



VENDOR FREQUENTLY ASKED QUESTIONS

Questions about the Combined Purchasing Line Item Bid

Q – What is this Combined Purchasing bid?

A – The Combined Purchasing bid is for a one-time purchase each year to which the vendor offers firm delivered pricing.

The bid lists approximately 500 items (copy paper, school supplies, office supplies, custodial supplies, etc.) that are commonly used by the participating school districts. These participating districts enter their anticipated order quantities for the items, so that the combined quantity becomes the basis for the vendor's pricing. Vendors should keep in mind that the delivery of the goods is made to the individual schools throughout the geographical area covered by Regions 9, 11, 14 and 15. (Represented by red area on graphic.)



Once the vendor is awarded, schools are notified, and submit their purchase orders to the vendors for this **one-time purchase**. Deliveries should be made in July, unless otherwise mutually agreed by school and vendor.

Q – I don't see my product offered on the Combined Purchasing bid. How do I get my item added to the list?

A – The Combined Purchasing bid is made up of items that are commonly used by most/all the participating school districts. Additions to the list of items can only be made through a request by a school district. If enough schools within the cooperative indicate they have a need for the item also, the item will be added to the list. The MRPC has target groups (school secretaries, nurses, maintenance staff, etc.) that regularly review the list of items for changes and additions. **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. Vendors of these items should respond to the Instructional/General Catalog bid under "Office Supplies – Ink/Toner", and may also respond to the Technology Catalog bid if the vendor feels it is appropriate.

Q – How is the bid evaluated?

A – The evaluation criteria and weights are listed in the bid terms and conditions, and are based on the criteria outlined in Texas Education Code Section 44.031. The criteria includes but is not limited to price, quality of goods, past relationship (as determined by survey of member schools), etc. Evaluation of previous years' bids can be found on the MRPC website ("Vendors" page for current year, "Archives" page for previous years).

Q –When will I deliver my products to the ordering schools?

A – After the bid is awarded (late April), the school districts will issue purchase orders to the awarded vendors (no later than end of May.) The bid specifies for delivery during the month of July. If a school district requests earlier or later delivery, the vendor may honor that request if desired. The vendor may also initiate earlier/later delivery by contacting the schools for permission. Unless mutually agreeable between vendor and school, delivery is expected during July as specified by the bid terms and conditions.