

ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES

MEETING REPORT #7

March 23-25, 2003

Seattle, Washington

The meeting was held at the Hilton Seattle in Seattle, Washington, and commenced on Sunday, March 23, 2003, at 6:30 p.m. following a reception. An overview of the agenda indicated the following tasks:

1. Call to Order
2. Approval of the Agenda and Report #6
3. Vendor-Member Feedback
4. Committee Reports
5. Review of Current Bids
6. Vendor Roundtables
7. Preparation for Bid #4
8. Committee Meetings

1. Call to Order

Expressions of thanks were provided to Weatherproofing Technologies for hosting the reception. As there is no requirement for a quorum, this meeting was appropriately convened.

Roll Call

The meeting began with introductions of all in attendance. Agency representatives indicated the agency that they represent, as well as the state where their agency is located. The following Members, Vendors, and Honored Guests were represented as indicated below:

Members

Arizona
California
Indiana
Iowa
Kansas
Kentucky
Minnesota
Missouri
Montana
Nebraska
New Mexico
North Dakota
Ohio
Oregon
Pennsylvania
South Dakota
Texas
Washington
Wyoming

Representatives

Violet Tribbett, Jim Migliorino, Tom Peeler
John Riley, Mike Mellon
Larry Risk, Pam Clover
Dan Dreyer
Steve Spade
Liz Storey, Ann Burden
Mike Hajek, Gary Nytes
Tom Post, Bob Slama
Frank Loehding
Lynn Thorpe, Priscilla Quintana
Max Luft, Llew Perry
John Jankowski, Jane Eastes
Tamra Hurst, Ken Swink, Elmo Kallner
Tammy Standley
Jeff Kimball, Jim Randecker
Scott Westerhuis, Mary Louwagie
Pete Paul, Stuart Verdon
Ronald Ricketts, Dave Uglem, Sharon Veldhuis
David Swantek

Note: All members except Colorado were represented

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Vendors

Allsteel	Valerie Korock
Landscape Structures	Jane Jenewian
MicroWarehouse	Tara Barbieri, Brian Naylor
Pioneer Ford	Jim Mitchell
School Specialty, Inc.	Chuck Luchen, Rick Kuranowcz, Doug Jehle, Judy Riggan, Lynn Uzzo, Robert Morris, Dana Page, Bernie Gerrard
Shaw Industries	Steve Brownlee, Jeff Manley
Spectrum Industries	James Lloyd
Tesco	John Sillavan
Virco, Inc.	Angel Torres
Weatherproofing Technologies	Craig Nelson, Mardee Billingsley, Steve Nicholson, Jeff Caccioppo
Williams Scotsman, Inc.	Jeff Deutchendorf, Hathaway Ingraham, Joe Vecchiolla, Greg Pfeiffer, Dale Goebel, Rick Delvin, Steve Turner, Steve Yantzer

Honored Guests

AESA	Brian Talbott
JTC Technologies	Ron Smith

2. Approval of the Agenda and Meeting Report #6

Agenda Approval

The Tentative Agenda had been provided to all agency representatives prior to the meeting via email. Printed copies were also distributed when members arrived at the AEPA meeting. A motion was made by Ron Ricketts of Washington and seconded by Lynn Thorpe of Nebraska to approve the Agenda. The motion passed unanimously.

Meeting Report #6 Approval

Meeting Report #6 indicating the comments and actions during the meeting of December 7 in Dallas, Texas, had been provided to all agency representatives prior to the meeting via email. A motion was made by Jeff Kimball of Pennsylvania and seconded by Elmo Kallner of Ohio to approve the report as presented. The motion passed unanimously.

3. Vendor-Member Conference

Max Luft of New Mexico indicated the partnership between members and vendors is very important to the success of AEPA. Vendors were invited to the table to share in the discussion with the AEPA members of what has been successful, what needs greater attention, and the overall reaction to the program. Numerous comments were made and there was a great deal of overlap in many stated concerns. The following list summarizes many of the statements:

- Open-ended communication is most important
 - Vendor-member
 - Vendor-field representative
 - Member-field representative contacts
 - It is essential to know from whom in AEPA vendors can get specific answers
 - Assistance to vendors by specific AEPA members mentor from oversight committee

