



TIPS – The Interlocal Purchasing System

Region 8 Education Service Center
4845 US Hwy 271 North | Pittsburg, Texas 75686
1-866-839-8477 | www.tips-usa.com

July 28, 2016

Troxell Communications, Inc.
Dave Johnson
4830 S 38th St
Phoenix, AZ 85040

RE: TIPS Awarded Contract – Time Clock Systems
TIPS Contract Number – 3072816

CONTRACT AWARD

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region VIII Education Service Center has awarded a contract for **Time Clock Systems** under **Contract Number #3072816** to **Troxell Communications, Inc.**. This contract will be in effect from **7/28/2016** through **7/25/2019**. With automatic annual renewal at each 12 month anniversary, for the next two consecutive years, if both parties agree and vendor has reported TIPS sales. Total term of contract will be 36 months, unless terminated for due cause.

CONTRACT ADDITIONS or UPDATES

Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products, that are considered components of the awarded category, email the products, including prices with the discount offered, to Kim Thompson, at kim.thompson@tips-usa.com.

RESELLERS or DEALERS

As an Awarded Contract Holder, you may list Resellers or Dealers to your contract. It is the Awarded Vendor Contract Holder's responsibility to report all Reseller Sales to TIPS. Resellers are only allowed to sell the items listed on the Awarded Vendor's Contract. PO's should be made out to either the Contract Holder/Resellers Name or may be made to the Reseller but **MUST** have the Contract Holder's Name listed. If you need to add Resellers/Dealers to your contract, please send the following information: Reseller Name; Contact Person; Contact Person's Email; Address; Telephone Number and website, to Kim Thompson, at kim.thompson@tips-usa.com.

REPORTING of SALES

TIPS Sales **MUST** be reported on a Monthly or Bi-Monthly schedule (*unless you have contacted TIPS and made other arrangements*). TIPS will send an automated invoice of sales from submitted PO's every 90 days. If no sales were paid to you by TIPS Members then no report is due. **IT IS A REQUIREMENT THAT TIPS BE PROVIDED THE SALES INFORMATION WITH THE SUBMISSION CHECK THAT IDENTIFIES THE MEMBER NAME, STATE, SALE AMOUNT, AND CONTRACT NUMBER.**

PROCESSING PURCHASE ORDERS

Awarded Vendor MUST direct TIPS members to email all PO's to TIPSP0@tips-usa.com. TIPS office will validate purchase orders and forward to you as the Awarded Vendor for processing. Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files. If you have been notified by TIPS, you may be eligible for an "Automated Contract" which means that you have an e-commerce site and take internet orders. Automated vendors must sign extra documentation accepting responsibility for sending sales to TIPS for all collected TIPS Sales.

DOING BUSINESS in WEST VIRGINIA

If your company will not be doing business in West Virginia, please disregard this section.

If your company can serve members in West Virginia, you must review, agree, sign and forward by US Mail a **RESA-8 TERMS and CONDITIONS** document. Please contact Karen Walton, at karen.walton@tips-usa.com, for this document. If you do not sign and mail this document, your company will not be afforded the opportunity to sell products or services to any of the West Virginia Members through the TIPS Vendor Awarded Contracts.

Form must be mailed to RESA-8 Office in West Virginia at 109 South College Street, Martinsburg, West Virginia 25401. Do not return this form to TIPS. You must have this document signed by RESA 8, prior to selling products through TIPS to WV members.

VENDOR WEB PAGE REVIEW

Please take a moment, to review your company information posted on the TIPS website. Go to www.tips-usa.com, hover over "Contracts" and click on "All Contracts". Scroll down to the **Time Clock Systems** category, click on the category name. Find your company name and click on it, to go to your vendor page. If you see anything that needs to be updated, notify the TIPS office at tips@tips-usa.com. If you would like your company logo displayed on your vendor page, please email a logo to TIPS at tips@tips-usa.com.

Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

SETTING UP VENDOR LOGIN and PASSWORD for TIPS

Individual Awarded Vendors must set up their own TIPS Login and Password. (*Primary Contact Only*)

Here are the instructions:

1. Go to www.tips-usa.com
2. Hover over “**Vendors**” and click on “**Vendor Login**”.
3. Click on “**Reset Password**” link.
4. Enter your email address, verify email address and click on “**Send**”.
5. An automated email will be sent to the user. Click on the link in the email to complete the login setup.

Not all information can be changed by the vendor. If you are unable to change something from the vendor portal, please notify the TIPS Office at tips@tips-usa.com and request a vendor contract change. *Please note: Some changes may require Board Action through an Addendum to the Vendors Contract. (i.e. name change, product changes, pricing, etc.)*

You can also set up additional account users for your company. These users will not have the ability to make changes to the vendor profile. But they will be able to access TIPS Membership Information which will assist them in identifying new members for sales transactions.

To SET-UP ADDITIONAL USERS:

Hover over “**My Company**” and click on “**Authorized Users**”, click on “**Add Users**”. Fill in the required fields, then click ADD. Users can be given FULL or VIEWER permissions. Full permission gives the user the same access as the Primary Contact. The person responsible for paying the TIPS 2% Admin Fee needs FULL permissions.

NOTE: the only person who can set up additional users is the Primary Contact for the Vendor Contract.

CERTIFICATE OF AWARDED CONTRACT



Awards

**Troxell Communications, Inc.
an Awarded Vendor Contract
for
Time Clock Systems
Contract # 3072816**

Contract Effective Dates

**Year One – 7/28/2016 – 7/28/2017
Year Two – 7/28/2017 – 7/28/2018
Year Three – 7/28/2018 – 7/25/2019**

***Contract will automatically renew on the contract date if both parties agree and vendor has reported TIPS Sales during the previous 12 months.**

Dr. David Fitts
Executive Director
Region VIII ESC



Visit www.tips-usa.com for details on this Awarded Vendor