

How to access Colorado State Price Agreements

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

- 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**

▶ Mailing Equipment, Supplies & Maintenance					
▼ Office Supplies					
121835/NVP	General Office Supplies, Paper and Toner	Staples Contract & Commercial LLC	Dec 19, 2022	Brian Swift	
136039/NVP	General Office Supplies, Paper and Toner	Office Depot, Inc. 850-251-7307	Dec 19, 2022	Brian Swift	
125836	Toner Only	Beyond Technology (legal name: WM CORPORATION) (303) 629-0252	Dec 31, 2021	Brian Swift	
▶ Procurement Acquisition Services					

- 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: <https://register.staplesadvantage.com/doRegister?RegFormId=DCmCpl>
 - 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.
 - You will also see contact information for the representatives for Staples or Office Depot
 - Staples: jeff.twist@staples.com
 - Office Depot: wendy.mccune@officedepot.com & morrie.norwood@officedepot.com
 - 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
 - 303-866-6100
 - <https://osc.colorado.gov/spco/state-price-agreements>