



Request for Proposals:

Educational School Supplies and Related Products

Proposals Due/Public Opening: 11am ET, Thursday, August 21, 2025

Key Contact: Kelly Taylor; ktaylor@ciesc.org

REQUEST FOR PROPOSALS

On behalf of the CIESC, The Central Indiana Education Service Center is formally requesting proposals for “Educational School Supplies and Related Products.” Awarded contract would be effective upon execution, through August 30, 2030.

Each participating Supplier that accepts this RFP is to respond to all required items as directed and submit an electronic proposal via the CIESC site at: <https://ciesc.cooppurchase.com>. Suppliers may register by visiting <https://ciesc.cooppurchase.com> and then selecting “Vendor Registration.” **ALL PROPOSALS MUST BE SUBMITTED ONLINE** by 11am ET on Thursday, August 21, 2025, when proposals will be publicly opened at the CIESC office, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time.

Proposals must be accompanied by the following items delivered via regular mail:

- **Original Notarized Non-Collusion Affidavit**
- **Original Bid Signature Page**

Please send these documents in a clearly marked, sealed envelope to:

CIESC
Attention: Kelly Taylor; RFP For Educational School Supplies and Related Products
3500 DePauw Blvd, Suite 2020
Indianapolis, IN 46268

If there are any questions concerning this request for proposals, please contact Kelly Taylor at ktaylor@ciesc.org or at 317-313-5224.

CIESC is an equal opportunity employer.

CALENDAR OF PROCESS

Please note that all dates are subject to change

Activity:

Issue RFP: Monday, July 7, 2025

Notice on Intent to bid: Wednesday, July 23, 2025

Pre-proposal Conference (online): Friday, July 25, 2025, at 1pm ET

Deadline for questions via email: Thursday, August 7, 2025

Response to written questions: Monday, August 11, 2025

Proposal due date: Thursday, August 21, 2025, at 11am ET

Evaluation: Thursday, August 2-Tuesday, September 9, 2025

Award: Friday, September 12, 2025

NOTICE OF INTENT TO BID: Vendors interested in submitting a proposal should provide written intent to bid (emailed to Kelly Taylor; ktaylor@ciesc.org) by **Wednesday, July 23, 2025**. Please include the following information:

- Vendor's legal name
- Name, title, email and phone number of primary contact person
- Brief statement of intent to submit a proposal

PRE-PROPOSAL CONFERENCE: A Zoom meeting will be held on Friday, July 25, 2025, at 1pm ET. A meeting link will be sent one day prior to the pre-proposal conference to primary contact of vendors that provide notice of intent to bid.

SCOPE OF SOLICITATION

INTRODUCTION: The Central Indiana Educational Service Center (CIESC) has a proven record of servicing school districts and other public entities in the state of Indiana with cooperative purchasing contracts competitively bid under the high standards expected for public sector procurement. CIESC's cooperative purchasing's efficient and reliable bidding system guarantees our schools, and other participating entities procure top quality products at the best market prices.

PURPOSE OF SOLICITATION: The Central Indiana Educational Service Center (CIESC), acting as the Lead Public Agency, is accepting sealed, competitive proposals from qualified suppliers for Educational School Supplies and Related Products for K12 and Head Start educational institutions through a cooperative contract administered by the Central Indiana Educational Service Center (CIESC) as the lead agency. Edge Public will be the cooperative of record. This contract will establish a national cooperative purchasing agreement that streamlines procurement for participating entities across the United States.

ABOUT CIESC:

The Central Indiana Educational Service Center (CIESC) is a nonprofit organization dedicated to providing innovative services and collaborative solutions to schools and educators across Central Indiana. Established to support educational institutions in achieving their goals, CIESC offers a wide range of programs designed to enhance student learning, improve operational efficiency, and provide professional development opportunities for educators. By working with public, private, and charter schools, CIESC fosters a cooperative approach to addressing the evolving needs of the educational community.

At the core of CIESC's mission is a commitment to providing cost-effective, high-quality services that empower schools and educators to deliver exceptional education. This includes professional learning opportunities, technology integration, student programs, and administrative support services. One of its key initiatives, the Indiana Online Academy, provides students with flexible, high-quality virtual learning options, expanding access to education beyond the traditional classroom. Additionally, CIESC facilitates cooperative purchasing, transportation solutions, and media services, allowing schools to optimize resources and reduce operational costs.