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- This must be a partnership, a joint venture a “win-win” for Sales Representatives, Agency and Customer. An interesting comment here was that when vendor’s sales representatives do not benefit from AEPA sales they tend not to market as “they are out there to make money”.
- Members and vendors must stress service as well as cost-effectiveness
- Vendor successes have proven to be those willing to service and support all states within AEPA. AEPA needs to better pre-qualify vendors.
- Jointly produce marketing materials
 - Design
 - Content
 - Vendors need member logos to be located in one place on the web
- The startup procedure of finalizing contracts is a monumental process
- Uniformity and consistency is needed in reporting constraints
 - Members need to request the same format and content from vendors
 - AEPA needs to state reporting requirements more clearly in the solicitation
- Marketing concerns
 - Co-marketing is essential
 - Vendors would be more successful to market on behalf of the member, not AEPA
- Including estimates of annual volume in the bid would reduce bid prices
- There is a need to qualify national vendors before issuing the solicitation
- Local sales staff/field representatives training
 - They must be educated about AEPA and the contract
 - Success is dependent upon the dealer network
- Reasons for not using AEPA
 - Members can get better pricing on own
 - Better support is received from local vendors
 - Slow response time working at a national level
- An area of the Web site indicating which members can piggy-back off others would help
- If the award were made earlier in the fall, marketing could be in place earlier in the school year
- An area of the website indicating which members can piggy-back of others would help

4. Committee Reports

Procedure Development Committee

The Policy Committee was comprised of John Jankowski from North Dakota and Pete Paul from Texas. They had provided Draft #6 of the proposed *Association of Educational Purchasing Agencies Procedures* to all members prior to the meeting. During the one and one-half hour presentation and discussion, each item on the *Association of Educational Purchasing Agencies Procedures* was discussed. Minor changes were made to incorporate the best thoughts of all. After discussions, a motion was made by Jim Migliorino from Arizona and seconded by John Riley from California to approve the *Association of Educational Purchasing Agencies Procedures* as amended. The motion passed with two opposed. Those opposed stated they believed it would be more prudent to review the changes over the night and vote on the articles in the morning; however, no specific disagreements with the *Association of Educational Purchasing Agencies Procedures* were cited.

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The meeting then adjourned at 9:35 p.m. on Sunday evening. The meeting reconvened at 8:05 a.m. Monday morning. Expressions of thanks were provided to Spectrum and Sehi for the morning continental breakfast.

Nominating Committee

The adopted procedures called for formation of a Nominating Committee to select candidates for Chairperson, Vice Chairperson, and Bid Coordinator. The committee was identified as Jim Migliorino from Arizona, Larry Risk of Indiana, Gary Nytes from Minnesota, Lynn Thorpe from Nebraska, Tammy Standley from Oregon, and Ron Ricketts from Washington. They were selected because of their tenure with and knowledge of AEPA. They were charged with bringing back nominations to the group for the required three positions.

Member Purchase Summary

David Swantek of Wyoming presented a summary of the purchases as reported by states through December 30, 2002, for items awarded in Bid #1 and in Bid #2. It was noted that in Bid #1, over \$18 million of products and services had been purchased during the first year and more than \$32 million the second year. Bid #2 had 10 million during the first year. Also noted were contract summaries, which indicated which vendors had contracts with which states.

Vendor Purchase Summary

South Dakota presented a summary of the vendor sales by vendor. It was noted that these data were received from the vendors (as opposed to the agencies). Several agencies indicated that they do not actually track purchase orders because the orders do not flow through their agency and they receive no rebate or information from the schools. The discrepancy between the member statistics and the vendor statistics was discussed. There was general agreement that data would be requested from the vendors indicating sales by quarter by member, with transactions listed by district. This level of reporting was selected because it is the most stringent requirement of any member agency. Members not needing this level of detail can disregard the extraneous information.

Web Site Maintenance

Indiana presented a summary of Web site usage, which indicated the number of hits by week between October 27 and March 23. The highest number of hits occurred during the week of November 3. The highest number of hits for any specific item was a request of Bid #1. The second most requested file was Bid #3. Items that were suggested to be included on the Web site were charts indicating which members can piggy-back on others' bids, who to contact with what type of problems, and an informational flyer suitable for download.

New Member Relations

There were no immediate requests for membership. A review of potential members included Connecticut, Michigan, New York, Utah, and Wisconsin. Max Luft from New Mexico will contact them to determine if there is interest in participating in the next bid.

