



ICT Cooperative Contracts

Your Source for Information and Communications Technology (ICT) Solutions.



Increase your **Technology Buying Power** today.



HOW TO BECOME A DIR VENDOR

DIR's ICT Cooperative Contracts program provides vendors the opportunity to bid on technology contracts used by state, local, and public education institutions across Texas, as well as public entities from other states. Read below to find out about state bidding opportunities and how to best position your company to earn a contract from DIR.

PRIME VENDORS and RESELLERS

A prime vendor is any vendor who holds a master contract with DIR. A prime vendor can either be a manufacturer/publisher or a manufacturer/publisher's authorized reseller. Prime vendors can also name resellers under their master contract. DIR encourages Historically Underutilized Business (HUB) and Minority and Women Business Enterprise vendors to participate in either capacity.

How to Become a Prime Vendor

- Check the **Electronic State Business Daily** website (<http://esbd.cpa.state.tx.us/>) and the DIR **Current Contracting Initiatives** (www.dir.state.tx.us/ict/ci.htm) web page for current Requests for Offers (RFOs). Vendors are responsible for finding all notices; please visit both sites often. Centralized Master Bidders List (CMBL) vendors who are registered under the solicited class and item codes will be notified of bid opportunities by email.
- Submit your RFO response to DIR. Vendors with the highest scoring submissions, determined by best value, will be invited to negotiate. Contracts will be awarded to one or more vendors.
- List any HUB resellers on your HUB Subcontracting Plan in your RFO response. You may amend your list of resellers at any time by updating the plan. NOTE: Resellers can sell only the product/services awarded under a prime vendor's contract.

How to Become a Reseller for a Prime Vendor

- Use the "Search Products & Services" function, available from the DIR home page, to find prime vendors who may be potential partners.
- Confirm that your products and services align with those offered within the potential partner's contract. NOTE: Products and services are added only through the RFO process outlined above and cannot arbitrarily be added to the prime vendor's contract.
- Contact the prime vendor and negotiate directly.
- Once the prime vendor submits a request to us to add you as

a reseller and DIR has approved that request, a DIR contract manager will add you to the vendor's DIR web page as a reseller.

What Our VENDORS CAN EXPECT from Us

- **Save time and money.** DIR has completed the competitive bid process required by the state. Vendors rarely need to respond to individual bid invitations or negotiate contracts.
- **Get access to DIR's large and growing customer base.** State agencies, cities, counties and other local governments, public school districts, and public colleges and universities are eligible to purchase through DIR. DIR regularly reaches out to these sectors to increase awareness of contract benefits and offerings.
- **Gain public sector business development opportunities.** Once awarded a contract, you may market your products and services at DIR-sponsored trade shows and gain exposure to DIR's customer base through the DIR website.

What WE EXPECT from Our Vendors

- **Your best prices.** DIR expects to receive deep discounts off the list price based on the state's anticipated volume purchasing.
- **Across-the-board discounts.** Discounts should apply to all DIR customers, regardless of size, which means that small agencies would receive the same discounts as large agencies.
- **Further discounts for volume purchases.** Customers who purchase large quantities should be able to negotiate even deeper discounts.
- **Prompt and courteous customer service.** DIR expects hassle-free customer service when customers request quotes, require expedited service, or need to return items.



For More INFORMATION

On DIR's ICT Cooperative Contracts web page, www.dir.state.tx.us/ict.htm, view further details on becoming a DIR vendor, the DIR contracting process, current contracting initiatives, and much more. For additional information, please send an email to dir.marketing@dir.state.tx.us.