Through these programs, CIESC not only supports educators in their professional growth but also enhances student achievement by ensuring access to modern learning tools and strategies. By fostering collaboration among member schools and leveraging shared resources, CIESC plays a crucial role in strengthening the educational landscape of Central Indiana. Its dedication to innovation, efficiency, and student success ensures that schools have the support they need to thrive in an ever-changing educational environment.

ABOUT EDGE PUBLIC:

Edge Public is a wholly owned subsidiary of Buyers Edge Platform (BEP) portfolio of companies. BEP is the largest and most experienced procurement and data organization in the private sector globally. Leveraging BEP's expansive economies of scale, Edge Public provides participants with access to competitively solicited and publicly awarded cooperative agreements. This program is grounded in the lead agency contracting model, ensuring a transparent, efficient, and publicly vetted procurement process that meets most of all regulatory requirements nationally.

Dedicated to enhancing value and resources for state and local governments, higher education institutions, K-12 educational organizations, and non-profit entities, Edge Public delivers shared services and supply chain optimization solutions. This support aids procurement operations across public and private sectors. Through

corporate pricing structures and supplier sales commitments, Edge Public extends marketing, sales and administrative support to promote supplier products and services to Public Agencies on a national scale. This targeted engagement allows Public Agencies to access competitive pricing driven by collective spending power and the convenience of pre-competed, publicly advertised contracts.

Suppliers benefit from this arrangement by entering into a contract that permits Public Agencies to procure goods and services directly without the need for additional competitive solicitations. Participating suppliers must possess the capability to meet nationwide or “super-regional” demand and comply with all obligations as specified in Edge Public's Supplier Administration Agreement.

NATIONAL CONTRACT: The Central Indiana Educational Service Center (CIESC), serving as the Lead Public Agency, has partnered with Edge Public to offer the resulting contract, hereinafter referred to as the "Master Agreement," to K-12 educational entities nationwide through Edge Public's cooperative purchasing program. In this partnership, CIESC functions as the contracting agency for any Public Agency that elects to utilize the Master Agreement. Additional information regarding Edge Public and the cooperative purchasing framework is detailed in the Supplier Administration Agreement.

Cool School Café', a Buyers Edge Platform Company, is servicing over 1800 school districts throughout the United States feeding over 15,000,000 million students daily.

It is encouraged that distributors utilize all K-12, Manufacturers, and BEP deviations in their pricing proposal.

Suppliers benefit from this arrangement by entering into a contract that permits Public Agencies to procure goods and services directly without the need for additional competitive solicitations. Participating Suppliers must possess the capability to meet nationwide demand and comply with all obligations as specified in Edge Public's Supplier Administration Agreement.

MARKETING, SALES, AND ADMINISTRATIVE SUPPORT:

During the term of the Master Agreement, Edge Public will provide marketing, sales, partnership development, and administrative support to promote the Supplier's products and services to Participating Lead Public Agency and participating agencies. These efforts will be conducted through various national marketing channels.

DEDICATED SUPPORT:

Edge Public will assign a marketing professional as the Supplier's main point of contact, responsible for managing the relationship and developing a strategy to promote the Master Agreement. This director will facilitate connections with key Edge Public teams, including Sales, Marketing, Contracting, Training, and Operations & Support.

MARKETING INITIATIVES:

Edge Public's marketing team will collaborate with the Supplier to promote the Master Agreement through (not all inclusive):

- Marketing materials (print, electronic, email, presentations)
- Website promotions
- Trade shows, conferences, and meetings

- Advertising campaigns
- Social media outreach

SALES SUPPORT:

The Edge Public sales team will work with the Supplier to drive engagement with existing and prospective Public Agencies through:

- Individual and joint sales calls
- Customer service and communication initiatives
- Training sessions for Public Agencies and Supplier teams

CONTRACTING AND COMPLIANCE SUPPORT:

The contracting team will assist the Supplier by:

- Providing expertise in joint powers authority and cooperative purchasing regulations
- Conducting training sessions for Public Agencies and Supplier teams
- Performing regular business reviews to track program success
- Managing general contract administration

USE OF RESULTING CONTRACT(S): Contracts that are a result of this solicitation will be available to the following eligible entities without additional competitive bidding:

- K12 and higher education entities
- Federal and State Government entities
- Political Subdivisions in Indiana
- Nonprofit Organizations
- Education Service Cooperatives
- Public and Private Charter Schools
- Head Start Programs

CONTRACT OBJECTIVES:

- Provide a comprehensive, competitively solicited agreement(s) that allows participating agencies to purchase desired products and services, at lower prices and with better value than what they would ordinarily receive.
- Achieve cost savings for participating agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals.

