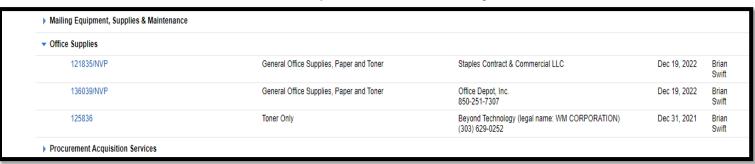
## How to access Colorado State Price Agreements

Start by going to the State Price Agreements page - <a href="https://www.bidscolorado.com/">https://www.bidscolorado.com/</a>

- See the "Price Agreements" box on the left side of this page
- Choose "By Category" from the drop-down menu
  - You will see the various categories of products or vendors for which the state has an agreement
  - Each Category will have a drop-down arrow to allow you to see all vendors for that category
  - Each of these may have a variety of ways in which you will need to obtain access or set up an account to participate in the state agreement.

Start with the Category "Office Supplies"

3 Vendors are listed, and you can see their Vendor Agreement# is Blue



- Click on the Agreement # for Staples
- You will be taken to a screen that shows the details of the agreement in place for Staples.
- Under Additional Attachments: click on "Exhibit B NASPO Goods and Prices 1128.18.xlsx" for a list of categories and discount rates
  - This price agreement has several items that may be useful for district Food Service departments, including:
    - Line 18 Food Service Ware: Cups, Spoons, Forks, Plates, Bowls
    - Line 40 Breakroom Paper Products: Tissue, Paper Towels, Napkins.
- Office Depot has similar types of products, and you can follow similar steps above to view their information.

- See the section "FOR NEW USERS" This has a link to Register for access and get logon information:
  - Staples: <a href="https://register.staplesadvantage.com/doRegister?RegFormId=DCmCpl">https://register.staplesadvantage.com/doRegister?RegFormId=DCmCpl</a>
  - Office Depot: https://community.officedepot.com/GPOHome?id=90725351
- You should be able to use the links to get registered and follow steps and processes outlined by Staples or Office Depot.
  - o You will also see contact information for the representatives for Staples or Office Depot
    - Staples: jeff.twist@staples.com
    - Office Depot: <u>wendy.mccune@officedepot.com</u> & <u>morrie.norwood@officedepot.com</u>
  - These web pages also have several other links for various resources and documentation supporting the agreements.
- Any questions about this or any of the other agreements in place -
  - Contact the State Purchasing & Contracts Office
  - 0 303-866-6100
  - o https://osc.colorado.gov/spco/state-price-agreements