



## Required Tasks of Vendors

### Contract #ESD112-DE-16A

Report Name	Task	Recipient of the document or report	Where to send the required document
<p style="text-align: center;"><b>DigitalEdge Contract Product and Price Verification forms</b></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 original bid form is referred to as the contract price verification form following the award of the contracts. <b>An updated Contract Price Verification form containing section 1 – comment section and Section 2 – expanded will be provided to the awarded vendors prior to the launch of the contract.</b></li> <li>3. 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>4. When submitting a product/price change, the contract price verification form is to be used when submitting revisions per product.                         <p style="margin-left: 20px;">A. <b>DigitalEdge office will provide a copy of your final bid form document with the addition of a comment section and expanded section 2 as outlined above (number 2). Note no revisions are ever done by the DigitalEdge office to products that are awarded. It is the responsibility of the awarded vendor to submit the product price changes.</b></p> </li> <li>5. Product Price changes are outlined in the Post Award Requirements section of the Contract pages 9-11, section 7.0, entitled <i>DigitalEdge Price Documents</i>. Follow these steps when submitting the Contract Price Verification form 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, indicating that the product is discontinued. <b>Do not delete the product number from the form.</b></li> <li>B. <b>Replacement Products:</b> Updated information for the replacement product shall be inserted on the contract price verification in the <b>same section 1</b> on the 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> </ul> <p style="margin-left: 20px;">If no replacement item is available, then the awarded Vendor shall make a note of it in the comment section. A current manufacturer’s price sheet ( of the same type used at the time of bid submittal) shall be submitted when replacement products are added to the contract.</p> <ul style="list-style-type: none"> <li>• <b>Important note:</b> <i>The products in Section 1 all are featured on the Website and reflect the most aggressive price adjustments.</i></li> </ul> </li> <li>C. <b>Price Changes:</b> 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, a comment noted in comment section 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.</li> </ol> </li> </ol>	<p><b>DigitalEdge Project Coordinator: Bunny Stevens</b></p>	<p>DigitalEdge.Specialist@esd112.org</p>



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<p><i>(CONTINUED)</i></p> <p>DigitalEdge Contract Product and Price Verification forms</p> <p><i>(Additional task information on following page)</i></p>	<p><i>(CONTINUED)</i></p> <p>D. <b>New Products:</b> Provide all information on the contract price verification form for the new product. <i>Please note new products are eligible to be added to section 2 of the contract price verification forms. A minimum price adjustment was noted on the bid forms submitted for section 2. When adding products remember section 2 is less aggressive than Section 1 on price adjustments. All new products must be submitted with specification sheets and manufacturer price sheet. Indicate in the comment section of the form that it is a new product.</i></p> <p>E. Refer to 7.4 of the ESD112-DE-16A contract regarding changes in award price that may cause "harm" to the awarded bidder</p> <p>F. <b>Comments:</b> Comments shall be made in the comment section 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>DigitalEdge Project Coordinator: Bunny Stevens</p>	<p>DigitalEdge.Specialist@esd112.org</p>



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<b>Request for Admin Fee Reduction and Scale</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<b>DigitalEdge Project Coordinator: Bunny Stevens</b>	DigitalEdge.Specialist@esd112.org
<b>Marketing Print Materials Form</b>	<ol style="list-style-type: none"> <li>The marketing materials form is to be submitted with the print or electronic copy prior to the final print copy.</li> <li>All marketing must be approved <b>before</b> vendors can publish and distribute their marketing materials.</li> <li>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>	<b>DigitalEdge Project Coordinator: Bunny Stevens</b>	DigitalEdge.Specialist@esd112.org
<b>Power Deals and Email Blasts Marketing Materials Form</b>	<ol style="list-style-type: none"> <li>The vendor determines when the DigitalEdge <b>Power Deals</b> option is a viable tool to feature a 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>Please complete the form in its entirety. Include a high resolution image, as outlined in the image section of the approval form.</li> <li>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>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>Please note: Participation in the DigitalEdge Power Deals website is optional, but it is recommended that this marketing tool is utilized.</li> </ol>	<b>DigitalEdge Project Coordinator: Bunny Stevens</b>	DigitalEdge.Specialist@esd112.org
<b>DigitalEdge Monthly Sales Report with Tabs</b>	<ol style="list-style-type: none"> <li>DigitalEdge Monthly Sales Report: due no later than the 15th day of the month following the month of sales.</li> <li>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.</li> <li><u>Administration fees are due</u> no later than the <b>15th day</b> of the following month to ESD 112.</li> <li><b>Sales reports are due even if there are no sales to report.</b> The report shall be submitted indicating <i>no sales</i>.</li> </ol> <p><b>Please contact DigitalEdge Project Coordinator, Bunny Stevens at DigitalEdge.Specialist@esd112.org or 360-952-3415 if you have any questions.</b></p>	<b>DigitalEdge Project Coordinator: Bunny Stevens</b>	DigitalEdge.Specialist@esd112.org