



DISTRICT FREQUENTLY ASKED QUESTIONS

Questions about the Combined Purchasing RFP

Q – I don't see a product I need offered on the Combined Purchasing RFP. How do I get that item added to the list?

A – The Combined Purchasing RFP is made up of items that are commonly used by most/all the participating school districts. As you enter the quantities you need of items that are listed on the RFP, you can also suggest items to be added through the message board. If enough of the other schools within the cooperative indicate they have a need for the item also, the item will be added to the list. **Ink cartridges and toner** are supplies about which we often receive inquiries; because of the variety of types used throughout the participating schools, these items are not offered through Combined Purchasing. You may use approved catalog vendors to order these items.

Q – When do I enter the quantities I think I'll need to order on the Combined Purchasing RFP?

A – Your regional ESC contact will notify you when the Combined Purchasing RFP is available for you to enter your quantities (usually the month of February), although we encourage you to keep an on-going "inventory" of those common items to make it easier for you.

Q – Do I have to order the same quantity that I entered before the RFP was released?

A – It is **very important** that the quantity you enter into the RFP before release is as accurate as possible (we request that it is within 10% of your final order quantity.) Remember, vendors' RFP prices are based on the quantities listed in the RFP. The bigger the quantity the combined group needs, the better pricing the group will receive. However, if the quantity ordered is significantly less than the quantity reflected in the RFP, the vendor will not be able to obtain the goods for the RFP price, and the vendor will withdraw his offer. The purchase orders will pre-populate with the quantities you entered in the RFP; changes are possible but not encouraged. (However, it is better to increase your order rather than decrease it.)

Q – I haven't received my combined purchasing order. What should I do?

A – Remember that the RFP specifications call for delivery in the month of July. (If you need delivery prior to July, you will need to contact the vendor directly to see if the order can be delivered early. The vendor is not obligated to do so.) If it is late in the month of July and you have not received your order, contact the vendor directly to see if there is a problem. If you experience difficulties with the vendor, contact MRPC administrative support staff Dana Parrish at dana.parrish@esc9.net or call her at 940.322.6928 for further assistance.

Q – There is something wrong with my combined purchasing order. What should I do?

A – Please contact the vendor directly to discuss the problem with your order. If the problem cannot be resolved directly with the vendor, contact MRPC administrative support staff Dana Parrish at dana.parrish@esc9.net or call her at 940.322.6928 for further assistance.