



4845 US Highway 271 North, Pittsburg, Texas 75686

April 26, 2013

Knight Security Systems, LLC  
Whitney Oldfather  
5321 Industrial Oaks Blvd, Ste 111  
Austin, TX 78735

RE: TIPS/TAPS VENDOR CONTRACT AWARD

Commodity Category – Professional Services  
Contract Number - 1042513

Dear Awarded Vendor,

Congratulations! The Interlocal Purchasing System (TIPS/TAPS) Board of Directors of Region VIII Education Service Center has awarded a contract for Professional Services under Contract Number 1042513 to Knight Security Systems, LLC. This contract will be in effect from 4/25/13 through 4/25/14. Contracts are renewable annually, if both parties agree, for up to 2 years before awards are rebid with the RFP process. (With the exception of the Commodity Category of Trades, Temporary Labor and Materials which will only have a 12 month contract with no renewals. This commodity category is rebid each 12 months.)

Please Note: Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products this can be done through an Addendum to your Awarded Contract. You can only add items that are in the same commodity category. Email the request to add products or change pricing to [kthompson@reg8.net](mailto:kthompson@reg8.net).

Awarded Vendor will receive a TIPS/TAPS Sales Submission Report bi-monthly that will need to be completed and returned to TIPS/TAPS with the 2% of sales from TIPS/TAPS Members. We prefer to have a spreadsheet or excel file with the following information: date of purchase, member name, product name, amount, quantity, total amount of sale and 2% due. IT IS A REQUIREMENT THAT WE HAVE BACK UP INFORMATION SUBMITTED WITH THE SUBMISSION CHECK THAT IDENTIFIES THE MEMBER NAME, STATE, SALE AMOUNT, AND the 2% AMOUNT.

Awarded Vendor representatives MUST direct TIPS/TAPS members to FAX their PO's to TIPS @866-839-8472. TIPS/TAPS administration office will validate purchase orders and forward by FAX within 2 hours to the appropriate vendor. Should you receive a faxed purchase order direct from a member, please fax a copy to the TIPS/TAPS office to complete the validation process.

Go to [www.tips-usa.com](http://www.tips-usa.com) Click on Members then Commodity/Contracts. Take a moment to review the information posted for your company. Notify the TIPS office at 866-839-8477 of any necessary changes.

Individual Awarded Vendors must set up their own TIPS/TAPS Login and Password. Here are the instructions:

1. Go to [www.tips-usa.com/admin/teamlogin.cfm](http://www.tips-usa.com/admin/teamlogin.cfm)
2. Click on TIPS ADMINISTRATIVE TEAM LOGIN.

3. Click on FORGOT YOUR PASSWORD?

4. Choose your company's name. Enter your name -name must match the Primary Contact's Name on the Awarded Vendor's Contract which is listed on the TIPS/TAPS Website at [www.tips-usa.com](http://www.tips-usa.com) (Click on Members. Click on Commodities/Contracts. Click on "All CONTRACTS". Scroll down alphabetically until you find your vendor name then click on it. There you will find listed the Primary Contact's Name and Email Address).

5. Enter Primary Contact's Email Address (must match Primary Contact's email address).

6. An email will be automatically sent to the Vendor Primary Contact's Email Address with a temporary password. After the password is received, Login to: [www.tips-usa.com/admin/teamlogin.cfm](http://www.tips-usa.com/admin/teamlogin.cfm) Enter:

Username: This is the email address

Password: Use the new password that was emailed to the primary contact.

7. After you have successfully logged in the first time, you can change your password. Instructions: Click on MY ACCOUNT – CHANGE PASSWORD. Then enter the Temporary Password – Enter the New Password – Then Verify the New Password – click on CHANGE IT.

Not all information can be changed by the vendor. If you are not able to update some information, notify the TIPS/TAPS Office at [tips@reg8.net](mailto:tips@reg8.net) and request a vendor contract change. 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/TAPS Membership Information which will assist them in identifying new members for sales transactions. To SET-UP ADDITIONAL USERS:

Click on Authorized Users – Click on Add Users. Fill in the required fields of information then click ADD.

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

TIPS/TAPS relies on Awarded Vendors to assist in getting new TIPS/TAPS members. New Members bring in New Sales for all TIPS/TAPS Awarded Vendors. Membership forms (Interlocal Agreement and Board Resolution) are available at the TIPS/TAPS website. Click on Members then Click on Membership and scroll down to the appropriate state.

Again, we congratulate and welcome you to TIPS/TAPS. We look forward to promoting you as a TIPS/TAPS Awarded Vendor. If you have any questions, you may reach me at 866-839-8477 or by email at [TIPS@reg8.net](mailto:TIPS@reg8.net).

Sincerely,

*Kim Thompson*

TIPS/TAPS Cooperative Coordinator



**RECOGNIZES**  
**Knight Security Systems, LLC**

**As an Awarded Vendor For**  
**Professional Services**  
**Contract #1042513**

**Effective Date through 4/25/13-4/24/14**

- **If this contract award is for Trades, Temporary Labor and Materials it will end on 3/28/14. No renewals are offered in this commodity category.**

**Renewal Option Year 1 dates: 4/25/14-4/25/15**

**Renewal Option Year 2 dates: 4/25/15-4/25/16**

**Contract due to Publicly Rebid – February of 2016**

(annual renewal of vendor contract for consecutive years will be based on sales and service during the contract period)

*Dr. Ray Glynn*  
Executive Director  
Region VIII ESC



Visit [www.tips-usa.com](http://www.tips-usa.com) for details on this Awarded Vendor