Marketing

Mike Hajek of Minnesota stated that AEPA has come a long way; our emphasis is now changing from membership to marketing. A new banner was displayed and Mike said it would be available to any member for their booths during conferences. A higher resolution logo was requested from each member. These are to be transmitted to Mike electronically. Additional items addressed by Mike included co-marketing is essential; a marketing plan should be provided from each vendor; serving

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groups other than schools is a great option for some members; the key word is embrace; embrace both the contract and the vendor; and focus on relationships. It was also discussed that we need to compare our marketing with WISCA and US Communities. Mike also indicated that the banner graphics could be requested by AEPA members and transmitted electronically.

Staffing

At the last meeting, a Staffing Committee was established to determine the leadership of AEPA. The committee consisted of Jim Migliorino, Ron Ricketts, and Lynn Thorpe. They had three basic recommendations, including a single spokesperson should be identified, a single bid coordinator should be identified, and a long-term need is to incorporate paid staff. It was noted that the first two items have been successfully addressed by the acceptance of the Procedures.

5. Review of Current Bids

Vendor Relations Bid #1

Vehicles

Arizona summarized their relationships with Pioneer Ford. They indicated the primary design of the vehicles award is for non-fleet cars, including specialty vehicles like food warming and garbage trucks. A new Web site is under development and should be ready for dissemination shortly.

Carpet

It was noted that Shaw and Interface are the primary vendors. Discussions with vendors on better ways to bid carpet are underway.

Roofing

Liz Storey of Kentucky made a report on roofing, indicating Montana was now added to the list of members using the contract. It was stated that there is no anticipated price increase from Weatherproofing Technologies, Inc.

Playground Equipment

Steve Spade of Kansas noted that there were a relatively low amount of transactions by playground vendors, and there does not seem to be a buy-in by them in marketing. Apparently the field of vendors for playground equipment is down to a single active vendor, Landscape Structures. Two vendors were not approved for renewal in December and Miracle Recreation was not returning calls, according to Steve.

Printers/Toner Cartridges

Frank Loehding of Montana indicated that MicroWarehouse, Lexmark, and Sehi had provided summaries for him. The great disparity between member recorded use and vendor recorded use was discussed at length. MicroWarehouse sales may be being duplicated by Lexmark.

Vendor Relations Bid #2

Furniture

Tom Post from Missouri summarized the furniture bid. He sent a questionnaire to the furniture vendors in late February. Three questions asked were – Have you created a marketing plan, what

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AEPA states have written contracts, and what is the amount of sales with each AEPA state. Answers by Buckstaff, Childcraft, Tesco, and Spectrum were distributed and discussed.

Computer Catalog

Pennsylvania indicated that MicroWarehouse now is supplementing their marketing efforts with *Field Representatives*. These employees of MicroWarehouse actually go and visit the districts within each of the participating agencies. Tara Barbieri from MicroWarehouse noted that this new approach will be instituted as qualified field representatives can be found and trained for each member. Max Luft from New Mexico indicted the representatives visited several NM districts, instituting individualized Web sites for many of the larger participating districts.

Modular and Portable Buildings

Washington reported that Modular Solutions and Williams Scotsman are the active modular and portable vendors. Williams Scotsman was reported to have the preponderance of the business with contracts signed in 12 of the 20 states and business in seven of the states.

Vendor Relations Bid #3

School and Office Supply Catalog

Arizona made the report of School Specialty, the vendor for the School and Office Supply contract approved in December 2002. Tom Peeler was adamant that contracts need to be supported, not just signed. He noted the great number of states that have signed agreements but do not have sales from many vendors. Continuing on his report, Tom indicated the individual Web sites are now in place for the first School Specialty users. Chuck Luchen, the AEPA contact for School Specialty, noted the tremendous job it is to get the contracts finalized.

Financial Report

Max Luft indicated AEPA is solvent. It has money being held by Cooperative Educational Services. He noted that there is no bank account in the name of AEPA. Finally Max indicated that there should be a slight profit from this meeting in Seattle; however, specific numbers will depend on payments from those who indicated they would attend this conference, but did not.

AESA Report

Brian Talbot, the Executive Director of AESA, indicated the progress they have made in cooperative purchasing, the state of the AESA organization, and the hopeful continued arrangement with AEPA. He did note the office supply catalog they were supporting had not worked as well as projected. Brian indicated he would supply booth space for AEPA at the meeting in Marco Island and also provide a room for the AEPA meeting. It was noted there needs to be a partnership between the organizations, both helping the other to meet their needs, perhaps without the constraints of a formal document.

