



Checklist Leading to a Responsive PEPPM Bid in Pennsylvania

Bid Name: PEPPM 2027 Product Line – Pennsylvania (#551262)

Bid Submission Deadline: October 8, 2026, 3pm ET

The following checklist is offered to assist bidders in submitting a responsive bid. It was created to help ensure you submit the proper materials. It will help you eliminate some of the most common mistakes by bidders. It is not a substitute for reading the Terms and Conditions and following all the directions and requirements contained in the Terms and Conditions.

1. Start Early

- ☐ A. Immediately start reviewing Terms and Conditions and distribute them to all appropriate parties within your company. This can be one of the most-time consuming tasks, so get started early.
- ☐ B. Ask three (3) of your school district or public agency customers to fill out a reference form and return it to you. Since this involves three outside parties, get started early.
- ☐ C. If you are not the manufacturer of the product line you are bidding, ask the manufacturer or distributor of the product you are bidding to complete Section 2 of the proof-of-supply form.
If you are the manufacturer, the proof-of-supply form must still be completed and uploaded.
- ☐ D. Find or download the manufacturer SKU numbers for the product lines you are bidding.
- ☐ E. Verify you are up-to-date on the payment of all PEPPM transaction fees.
- ☐ F. Set a submission deadline for yourself that is at least one day before the due date.

2. The Electronic Bid Form

- ☐ A. All required questions on the “Agency’s Questions” tab have been answered.
- ☐ B. You have described your marketing plan in the Response Column or attached a marketing plan as a PDF document.
- ☐ C. If offering leasing terms, you have attached a leasing information document.
- ☐ D. You have attached three (3) reference forms from your education or government clients on the “Additional Documents” tab.
- ☐ E. The Terms and Conditions were read and accepted on the “Terms & Conditions” tab.
- ☐ F. If you have any exceptions to the Terms and Conditions, you submitted them by email to BidQuestions@PEPPM.org by the Exceptions Due Date, which is well before the final bid deadline.

3. The Electronic Bid Form Product Line Section on the “Specifications” tab

- ☐ A. Make sure all required documents are uploaded and named correctly for each product line you are bidding.
- ☐ B. The Proof-of-Supply Form is attached to each product line you are bidding.
- ☐ C. A Returned Goods Policy is attached alongside each product line you are bidding.
- ☐ D. The Ancillary Services Form is attached with any supporting documentation alongside each product line you are bidding, if no services are offered that should be indicated on the form.
- ☐ E. You have attached the PEPPM Pricing Template alongside each product line you are bidding.
- ☐ F. Your State Selection Form is attached alongside each product line you are bidding.
- ☐ G. A signed and dated Awarded Vendor Agreement is attached as a PDF alongside each product line you are bidding.
- ☐ H. A published Price List or Catalog used as your price basis to determine your PEPPM price is attached alongside each product line you are bidding.

4. PEPPM Pricing Template

- ☐ A. You did not attempt to change or manipulate the underlying PEPPM Pricing Template (modifying the underlying spreadsheet will make it impossible to upload into the bidding software).
- ☐ B. The Quote Sheet worksheet is filled out.
- ☐ C. Your Price List or Catalog used for Price Basis is identified on the Quote Sheet worksheet.
- ☐ D. The effective date of the Price Basis is identified.
- ☐ E. If you have variable discounts or mark-ups, each subcategory of discount or mark-up is clearly identified with the percentages you are offering on the Quote Sheet worksheet.

- ☐ F. The Bid Response worksheet is filled out with all products representing the product line.
- ☐ G. You have left no blank rows between any of the line items on your Bid Response worksheet.
- ☐ H. Each product listed has a true manufacturer SKU, not a vendor SKU or a hybrid vendor-manufacturer SKU.
- ☐ I. The discounts or mark-ups for each line item on the Bid Response worksheet correspond to the discounts or mark-ups offered for each category on the Quote Sheet worksheet.
- ☐ J. No new percentages are listed on Bid Response worksheet that are not identified on the Quote Sheet worksheet.
- ☐ K. The calculated, effective price shown on the Bid Response worksheet is the exact price you intend to be the result of your bid.
- ☐ L. After it is completely filled out, the PEPPM Pricing Template has been uploaded into the bidding software alongside the appropriate product line.
- ☐ M. The PEPPM Pricing Template has a red asterisk by the file name (this has the effect of distinguishing your PEPPM Pricing Template from all other attachments).

5. Bid Fees on the “Payments” tab

- ☐ A. You have up-to-date credit card and/or checking account information in your “User Profile” configured in the Epylon bid system. Change credit card information by navigating to “My Profile,” then “My Credit Cards” or “My Checking Account.”
- ☐ B. For the required **bid fee** per product line, you have selected how you want to pay – by credit card or through the ACH system that will debit your checking account.
- ☐ C. For the required **award fee** per awarded contract, you have selected how you want to pay – by credit card or through the ACH system that will debit your checking account.
- ☐ D. You have verified you have a sufficient credit card spending authority or sufficient checking account funds to cover all bid and award fees.

6. Optional “Additional Response Information” Tab on the Electronic Bid Form

- ☐ A. Any other attachments offered – and not directed to be placed elsewhere in the bid -- are uploaded in this section of the electronic bid form. For example, an explanation of any partnerships you intend to use.

7. Submissions on the “Review & Submit” tab

- ☐ A. The electronic bid form will run an error check when you go to the “Review & Submit” tab, all errors must be corrected before the bid can be submitted.
- ☐ B. After all errors have been resolved, review all the information on the “Review & Submit” tab to ensure all answers to the questions and required documents are accurate and complete.
- ☐ C. At the bottom, type your name and click on the “Sign” button, and then when you are ready to submit, click on the “Submit” button.
- ☐ D. Verify the Status column of the bid in your eBids inbox says “sent” to confirm it was submitted. You should submit your bid at least one day early to avoid errors, missing documents, unanswered questions, heavy internet traffic, or computer problems.

8. Required Documents Naming Conventions:

Document or Form	eBid Naming Prefix	Each uploaded document must begin with the required prefix so the system can recognize it; you may add text after the prefix as needed.
Returned Goods Policy Form	Returned Goods	
Proof of Supply Form	Proof of Supply	
Ancillary Services Form	Ancillary Services	
State Selection Form	State Selection	
Signed Awarded Vendor Agreement	Vendor Agreement	
PEPPM Pricing Template	PEPPM Pricing Template	
Reference Form	Reference	

File Name Example: “PEPPM Pricing Template – Acer products_ABC Company”