



HOW TO BECOME A MEMBER IN TIPS/TAPS



ABOUT TIPS/TAPS

- TIPS/TAPS is a purchasing cooperative sponsored by Region 8 Education Service Center, Mt. Pleasant, Texas and Dawson Education Cooperative in Arkadelphia, Arkansas.
- TIPS/TAPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in multiple states.

AWARD OF VENDOR CONTRACTS

- All contracts by TIPS/TAPS go through a formal RFP Process and are competitively awarded.
- TIPS/TAPS solicits input from members and vendors on which commodity categories should be offered.
- TIPS/TAPS maintains a database of over 3000 potential vendors who have requested to be included in the notification process for RFP's posted by TIPS/TAPS.
- When TIPS/TAPS posts an RFP, all vendors who have requested to be notified are sent an email referring them to the TIPS/TAPS website at www.tips-usa.com to view and download the RFP and respond with a proposal if desired. In addition advertisements are placed in the legal section of newspapers in the following states Texas and Arkansas. The advertisements run in 2 consecutive weeks at least ten days prior to the opening date.
- TIPS/TAPS has a committee to review and evaluate all proposals of criteria and scores the proposals according to the factors listed in the RFP under Section C (Attached). Evaluation of proposals: Criteria and Relative Weights. The vendors, recommended and awarded, have agreed to provide the best pricing, terms, and conditions available to TIPS/TAPS members.

MEMBERSHIP IN TIPS/TAPS

- To join TIPS/TAPS an agency must execute a Board Resolution generated by their governing body (board, city council, etc) authorizing membership. They must also sign an Interlocal Agreement with Region 8 Education Service Center or if the participating state has other requirements for authorization of Interlocal Agreements, those must be followed. *It is the responsibility of the member agency to ensure that all state purchasing regulations are being satisfied by the Interlocal Agreement or other documents as required by their state procurement process.*
There is no charge for membership.

FIVE EASY STEPS TO JOIN

- Step 1: On the web visit www.tips-usa.com
Step 2: Click on member tab.
Step 3: Scroll down to appropriate state.
Step 4: Print interlocal purchasing agreement and Board resolution.
Step 5: Complete the forms, sign and send to :TIPS Office at
FAX: 866-839-8472
Questions: 866-839-8477
Email: TIPS@reg8.net



TO WHOM IT MAY CONCERN:

TIPS/TAPS (The Interlocal Purchasing System) (Texas Arkansas Purchasing System) is a cooperative purchasing program established for use by schools (public and private), colleges, universities, city and counties and other governmental entities. TIPS/TAPS is sponsored by the Region 8 Education Service Center in Pittsburg, Texas.

TIPS/TAPS competitively bids and awards all vendor contracts.

Advertising for **Request For Proposals (RFP'S)** are posted on the web at www.tips-usa.com/rfp.cfm and www.rfpdb.com; Newspaper ads are run in Pittsburg Gazette (Pittsburg, TX), The Daily Siftings Herald (Arkadelphia, AR) and the USA Today. All current vendors and potential vendors are notified by email. Companies can register to be notified when RFP'S are posted by filling out an online form: <http://www.tips-usa.com/potentialBidders.cfm> There are over 10,000 companies in the TIPS/TAPS potential vendor database.

Requests For Proposals are posted for a minimum of 21 days.

A review committee scores the proposals. The scoring process utilizes an eight-category rubric: (Purchasing Price – 20%, Reputation – 10%, Quality of Goods – 10%, Meet Criteria – 10%, Past Relationship – 10%, HUB/MWBE – 10%, Long-Term Cost – 10%, Delivery Time – 10%, Proposal Format – 10%)

The Region 8 Board of Directors makes recommendations for Vendor Contract Awards. Vendor Contract Awards are approved at their regular monthly meetings. Vendor Contracts are awarded for 12 months and may be renewed two (2) times before going out for re-bid. (Except the commodity category Trades, Temporary Labor and Materials – this commodity is only for 12 months and is re-bid every year.)

For legal questions contact:

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For additional information regarding TIPS/TAPS please contact David Mabe, the National Sales Coordinator, at dmabe.tips@reg8.net or (903) 243-4759.