6. Vendor Roundtables

It was noted that success of AEPA only occurs when members and vendors have a contract, then a working relationship, and finally sales to schools and districts. One main problem is communication between the members and the vendors. To provide initial introductions to some, and review of relationships to others, an afternoon of vendor roundtable sessions occurred. Each participating vendor had a six foot round table located in the ballroom. There were 13 vendors that indicated they

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would be at this session; however two did not show for the roundtables. School Specialty brought a number of their supporting participating companies, and this vendor was allotted two tables. Each of the 19 represented states (all except Colorado that was absent) visited each vendor for 10 minutes according to an established schedule. The session lasted from 1:30 p.m. until 4:50 p.m. on Monday afternoon. Two breaks were built into the member sessions.

7. Preparation for Bid #4

Tuesday morning, thanks were expressed to Williams Scotsman for hosting the morning conference breakfast, and then the process of identifying the bid areas for AEPA Bid #4 began. Max Luft indicated Larry Risk of Indiana had found an RFP manager system and recommended he review the software. Max continued that he believed the software might be beneficial for the development of the AEPA Bid #4, and for tracking which vendors actually downloaded the bid. The vendor that developed the software was JTC Technologies of Louisville, Kentucky, and Max had asked them to make a brief demonstration. Larry Risk then introduced Ron Smith, of JTC Technologies who made a 20-minute display of the software functions, and indicated he would provide the software at a no cost trial for AEPA Bid #4. After the demonstration, Larry and Max thanked Ron for his presentation, and AEPA members decided to refer possible use of the program to the Bid Committee.

4. Committee Reports (continued)

At this point, the meeting reverted to unfinished committee reports and other administrative issues.

Nominating Committee Report

Ron Ricketts made the report of the Nominating Committee. He indicated the committee recommended Max Luft from New Mexico as AEPA Chairperson. A motion was made by Jeff Kimball of Pennsylvania and seconded by Scott Westerhuis of South Dakota to accept the recommendation. The motion passed unanimously. Ron indicated the committee recommended Tammy Standley of Oregon as the Vice Chairperson. A motion was made by Llew Perry of New Mexico and seconded by Pete Paul of Texas to accept the recommendation. The motion passed unanimously. Ron indicated the committee recommended Pete Paul of Texas as the Bid Coordinator. A motion was made by Llew Perry of New Mexico and seconded by Elmo Kallner of Ohio to accept the recommendation. The motion passed unanimously.

Identification of Location and Date for Spring 2004 meeting

The adopted procedures indicated meetings must be scheduled at least one year in advance. After discussion of several sites, a motion was made by Llew Perry of New Mexico and seconded by Elmo Kallner of Ohio to have the meeting March 20 to 22, 2004, in Las Vegas. The motion passed with 17 in favor and two in opposition.

Other member issues

One item that had not been previously discussed at length was the need to formalize specific renewal levels for the contracts. This action was to occur next December during the AEPA meeting in Marco Island. It was agreed the Bid Committee would develop and disseminate this information.

At this point, the meeting reverted to the scheduled agenda item of selection of preparation of Bid #4.

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7. Preparation for Bid #4 (continued)

The Process – Attendees had previously listed vendors they would like to be included on the potential bid list comprised of 20 bid areas. Mike Hajek from Minnesota requested to add more bid areas for consideration. A motion was made by Tom Peeler from Arizona and seconded by Pete Paul from Texas to limit the discussion to the previously listed bid areas. A roll call vote indicated five members in favor of the motion and 14 members against the motion. With the motion defeated, the areas of violence prevention programs, sports equipment catalog, industrial arts catalog, science supply catalog, T1 pipe, cellular service, long distance service, and bulbs and ballasts were suggested as possible additions. The group agreed to add sports equipment catalog, industrial arts catalog, science supply catalog, and cell phone service. Ron Ricketts from Washington indicated he had checked further with copier vendors and believes no responses would be provided in this area. Max Luft from New Mexico noted solicitation software was listed as a separate item and should be included under administrative software. Twenty-two areas were then listed that the group felt might be viable for a cooperative bid. AEPA members were divided into five groups. Each group then divided the 22 suggested items into three lists, (Great idea= 2 points, Ok idea= 1 point, and “let’s wait on this one”= 0 points). During the categorization, discussion between the participants was the one key-determining factor in placement. After 25 minutes, the lists had been formed and were placed on the board, totaled and ranked. This tabulation is shown in Table I.

The Product – It was decided to determine if there were vendors that would respond to the bid before the actual bid specifications were developed. Therefore, at the recommendation of Pete Paul, the Bid Coordinator, the first twelve bid areas will be reviewed as possible inclusion into the bid.

