

# **INTEROFFICE**

## **Memorandum**

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**To: Administrative Employees**

**From: Pat O'Donnell, Asst. Business Manager**

**Subject: 2018-2019 MCIU Approved Catalog Fixed Discount Vendors and Curriculum Approved Vendors**

**Date: May 22, 2018**

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Below please find the link for the 2018-2019 MCIU Approved Catalog Fixed Discount Vendors.

This year's categories include; Adaptive Assistive Equipment, Appliances, Art Equipment and Supplies, Athletic Equipment, Audio/Visual Equipment and Supplies, Automotive/Bus Supplies, Cafeteria and Breakroom Equipment and Supplies, Classroom Equipment and Supplies/Learning Materials/Teaching Aids, Computer/Technology/Technical Education Equipment and Supplies, Cosmetology/Beauty/Barbering Equipment and Supplies, Culinary Art/F & C Science Equipment and Supplies, Custodial/Maintenance Tools/Equipment and Supplies, Custom Printing/Awards/Certificates and Plaques, Early Childhood/Pre-school Equipment and Supplies, Educational Materials and Software, Electronic/Lighting Equipment and Supplies, Furniture – Office and School, Health/Medical/First Aid Equipment and Supplies, Helmet Reconditioning, HVAC Supplies, Industrial Equipment and Supplies, Library/Binding Equipment and Supplies, Music Instruments and Supplies, Office Supplies, Plumbing Supplies, Professional Development Materials, Science/Laboratory Equipment and Supplies, Security/Public Safety Apparel, Equipment and Supplies, and Miscellaneous Equipment and Supplies.

The MCIU has been diligent in adding categories that districts have requested, and all vendors that were submitted to the MCIU were contacted and given the opportunity to be part of the group.

This list of vendors have been approved by the Upper Moreland Board of Directors as the official "Approved Vendors" for the 2018-2019 school year. Every attempt must be made to use these vendors when making any purchases for the district.

Earlier this school year Principals and the Office of Teaching and Learning were asked to submit a list of vendors needed for curriculum related purchases. These vendors were contacted and asked to provide a W9 if they were interested in working with the District. That completed list was provided to the Cabinet in February. That list is attached should you need to distribute to your staff.

If you should have an item that is "vendor specific", please get pre-approval from your principal or department head before making the purchase. A memo should be provided to the Business Office notifying us that they are "vendor specific" or a "sole source provider".

Vendors not on this approved list can only be used if the item you are purchasing is not available by any of the vendors listed. Please provide documentation from at least two approved vendors that they do not carry the item listed.

If a new vendor needs to be established, a W9 is needed before the vendor can be added. Please take note, that setting up a new vendor takes time, and the turnaround time will not be as fast as those

purchase orders placed with vendors on the approved list.

If you are having difficulty finding an item or a vendor who carries a specific item, please contact Pat O'Donnell, via email. The Business Office, we will make every attempt to find the item from one of the approved vendors.

Any questions concerning the list or the vendors should be directed to Pat O'Donnell, Asst. Business Manager.

Link to the 2018-2019 MCIU Fixed Catalog Discount Bid list: <http://cp.mciu.org/>

<b>Vendor</b>	<b>Vendor #</b>	<b>W9</b>
<i>Activity Based Supplies (ABS)</i>	2263	✓
<i>American School Councilor Assoc</i>	5907	✓
<i>Amsterdam Printing</i>	8329	✓
<i>Apple</i>	110	✓
<i>Artifact Box Exchange</i>	3631	✓
<i>Artistic Screen Design</i>	121	✓
<i>B&amp;H Photo/Audio/Video</i>	2448	✓
<i>Barnes and Noble</i>	158	✓
<i>Benjamin Foods</i>	10006	✓
<i>Blackboard</i>	10227	✓
<i>Boulden Publishing</i>	3085	✓
<i>Capstone</i>	4001	✓
<i>CDWG</i>	3468	✓
<i>DEMCO</i>	584	✓
<i>Different Roads to Learning</i>	7780	✓
<i>Digicert</i>	10862	✓
<i>Edmentum</i>	9387	✓
<i>Encyclopedia Britannica</i>	701	✓
<i>EPlus</i>	3122	✓
<i>First</i>	6314	✓
<i>Gopher Sports</i>	934	✓
<i>Gov Connection</i>	6212	✓
<i>Handwriting Without Tears</i>	4508	✓
<i>Heinemann / Houghton Mifflin Harcourt</i>	1040	✓
<i>HSLC</i>	3916	✓
<i>Houghton Mifflin Harcourt</i>	7979	✓
<i>Insight Public Sector</i>	5240	✓
<i>Integra One</i>	6814	✓
<i>John Wiley and Sons</i>	5908	✓
<i>JW Pepper &amp; Son</i>	1149	✓
<i>Kampus Clothes</i>	1250	✓
<i>Laferty Lumber</i>	1358	✓
<i>Language Services Associates</i>	2305	✓
<i>Learning A to Z</i>	6424	✓
<i>Make Music</i>	7199	✓
<i>Mayer- Johnson</i>	N/A	✓
<i>McCormick's (Marching Band Equipment/Supplies)</i>	2214	✓
<i>McGraw Hill Education</i>	10684	✓
<i>Music and Arts</i>	645	✓
<i>Nasco</i>	781	✓
<i>News-2-You</i>	8163	✓

<i>Novacoast</i>	8548	✓
<i>One Call Now</i>	7795	✓
<i>Optiv Security</i>	11013	✓
<i>Pearson</i>	1815	✓
<i>Pluralsight</i>	10999	✓
<i>PowerSchool Group LLC</i>	1197	✓
<i>Progress Publications</i>	1327	✓
<i>Raptor Technologies</i>	7851	✓
<i>Resources for Educators</i>	1482	✓
<i>School Mate</i>	6706	✓
<i>SHI</i>	4235	✓
<i>Social Thinking</i>	6735	✓
<i>Steve Weiss Music</i>	3344	✓
<i>Super Duper Publications</i>	1901	✓
<i>Teacher's Discovery</i>	1429	✓
<i>That Fish Place</i>	5902	✓
<i>The Ceramic Shop</i>	10657	✓
<i>The Master Teacher</i>	448	✓
<i>The Parent Institute</i>	8872	✓
<i>Trebron Corporation</i>	6685	✓
<i>Tree Top Publishing</i>	1530	✓
<i>Welsh Products</i>	5710	✓
<i>Wilson Language Training Corp.</i>	3117	✓