

## WHAT IS TIPS/TAPS?

Region 8 Education Service Center is the state agency hosting The Interlocal Purchasing System (TIPS/TAPS) a commodity purchasing program meeting the procurement needs of school districts (public and private), universities, colleges, cities, counties, municipalities, emergency services, fire departments (volunteer and paid), or other state agencies.

## CLASSIFICATIONS

**Members** – Defined as entities joining TIPS/TAPS to purchase supplies and services at low and best available cooperative prices. Membership to TIPS/TAPS is “FREE” to the above listed eligible entities.

**Potential Bidders** – Defined as companies or vendors who want to join the TIPS/TAPS program but have NOT been awarded a contract at this time. These vendors put their company names in a Notification Database where TIPS/TAPS will electronically notify the company contact every time an RFP is posted on the TIPS/TAPS website.

**Awarded Vendors** – Defined as companies or vendors who have been through the Competitively Bid Process by submitting a written sealed proposal to TIPS/TAPS when an Request For Proposal (RFP) was submitted by TIPS/TAPS for a commodity category and received an Awarded Contract by the Region 8 Board of Directors governing TIPS/TAPS.

## WHERE IS TIPS/TAPS?

Website [www.tips-usa.com](http://www.tips-usa.com)  
Telephone 866-839-8477  
Email [tips@reg8.net](mailto:tips@reg8.net)

## HOW CAN MY COMPANY JOIN TIPS/TAPS?

1. Click on Bidders
2. Click on RFP Notification Form  
Each potential bidder interested in becoming an awarded vendor with the TIPS/TAPS program, should complete this electronic form to list their company name and company contact email that will be electronically notified each time TIPS/TAPS posts an RFP for public response.
3. Click on RFP to view a list of all publicly posted RFP's available at this time.  
If there is an RFP posted in the commodity category that your company would sell products or services, you should click on that RFP, print it, and follow the instructions to submit a written proposal that includes your pricing, references, vendor profile, etc... as specifically instructed in the RFP by the listed deadline.

RFP's are generally posted during the first week of each month and remain open for a minimum of 15 days but usually 30-45 days.

**NOTE: No company or vendor is considered an Awarded Vendor until they have submitted a written proposal to TIPS/TAPS in response to an appropriate RFP for their commodity category and received an Award Letter with a Contract Number from TIPS/TAPS. It is unlawful for companies to represent themselves as awarded vendor to members of TIPS/TAPS, if you do not receive in writing an award letter with a contract number.**

4. If you have any questions, please contact [tips@reg8.net](mailto:tips@reg8.net).