8. Committee Meetings

Commencing at 4:30 pm Tuesday afternoon, a series of three types of committee meetings were held.

Administrative Committee Meetings – Twelve administrative committees had been assigned. Each member agency is participating on at least one administrative committee as listed on Table 2. These meeting lasted about twenty minutes.

Oversight Committee Meetings for Bids 1, 2 and 3 – Nine oversight committees for bids one, two, and three were established. Each member agency has representatives on at least one committee. A summary of the committee assignments is listed on Table 3. These meeting lasted about twenty minutes.

Oversight Committee Meetings for Bid 4 – During the product identification process of Bid #4, twelve bid areas were identified. Each agency had representatives serving on at least one of the 12 committees. The initial purpose of these committees was to determine if there were viable nationwide vendors that would respond to that specific bid item. The committee assignments are listed on Table 4. These meeting lasted about twenty minutes.

Table 5 lists each agency and the committees on which they participate.

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Table 1 Bid Suggestions

Bid Item	1	2	3	4	5	Total	Rank
Science Equipment Catalog	2	2	2	2	2	10	1
Sports Equipment Catalog	2	1	2	1	2	8	2
Security Systems	2	2	1	2	0	7	3
Administrative Software	1	2	2	2	0	7	3
Maintenance Items & Chemicals	2	1	2	0	2	7	3
Industrial Arts Supply Catalog	2	2	1	0	2	7	3
Paint	0	1	2	1	2	6	7
Books (Library & Magazine Subscriptions)	2	1	2	0	1	6	7
A/V Supplies and Equipment	1	2	0	2	1	6	7
Athletic Tracks, Fields, & Courts	0	2	1	2	0	5	10
Grounds Equipment	1	0	2	1	1	5	10
Cell Phone Service	1	0	2	1	1	5	10
HVAC Equipment	0	2	0	2	0	4	13
Musical Instruments & Band Uniforms	0	1	0	1	1	3	14
Carpet (Installed & Uninstalled)	1	0	1	0	1	3	14
Roofing	0	0	1	2	0	3	14
Leasing (Third-Party Financing)	2	0	1	0	0	3	14
Web-Based Software	0	1	0	0	1	2	18
Hazardous Chemical Collection	0	1	0	1	0	2	18
Technology Component Disposal	0	1	0	1	0	2	18
Vehicles (Cars, Trucks, & Vans)	0	0	1	1	0	2	18
Procurement Cards	0	0	0	0	1	1	22

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Table 2 Administrative Committee Assignments

Committee	Representative	State
Bid Acceptance	Pam Clover*	IN
	Liz Storey	KY
Bid Committee	Jim Randecker	PA
	Tom Peeler	AZ
	Llew Perry	NM
Bid Distribution	John Tillman*	CO
	Dave Uglen	WA
Bid Questions and Answers	Tammy Standley*	OR
	Steve Spade	KS
Bid Utilization (Members/Vendors)	Dave Swantek*	WY
	Scott Westerhuis*	SD
Marketing	Mike Hajek*	MN
	Elmo Kallner	OH
	Stuart Verdon	TX
New Membership	Gary Nytes	MN
	Max Luft*	NM
	Tom Post	MO
Nominating	Ron Ricketts*	WA
	Jim Migliorino	AZ
	Tammy Standley	OR
	Lynn Thorpe	NE
Partnership	John Riley	CA
	Dan Dreyer	IA
Web Site	Frank Loehding	MT
	Larry Risk*	IN
	Scott Westerhuis	SD
Procedures	John Jankowski*	ND
	Pete Paul	TX
	Ken Swink	OH
	Dave Swantek	WY

* Denotes Committee Chairperson

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Table 3 Oversight Committees for Bids 1, 2, and 3

	Oversight Committee	Representative	State
1A	Automobiles	Jim Migliorino* Lynn Thorpe	AZ NE
1B	Carpet	Jeff Kimball Tom Peeler* Stuart Verdon	PA AZ TX
1C	Printers	John Riley* Frank Loehding	CA MT
1D	Playground Equipment	Dave Swantek Steve Spade*	WY KS
1E	Roofing	Liz Storey* Mike Hajek Llew Perry	KY MN NM
2A	Furniture	Dave Uglem Tom Post*	WA MO
2B	Technology Catalog	Elmo Kallner* John Tillman	OH CO
2C	Modular Buildings	Tammy Standley Pam Clover*	OR IN
3A	Office Supply Catalog	John Jankowski Dan Dreyer Max Luft Mary Louwagie*	ND IA NM SD