EXCLUSIVITY: CIESC anticipates considerable activity resulting from this RFP award(s), however no commitment of any kind is made concerning actual quantities to be acquired. CIESC does not guarantee usage as usage depends on the actual needs of the participating agencies. Success is based on the marketing efforts of all parties.

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the purchaser. The agencies reserve the right to obtain similar goods and services from another source.

ESTIMATED ANNUAL CONTRACT VALUE: Upon full adoption of the contract, we anticipate annual sales volume to reach \$75 million, driven by the national scope and the extensive network of schools and districts. Suppliers are expected to provide volume pricing in their proposal.

CONTRACT DURATION: Awarded contract(s) will be for five (5) years with the option to renew for two (2) additional years. The initial contract term will be September 15, 2025-August 30, 2030.

CONTRACT RENEWAL: With mutual agreement of the successful Suppliers, CIESC reserves the right to renew the prices and terms of the contract resulting from this procurement without additional competitive bidding for two-year renewals. Such renewals would allow for the continuation of services and/or the extension of products and services to other locations or programs. Such renewals may be made so as CIESC and the successful Suppliers(s) agree to the renewal.

ANTICIPATED AWARD: To cover the different regions that will be participating in this award it is anticipated that CIESC may have **to make multiple awards** to different Suppliers. All awards are subject to the approval of The Governing Board of the Central Indiana Educational Service Center. The successful Suppliers(s) will be notified of award via a Letter of Award from the CIESC Governing Board.

PUBLIC OPENING: Proposals will be publicly opened at the CIESC office at 11am local time on Thursday, August 21, 2025, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time. The name of proposing organizations will be read.

PURCHASE AND DISTRIBUTION OF CONTRACT ITEMS: Upon award of the contract, the products will be purchased and paid for by the participating entities of the award.

PRODUCT AND SERVICE ADDITIONS: New products and/or services that are within the scope of this RFP may be added to the awarded contract at any time during the contract term by written amendment.

ACCEPTANCE OF RFP TERMS: A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated by the autographic signature of the organization legally authorized to execute contractual obligations. It is assumed by the organization's response that it acknowledges all terms and conditions of this invitation for an offer. Organizations shall clearly identify any variations between its proposal and the CIESC RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

WITHDRAWAL OF PROPOSAL: No proposals may be withdrawn for a period of sixty (60) calendar days following the due date of such proposals.

UNRESPONSIVE SUPPLIERS: Proposals from unresponsive Suppliers will not be accepted. Suppliers having a history of inconsistent service and unreliability will not be considered by the CIESC to be a responsible proposer.

MODIFICATIONS: Modifications, additions, or changes to the terms and conditions of this RFP may be a cause for rejection of a proposal.

OPEN AND FREE COMPETITION: All CIESC procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 7, *Code of Federal Regulations* (7 CFR) sections 3016 and 3019.

QUESTIONS: Questions regarding this RFP shall be submitted IN WRITING via e-mail or through the CIESC bid software no less than fourteen (14) business days prior to the due date for proposals.

PROPOSAL GUIDELINES:

1. CIESC will consider proposals from organizations to meet the minimum qualifications as outlined in the RFP.
2. The organization signing and submitting the proposal must be authorized by and capable of binding the supplier(s) represented. The Suppliers shall be fully and ultimately responsible for the provision of all products and services per the requirements of the RFP.
3. The Suppliers shall be the sole point of contact for all questions, problems, and warranty issues that may result from this proposal. The failure of Suppliers to act in no way relieves the full responsibility of the respondent for all requirements under this RFP.
4. Proposal shall remain firm from the opening of this proposal through the completion of an awarded contract, unless otherwise specified.

REVIEW AND AWARD PROCESS: In order to allow CIESC the opportunity to evaluate each proposal thoroughly, CIESC requires that any response to this solicitation be valid and irrevocable for sixty (60) days after official opening date and time.

CIESC reserves the right to reject any or all proposals, to clarify items in a proposal, and to waive errors or corrections in a proposal. CIESC reserves the right to reject the proposal of any respondent who has previously failed to perform similar contracts with school districts and/or other eligible entities satisfactorily. The winning proposal will be recommended to the Governing Board of the Central Indiana Educational Service Center for final approval.

