



## Required Tasks of Vendors

### Contract #ESD112-DE-15B

Report Name	Task	Recipient of the document or report	Where to send the required document
<p><b>DigitalEdge Contract Product and Price Verification forms</b></p> <p>(previously referred to as the bid form)</p>	<ol style="list-style-type: none"> <li>1. Bidders shall keep the DigitalEdge office up-to-date on the status, availability and pricing on awarded products, discontinued products, replacement products and newly added products.</li> <li>2. The DigitalEdge Contract Product and Price Verification form is due prior to the effective date of a product or price change. <b>All supporting documentation requested is to be submitted with any product updates and price revisions. The same manufacturer price sheet used in submitting a bid is to be used throughout the life of the Contract. In addition the specification sheets must be submitted for all new products added.</b></li> <li>3. Product Price changes are outlined in the Post Award Requirements section of the Contract pages 9, section 7.0, entitled <i>DigitalEdge Price Documents</i>. Follow these steps when submitting the <b>Contract Price Verification form</b> in order to make the following revisions:                             <ol style="list-style-type: none"> <li>A. <b>Discontinued items:</b> Make a note in the <b>comment section</b> on the right of the form, <b>using column I and J (on the same line as the product being revised)</b> for comments, indicating that the product is discontinued. <b>Do not delete the product number from the form.</b> When an awarded solution reaches its end-of-life while on the Contract, it shall be replaced with an equal or better solution, if available.</li> <li>B. <b>Replacement Products:</b> Updated information for the replacement product shall be inserted on the contract price verification within the <i>same tab</i> of contract price verification form that the discontinued product was in originally. Note in the <b>comment section</b> on the form the product number that it replaces.                                     <ul style="list-style-type: none"> <li>• <b>Please note:</b> <i>The original percent of price adjustment provided in the bid shall be applied.</i></li> <li>• <i>The current manufacturer's pricelist of the same type that was used for baseline pricing in the original bid and specification sheets are required.</i></li> </ul>                                     If no replacement item is available, then the Awarded Vendor shall make a note in the comments section (row I and J) indicating that there is no replacement product available.                                 </li> <li>C. <b>Price Changes:</b> Contract prices shall be kept current. Based on the same manufacturer price sheets used at the time of the bid, price changes should be made on the contract price verification form, indicate <i>price change</i> in the comment section (row I and J) and the application of the <b>original percent</b> of price adjustment shall be applied to the base price to arrive at the new contract price. The current manufacturer's price sheet shall be submitted when replacement products are added to the contract.                                     <ul style="list-style-type: none"> <li>• <b>Please note:</b> <i>When the manufacturer's pricelist decreases the contract price shall decrease. Please refer to the Post-Award requirements section of the contract page 11, paragraph 7.4.3 regarding "harm" if the price adjustment would cause "harm" to the vendor.</i></li> </ul> </li> </ol> </li> </ol>	<p><b>DigitalEdge Project Coordinator:</b> Bunny Stevens</p>	<p>DigitalEdge.Specialist@esd112.org</p>



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<p><b>(CONTINUED)</b></p> <p><b>DigitalEdge Contract Product and Price Verification forms</b></p> <p>(previously referred to as the bid form)</p>	<p><b>(CONTINUED)</b></p> <p>D. <b>New Products:</b> When new products are made available, the Awarded Vendors should follow these guidelines in adding the new products. Provide all information on the contract price verification form for the new product. <i>Indicate in the comment section (row I and J) of the form that it is a new product.</i></p> <ul style="list-style-type: none"> <li>• <b>Please note:</b> <p><i>All contract prices need to be more competitive than regular education channels. All new products must be submitted with specification sheets and manufacturer price sheet.</i></p> <p><i>The same method of price adjustment as in the original Bid (discount or markup) is to be used when adding new products</i></p> </li> </ul> <p>E. <b>Comments:</b> Comments shall be made in the comment section (row I and J) regarding any changes that are submitted on the contract product price verification forms.</p> <p>4. ESD 112 strives to have all DE website updates completed by the effective date of any revision, or the beginning of each month, whichever occurs first.</p>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>
<p><b>Marketing Print Materials Form</b></p>	<ol style="list-style-type: none"> <li>1. The marketing materials form is to be submitted with the print or electronic copy <i>prior</i> to the final print copy.</li> <li>2. All marketing must be approved <b>before</b> vendors can publish and distribute their marketing materials.</li> <li>3. The DigitalEdge office may need <b>up to five (5) business days</b> to evaluate the materials and respond. Please allow for this timeline in order to meet your deadline for publication.</li> </ol>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>
<p><b>Power Deals and Email Blasts Marketing Materials Form</b></p>	<ol style="list-style-type: none"> <li>1. The vendor determines when the DigitalEdge <b>Power Deals</b> option is a viable tool to feature an Awarded Vendor's DigitalEdge contracted product. The Power Deals vendor checklist form is to be completed and submitted <b>based on the start date requested for the Power Deal, email blast or special promotion</b>. All Power Deals appear on the DigitalEdge app.</li> <li>2. Please complete the form in its entirety. Include a high resolution image, as outlined in the image section of the approval form.</li> <li>3. Once approved, the product or bundle will be featured on the DigitalEdge Power Deals web site, DigitalEdge app, e-mail blast, Facebook or Twitter as designated by the vendor on the form.</li> <li>4. The Digital Edge office will need a minimum of <b>five (5) business days</b> to review and approve the information on the form, and develop the marketing designated.</li> <li>5. Please note: Participation in the DigitalEdge Power Deals website is optional, but it is recommended that this marketing tool is utilized.</li> </ol> <p>* All advertising is to be approved by both the Awarded Vendor and DigitalEdge prior to publication.</p>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>



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<p><b>Request for Admin Fee Reduction and Scale</b></p>	<p>1. Vendors can use this form when a Purchaser wants to make a purchase of <b>\$50,000 or more</b> on a single transaction* / purchase order, and the vendor perceives this as a competitive situation, where a more competitive price is needed to secure the sale.</p> <p>2. The DigitalEdge office will need a <b>minimum of five (5) business days</b> to evaluate your request and render a decision. Please allow for this timeline as you work with your purchaser to meet their deadline for procurement of equipment.</p> <p>* To be eligible the purchase shall be made on a single transaction or several transactions from various schools in a single district shall submit their purchaser orders to the awarded vendor within five business days.</p>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>
<p><b>DigitalEdge Monthly Sales Report including tabs for the administration fees resulting from approved admin fee reduction.</b></p>	<p>1. DigitalEdge Monthly Sales Report: due no later than the 15th day of the month following the month of sales.</p> <p>2. The DigitalEdge office will evaluate the performance and analyze the data, and confirm via email the amount due to the ESD by the 25th of the month.</p> <p>3. <u>Administration fees are due</u> no later than the <b>15th day</b> of the following month to ESD 112.</p> <p>4. Sales reports are due even if there are no sales to report. The report shall be submitted indicating <i>no sales</i>.</p> <p>5. Please review the sales report form and tabs for the correct reporting of sales information.</p>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>
	<p>All of the forms needed for the vendor tasks will be available on the DigitalEdge website under the <i>For Vendors</i> section, within the respective Contract resources page.</p> <p><b>Please contact Bunny Stevens if you have any questions:</b>  <b>DigitalEdge.Specialist@esd112.org</b>                      or  <b>Phone: 360-952-3415</b></p>		