* Denotes Committee Chairperson

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Table 4 Oversight Committees for Bid 4

Oversight Committee	Representative	State
Security Systems	John Tillman	CO
	Tammy Standley*	OR
Athletic Track, Fields, and Courts	Ken Swink	OH
	Llew Perry*	NM
	Pete Paul	TX
Administrative Software	Max Luft*	NM
	Steve Spade	KS
	Pam Clover	IN
Paint	John Jankowski	ND
	Elmo Kallner*	OH
Grounds Equipment	Frank Loehding	MT
	Stuart Verdon*	TX
	Llew Perry	NM
Sports Equipment Catalog	Dave Swantek	WY
	Mike Hajek	MN
	John Riley	CA
	Steve Spade*	KS
Maintenance Items	Tom Peeler	AZ
	Jeff Kimball*	PA
Industrial Arts Supply Catalog	Tom Peeler	AZ
	Jeff Kimball*	PA
	Lynn Thorpe	NE
Books	Stuart Verdon	TX
	Mike Hajek*	MN
	Lynn Thorpe	NE
Audio Visual Supplies and Equipment	John Riley	CA
	Mary Louwagie	SD
	Ann Burden*	KY
	Dan Dreyer	IA
Science Equipment Catalog	Dave Uglem	WA
	Tom Post	MO
Cell Phone Service	John Jankowski*	ND
	Mike Hajek	MN
	Tammy Hurst	OH

* Denotes Committee Chairperson

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Table 5 Summary of Committee Participation

State	Administrative	Oversight	New Bid Research
Arizona	Bid Committee (TP) Nominating (JM)	Automobiles (JM) Carpet (TP)	Maintenance (TP) Industrial Arts Supply Catalog (TP)
California	Partnership (JR)	Printers (JR)	Sports Equipment Catalog (JR) A/V Supplies and Equipment (JR)
Colorado	Bid Distribution (JT)	Technology Catalog (JT)	Security Systems (JT)
Indiana	Bid Acceptance (PC) Web Site (LR)	Modular Buildings (PC)	Administrative Software (PC)
Iowa	Partnership (DD)	Office Supply Catalog (DD)	A/V Supplies and Equipment (DD)
Kansas	Bid Q&A (SS)	Playground Equipment (SS)	Administrative Software (SS)
Kentucky	Bid Acceptance (LS)	Roofing (LS)	A/V Supplies and Equipment (AB)
Minnesota	Marketing (MH) New Membership (GN)	Roofing (MH)	Sports Equipment Catalog (MH) Books (MH) Cell Phone Service (MH)
Missouri	New Membership (TP)	Furniture (TP)	Science Equipment Catalog (TP)
Montana	Web Site (FL)	Printers (FL)	Grounds Equipment (FL)
Nebraska	Nominating (LT)	Automobiles (LT)	Industrial Arts Supply Catalog (LT) Books (LT)
New Mexico	Bid Committee (LP) New Membership (ML)	Office Supply Catalog (ML) Roofing (LP)	Athletic Tracks, Fields, & Courts (LP) Administrative Software (ML) Grounds Equipment (LP)
North Dakota	Procedures (JJ)	Office Supply Catalog (JJ)	Paint (JJ) Cell Phone Services (JJ)
Ohio	Marketing (EK) Procedures (KS)	Technology Catalog (EK)	Athletic Tracks, Fields, & Courts (KS) Paint (EK) Cell Phone Service (TH)
Oregon	Bid Q&A (TS) Nominating (TS)	Modular Buildings (TS)	Security Systems (TS)
Pennsylvania	Bid Committee (JR)	Carpet (JK)	Maintenance Items (JK) Industrial Arts Supply Catalog (JK)
South Dakota	Bid Utilization (SW) Web Site (SW)	Office Supply Catalog (ML)	A/V Supplies and Equipment (ML)
Texas	Marketing (SV) Procedures (PP)	Carpet (SV)	Athletic Tracks, Fields, & Courts (PP) Grounds Equipment (SV) Books (SV)
Washington	Bid Distribution (DU) Nominating (RR)	Furniture (DU)	Science Equipment Catalog (DU)
Wyoming	Bid Utilization (DS) Procedures (DS)	Playground Equipment (DS)	Sports Equipment Catalog (DS)