PROTEST PROCEDURES: Offeror's whose proposal has been timely filed and who is aggrieved by the award of a contract to another offeror may appeal the decision by filing a written notice of appeal. The notice must be filed within ten (10) business days of the date of award of the contract, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all the issues being contested by reference to the page, and section of the solicitation document and/or award of contract. An appeal will be heard by the designated CIESC members unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit. The burden of proof lies with the petitioner. The evidence presented must specifically address and be limited to one or more of the following:

1. Violation of State or Federal law.
2. Irregularities creating fundamental unfairness; or
3. Arbitrary or capricious award.

CIESC will provide a written response within ten (10) business days after hearing the appeal and shall be the final decision on the matter.

INCURRING COSTS: CIESC is not liable for any cost incurred by offerors prior to the issuance of a procurement document.

NEGOTIATIONS: CIESC may conduct exclusive or concurrent negotiations with Offerors deemed reasonably susceptible for award. Proposal details, including pricing, will remain confidential. Negotiations do not constitute a contract award or confer any property rights. If negotiations do not progress, CIESC may terminate discussions and negotiate with the next most qualified Offeror(s). CIESC may conduct interviews as part of the evaluation process but is not required to do so. Interview costs will not be reimbursed.

PIGGYBACK PROCUREMENT & GROWTH: CIESC authorizes all current and new member districts as well as all entities listed above to buy under these same terms and prices set forth in this contract without additional competitive bidding.

SCOPE OF PRODUCTS AND SERVICES:

All items must be new, fully operational, and comply with current safety and regulatory standards. All equipment and services must be covered by a warranty that is industry standard or better.

The selected supplier(s) will be responsible for providing items in the following categories:

1. General Classroom Supplies

- Paper products
- Writing utensils
- Binders
- Folders
- Highlighters
- Erasers
- Sticky notes
- Index cards
- Ruler
- Head phones
- Organizational tools
- Basic teaching aids
- Classroom library books
- Rugs

2. Art Supplies

- Washable paints, brushes, aprons
- Glue sticks, scissors
- Craft supplies
- Markers, crayons, dry erase boards
- Art easels

3. Math, Science & STEM Materials

- Lab equipment and safety gear
- Science kits
- STEM manipulatives and robotics kits
- Counting sets, number tiles
- Magnifiers, scales, discovery kits

4. Special Education & Inclusive Materials

- Adaptive learning tools
- Sensory materials
- Specialized instructional content

5. Fine Motor Tools

- Building blocks

- Pegboards, stacking toys
- Puzzles
- Sorting and matching kits

6. Career & Technical Education Supplies

- Industry specific tools and equipment
- Training simulators
- Certification preparation materials

Proposers are encouraged to demonstrate the breadth and depth of their product lines, innovative solutions, and commitment to quality, safety, and sustainability proposed over the largest possible geographic area.

SECTION 1: SUPPLIER REQUIREMENTS

EXPECTATIONS OF SUPPLIERS:

1. **Industry Knowledge:** Ensure compliance with all applicable industry standards, laws, and regulations and have the ability to distribute products and services to participating entities across the nation.
2. **Field Staff:** Provide dedicated staff that are knowledgeable and readily available to assist schools to make necessary decisions about items.
3. **Reporting:** Maintain and provide accurate reporting on contract usage and savings realized by participating entities.
4. **Records:** Retain all books, records, and other documents relative to the contract agreement for five (5) years after final payment, or until audited, whichever is sooner. The CIESC authorized agents, State Agency, and/or auditors shall have full access to and the right to examine any of said materials during said period.
5. **Audits:** Cooperate with auditing processes and performance evaluations conducted by the lead agency or cooperative.
6. **Insurance:** Carry and maintain insurance coverage for the duration of the contract. Awarded supplier(s) shall provide proof of adequate insurance coverage through a valid Certificate of Insurance (COI) issued by insurance carrier rated not less than A- by A.M. Best.
 - a. **Coverage Levels:**
 - i. Commercial General Liability: \$1M/occurrence, \$2M aggregate
 - ii. Auto Liability: \$1M combined single limit
 - iii. Workers’ Compensation: Statutory with \$500K employer’s liability
 - iv. E&O Insurance: \$1M/claim, \$2M aggregate
 - v. Cyber Liability: \$1M
 - vi. Umbrella/Excess: \$2M

CONTRACT PRICING:

1. The Suppliers will be required to hold all proposed discounts firm during the term of the contract.
2. Suppliers agree that the cost for any item/service purchased through this contract will be uniform for all qualified participating entities.

