education Innovation Fund for the amount of any reimbursements

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received pursuant to this section. On or before September 1 of each year, the department shall notify any school district failing to complete the commitment for the prior school year that repayment of the reimbursement is required and the amount of such repayment. Repayments shall be due on or before the immediately following December 31. Late repayments shall accrue interest at the rate prescribed in section 45-104.02 from the date of the initial reimbursement.

(4) On or before October 1 of each year, a school district or educational service unit may appeal the denial of reimbursements or a school district may appeal the requirement to repay reimbursements to the State Board of Education. The board shall allow a representative of the school district or educational service unit an opportunity to present information concerning the appeal to the board at the November board meeting. If the board finds that the department denied the reimbursement in error, the department shall pay the district or educational service unit from the Education Innovation Fund as soon as practical the amount which was denied in error. If the board finds that the department erred in notifying a school district that a reimbursement is required to be repaid, such notification shall be void.

(5) The State Board of Education shall adopt and promulgate rules and regulations to carry out this section.

Sec. 3. Section 79-1337, Reissue Revised Statutes of Nebraska, is amended to read:

79-1337 (1) The ~~For fiscal years 2007-08 through 2015-16, the~~ State Department of Education shall provide distance education funding ~~incentives from the Education Innovation Fund~~ to school districts and educational service units for qualified distance education courses, including, but not limited to, two-way interactive video distance education courses, coordinated through the ~~Distance Education Council until July 1, 2008, and the~~ Educational Service Unit Coordinating Council ~~on and after July 1, 2008,~~ as provided in this section.

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(2) School districts and educational service units shall apply for distance education funding ~~incentives~~ annually ~~through calendar year 2015~~ to the department on or before August 1 on a form specified by the department. The application shall~~:~~

~~(a) For school districts,~~ specify (a ~~i~~) the qualified distance education courses which were received by students in the membership of the district in the then-current school fiscal year and which were not taught by a teacher employed by the school district and (b ~~ii~~) for each such course (i A) the number of students in the membership of the district who received the course and (ii) ~~, (B)~~ the educational entity employing the teacher. ~~, and (C) whether the course was a two-way interactive video distance education course; and~~

~~(b) For school districts and educational service units, specify (i) the qualified distance education courses which were received by students in the membership of another educational entity in the then-current school fiscal year and which were taught by a teacher employed by the school district or educational service unit, (ii) for each such course for school districts, the number of students in the membership of the district who received the course, and (iii) for each such course (A) the other educational entities in which students received the course and how many students received the course at such educational entities, (B) any school district that is sparse or very sparse as such terms are defined in section 79-1003 that had at least one student in the membership who received the course, and (C) whether the course was a two-way interactive video distance education course.~~

(3) On or before September 1 of each year ~~through calendar year 2015~~, the department shall certify the distance education funding ~~incentives~~ for each school district and educational service unit which shall be paid on or before October 1 of such year. The funding ~~incentives~~ for each district shall be calculated as follows:

(a) Each district shall receive ~~distance education units for each~~

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~~qualified distance education course as follows:~~

~~(i) One distance education unit for each qualified distance education course received as reported pursuant to subdivision (2)(a) of this section if the course was a two-way interactive video distance education course;~~

~~(ii) One distance education unit for each qualified distance education course sent as reported pursuant to subdivision (2)(b) of this section if the course was not received by at least one student who was in the membership of another school district which was sparse or very sparse;~~

~~(iii) One~~ one distance education unit for each qualified distance education course sent as reported in this section; ~~pursuant to subdivision (2)(b) of this section if the course was received by at least one student who was in the membership of another school district which was sparse or very sparse, but the course was not a two-way interactive video distance education course; and~~

~~(iv) Two distance education units for each qualified distance education course sent as reported pursuant to subdivision (2)(b) of this section if the course was received by at least one student who was in the membership of another school district which was sparse or very sparse and the course was a two-way interactive video distance education course;~~

(b) The ~~difference of the~~ amount available for distribution ~~in the Education Innovation Fund on the August 1 when the applications were due minus any amount to be paid to school districts pursuant to section 79-1336~~ shall be divided by the number of distance education units to determine the value ~~incentive~~ per distance education unit, except that the value ~~incentive per distance education unit~~ shall not equal an amount greater than one thousand dollars; and

(c) The distance education funding ~~incentives~~ for each school district or educational service unit shall equal the number of distance education units calculated for the school district multiplied by the value ~~incentive~~ per distance education unit.

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~~(4) If there are additional funds available for distribution after equipment reimbursements pursuant to section 79-1336 and incentives calculated pursuant to subsections (1) through (3) of this section, school districts and educational service units may qualify for additional incentives for elementary distance education courses. Such incentives shall be calculated for sending and receiving school districts and educational service units as follows:~~

~~(a) The per-hour incentives shall equal the funds available for distribution after equipment reimbursements pursuant to section 79-1336 and incentives calculated pursuant to subsections (1) through (3) of this section divided by the sum of the hours of elementary distance education courses sent or received for each school district and educational service unit submitting an application, except that the per-hour incentives shall not be greater than ten dollars; and~~

~~(b) The elementary distance education incentives for each school district and educational service unit shall equal the per-hour incentive multiplied by the hours of elementary distance education courses sent or received by the school district or educational service unit.~~

(4 ~~5~~) The department may verify any or all application information using annual curriculum reports and may request such verification from the council.

(5 ~~6~~) On or before October 1 of each year ~~through calendar year 2015~~, a school district or educational service unit may appeal the denial of distance education funding ~~incentives~~ for any course by the department to the State Board of Education. The board shall allow a representative of the school district or educational service unit an opportunity to present information concerning the appeal to the board at the November board meeting. If the board finds that the course meets the requirements of this section, the department shall pay the district or educational service unit ~~from the Education Innovation Fund~~ as soon as practical in an amount for which the district or educational service unit should have

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qualified based on the value ~~incentive~~ per distance education unit used in the original certification of distance education funding ~~incentives~~ pursuant to this section.

(6 ~~7~~) The State Board of Education shall adopt and promulgate rules and regulations to carry out this section.

Sec. 4. Original sections 79-1336 and 79-1337, Reissue Revised Statutes of Nebraska, and section 9-812, Revised Statutes Cumulative Supplement, 2014, are repealed.