3. Suppliers agree to offer prices/discounts equal to or better than what they would offer to individual entities or cooperatives with equal or lesser volume.
4. Prices will not include Federal Excise Tax, Transportation Tax, or State Sales Tax as these taxes do not apply to purchases by the participating school districts.
5. Suppliers must clearly identify any costs that are NOT included in their proposed product/service pricing.

ORDERS AND PAYMENT: Each participating entity shall issue its own orders detailing specific options and delivery/installation instructions. Participating entities shall be responsible for making payments directly to the Supplier for all products ordered. All orders from participating entities will be sent directly to the Suppliers. Purchase orders may be transmitted by mail, fax, email, verbally or through an e-procurement software program.

SUPPLIER REPORTS: In addition to any reporting required by Edge Public, a quarterly report of the total gross dollar volume of all products and services purchased by the CIESC contract participants as it applies to this RFP will be provided and separated by school or entity with the combined report being sent to the CIESC and Edge Public. Other sales reports may be requested throughout the duration of the contract. Monthly price reports will be required to indicate price fluctuations for items not being held for the duration of the contract.

ADMINISTRATIVE FEE: The "Administrative Fee" is payment owed by the Supplier to Edge Public, calculated as one and three-quarters percent (1.75%) of the total purchase amount paid to the Supplier, excluding refunds and returns. This fee applies to all sales of products and/or services made to participating entities under the Master Agreement (including any amendments or renewals).

SECTION 2: PROPOSED DISCOUNT SCHEDULE

Suppliers shall provide the following on the [CIESC Proposed Pricing/Discount Worksheet](#):

- **Category Discounts:** Proposed pricing should be expressed as a fixed percentage discount off published manufacturer's suggested retail price (MSRP) by category. Suppliers can add additional categories as needed.
 - Suppliers may offer additional pricing models, but MSRP-based discounts are the baseline requirement. (Include URLs or documentation for MSRP validation)
- **Shipping Fees:** Suppliers should offer minimum free shipping thresholds as part of their proposal.
- **Items/Services NOT Included:** Identify any additional fees or product categories that are not included in your pricing proposal.

SECTION 3: QUESTIONNAIRE FOR RESPONDENTS

Please complete your response to the following questions in the CIESC RFP/Bid Site:

INFORMATION ABOUT THE ORGANIZATION

1. The name, address, phone number, and email address for the authorized agent submitting the proposal.
2. Description of company including:
 - a. Company size/history
 - b. US Market Share for solutions related to this solicitation
 - c. Scope of clients serviced
 - d. Annual dollar amount of current contracts negotiated

- e. Industry longevity related to scope of this solicitation
 - f. Headquarter's physical address
3. Please provide information demonstrating your organization's capacity to provide products/services to all participating entities in the United States including the following:
 - a. Sales Team
 - b. Distribution System (direct, reseller)
 - c. Customer Service Team
 - d. Number and location of support/distribution centers in USA
 - e. Any areas in the United States where your organization's products/services **cannot** be offered
4. Please provide information regarding required licenses and certifications held by your organization.
5. Please list any state, GSA, or cooperative purchasing contract your organization holds as well as its current expiration date.
6. What differentiates you from your competitors in the K12 school market?
7. Please list at least 3 school districts that can be contacted as references (Please ensure at least one is in Indiana). In addition to your 3 references, LPA will also research your performance ratings on a third-party platform, Procurated (<https://home.procurated.com/>), that collects public sector reviews of suppliers. Your score will be considered in addition to the qualitative feedback provided by your references. If you are not yet listed on Procurated, we strongly encourage you to register on their site and to ask your past public sector customers to write reviews of their experiences in working with you.

PRODUCTS & SERVICES/PRICING

1. Please provide a detailed description of the products, equipment, and services you are including in your proposal.
2. Please specify any products, equipment, and services that are excluded from your proposal.
3. Please provide information regarding your organization's pricing proposal including:
 - a. Discounts on products
 - b. Discounts on services/installation
 - c. How the proposed discount/pricing structure compares to other cooperative purchasing contracts your organization currently holds
 - d. Additional volume discounts or rebate programs offered
4. Will this pricing structure be guaranteed for the term of the contract?
5. Please identify any additional fees that are not included in your proposed pricing and how those fees are determined.
6. Please outline any shipping, delivery, and freight charges associated with delivery to participating entities.
7. Please provide any information related to products/services your organization proposes to enhance and add value to the contract. Include all fees associated with value add items/services.
8. Provide any additional information relevant to this section.

CONTRACT IMPLEMENTATION

1. Describe your organization's marketing strategy to promote this contract to eligible entities across the United States including:
 - a. How will your organization differentiate this contract from other contracts held with other cooperative purchasing agencies.
 - b. How your sales team will incorporate this contract as part of their sales process.
2. Please outline how the current CIESC accounts would be transitioned onto this new contract. What will the user experience be in the transition?

3. Describe your organization's ability to integrate with an e-procurement system for participating entities to utilize if they choose.
4. Describe how additional products and services will be added and priced to align with this contract.
5. What is your organization's frequency of pricing structure updates?
6. Describe how your organization will ensure participating entities receive contract pricing and that sales made through this contract will be reported to Edge Public as requested.

LOGISTICS

1. Describe how participating entities will place orders for products and services with your organization, including the role of your website, and/or local distributors if applicable.
2. Is your organization able to create custom market baskets or shopping lists for participating entities?
3. Explain your organization's shipping structure/pricing including if there is a minimum order amount.
4. What are your organization's current order fill rates?
5. What is your organization's average lead time and on time delivery rate?
6. Describe your organization's customer service/problem resolution process, including hours of operation.
7. What is your organization's policy on product returns? Please include any fees associated with this process.
8. Describe the warranties offered by your organization including:
 - a. Products/parts covered
 - b. Length of warranty
 - c. Cost of warranty
 - d. Warranty repair lead time
9. Describe in detail your organization's method for tracking:
 - a. Orders
 - b. Deliveries
 - c. Invoices
10. Describe your organization's payment terms as well as the different types of payment your company accepts including but not limited to:
 - a. Purchase orders
 - b. Procurement card
 - c. Credit card/Debit card
11. Does your organization have any additional charges for customers for using different types of payment forms (i.e., credit card fees)?

SECTION 4: EVALUATION

Proposals will be evaluated based upon the following selection criteria:

Educational School Supplies and Related Products RFP	
CRITERIA	EVALUATION WEIGHT
Agreement to Meet Minimum Requirements	Pass/Fail
Proposal Forms (Completed and Clear)	Pass/Fail
Pricing Proposal	50
Breadth of Products/Services Offered	30
Capacity to Perform	20
Contract Implementation	10
Logistics	15
TOTAL	125

Please note that any past failure to meet any minimum quality or performance expectations on any product or service will be sufficient cause to reject your proposal regardless of the evaluation weighting.

SECTION 5: INSTRUCTIONS FOR RESPONDING

Electronic RFP Bidding Software Instructions:

- The link to the secure bidding site is: <https://ciesc.cooppurchase.com>. You will need to request a username and password by registering at the site if you do not already have one.
- All responses must be completed in the software program by the scheduled opening as the program will close at the scheduled opening time.
 - Only the Original Signed Proposal Signature Page and Original Signed Non-Collusion Affidavit must be sent to the CIESC as the rest of the information will be captured and stored in the software.
 - Please send these items to:

CIESC

Attn: Kelly Taylor-Educational School Supplies and Related Products RFP

3500 DePauw Blvd. Suite 2020

Indianapolis, IN 46268

- Under the Documentation you will find the “RFP Document” that includes the details of the RFP. It is downloadable in a PDF.
- All forms that need to be completed are located here to download in a Word Document.
- By clicking on the blue “Response” button you will be taken to where you make your response and upload your information.
- Under the “Response” is where the bidder answers questions pertaining to the bid. It is also where any required forms are uploaded once completed. Please fill them out appropriately, convert them into a PDF document and upload. At the top of the page is a “Tip” with instructions on how to upload the documents. This box is required for the bid.
- The “Additional Documents” box is for uploading any additional documents that you may want to bring to our attention. It is not required but do submit it as an empty box if you do not have any comments so that you will be able to make your final submission.

Instructions to Complete Your Submission in CIESC Software:

- As you complete the tasks in the “Response” area the boxes will change from yellow to green to indicate that that area is ready for submission.
- You can still make changes in an area up until you make the final submission.
- Just click on the blue “Make Changes” if you want to change anything in each category.
- Once the first three boxes are green you are ready to “Finalize Submission”.
- Click the blue “Download Submission” and a zip file with your complete bid will be downloaded for you to keep as your record.
- You can still make changes up to the bid opening by clicking on the blue “Make Changes” button. If you do, please resubmit your bid and redownload your submission.