



Save schools both time and money by providing bids compliant with the Michigan Revised School Code, allowing schools to buy without bidding.

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## How it Works

### Who is REMC SAVE?

REMC SAVE is a free service of the REMC Association for all Michigan schools. There are 3 staff of REMC SAVE, and they conduct all of the bids and maintain vendor contracts. You can ask your local REMC Center questions. Find your local REMC Center by scrolling down the REMC SAVE home screen to view the map for your region or look up by zip code. Your local REMC SAVE contact will always listen to any feedback you provide.

### Does REMC SAVE meet the legal requirement for competitive bidding?

The legislation that established REMCs (Michigan Compiled Laws Act 451 Section 380.671), and State Board of Education Rules, enable REMCs to bid on behalf of local school districts and also provide local school districts with the authority to purchase using REMC contracts. All items are competitively bid by REMC SAVE and awarded by the REMC Association.

<https://www.remc.org/>

Each district should check its local board policy to see if it allows them to use a cooperative bid process. If so, the REMC SAVE Bid meets this best practice for purchasing.

### Who can Use REMC SAVE contracts?

The following agencies are eligible to purchase using REMC SAVE contracts: PreK-12 Public, Charter (PSA) and Non-Public Schools, Community Colleges, Universities and Colleges, Public Libraries, Museums, State, County, and Local Government Agencies, Educational Non-profit Organizations and Health Care Facilities.

### Why should I Use REMC SAVE?

Utilizing REMC SAVE contracts saves your district the time and money by bidding for you. REMC SAVE aggregates the purchasing volume statewide, resulting in lower prices.

### Do I need an account?

No. Accounts are only required to use certain website features, including the shopping list and SPOT. If you wish to create an account at [remcsave.org](http://remcsave.org), click on "Register Today" in the upper right corner. If you already have an account, click on "Customer Login."

Once logged in, you can create shopping lists, evaluate vendors, recommend products and access SPOT.

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## Information About Vendors

### What if *my company* wishes to become an awarded vendor?

Go to [vendorcenter.remcbids.org](http://vendorcenter.remcbids.org) and create an account by clicking Login or Register in the upper right corner. Follow the directions! The only requirement is that you need five Michigan K-12 school references.

Customers can send their vendor recommendations to their local REMC contact or email [remcsave@remc.org](mailto:remcsave@remc.org)

### How are the vendors and products selected?

Products and Vendors are awarded through a competitive bid process. REMC SAVE staff analyze all bids and make recommendations to the REMC SAVE Advisory Committee for award. Once the REMC SAVE Advisory Committee votes on the award recommendations, they are then voted on by the REMC Association Board of Directors for final award.

### How can I learn more about an awarded vendor?

Each vendor has a Vendor Profile to view online. A spreadsheet summarizing each awarded vendors purchasing features is available, [SAVE Vendor Purchasing Grid](#)

### Where do I send my order or contact an awarded vendor?

To contact vendors, navigate to the vendor listing by scrolling down the home screen and click 'view all vendors,' or navigate to <https://www.remcsave.org/vendors>. Click on the vendor name to find their contact information.

## How Do I Find Products?

### Searching

By Category: Click the icons Furniture, Schools and Office Supplies, Software and Digital Services or Technology then on the left of the screen, narrow down the item list by subcategories.

By REMC Item Number: Enter REMC Item number in the Search field

By Vendor: Click on the Vendor in the Vendor Listing and scroll down to the Product Listing

### Buying Guides

Product Buying Guides have been created for certain product categories to assist in comparing products. Click HELP at the top or bottom of any page on the website to view buying guides.

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### [What if I still cannot find what I'm looking for?](#)

Check out REMC SAVE catalog discounts! Click on or search for “Catalog Discounts” on the home page. REMC SAVE awards percentage discounts on a full catalog of items available through awarded vendors.

Like all items in the REMC SAVE catalog, catalog discounts are competitively bid, so your district can purchase through them without bidding, if local board policy allows.

A general catalog discount applies to a vendor's complete catalog. Some vendors post a price list attached to the REMC SAVE catalog item. You can also contact the vendor's customer support for the exact item you are looking for and the REMC discounted price. Read the notes for details as some exclusions may apply.

## **How do I Make A Purchase?**

### [How do I purchase using REMC SAVE contracts?](#)

The REMC SAVE website does not allow for direct ordering of products. Order in accordance with your district's purchasing policies and procedures.

1. From the **vendor**: Use the contact information and notes to order directly from the vendor.
2. From the **shopping list**: To order using the shopping list, locate products you wish to order and add them to a shopping list. This feature allows you to organize all your items separated by vendor along with their contact information for ordering direct. Go to the Shopping list and select Summary and then you can print your order to send to the vendor or Share (email) the whole list of items. A short tutorial is available at <https://youtu.be/2s7kVjkkvJ0>
3. From the **vendor's website**: Some vendors have a link to a dedicated REMC 'vendor website' for completing your order. When setting up your online accounts through any awarded vendor, make sure you include any applicable contract number to tie you to the discounted contracted pricing. Contact a representative for assistance.

**Device Purchasing Bid:** For the Device Purchasing bid only (REMC Item Numbers beginning with 22), purchase orders are required to be uploaded to SPOT. See the Device Purchasing Bid help tools.

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## The Device Purchasing Bid

### How do I use SPOT to upload my PO for Device Purchasing?

The purchase window for the Device Purchasing Bid is scheduled to open April through September. All purchase orders must be submitted by 11:59 PM on the last day of the purchase window. After 11:59 PM the PO upload feature in SPOT will no longer be available.

1. Go to [REMC SAVE website](#).
2. Log into REMCSAVE in the Customer Login area at the top of the screen.
3. Click on SPOT in the upper right corner.
4. If you need to view the Catalog, click on View Catalog (next to the Awarded Vendors text), and select the category of interest in the Device Purchasing section of the left menu. (Note: Information on upgrades and other options is attached to the tech specs sheet for the device in the catalog.)
5. When you're ready to order follow the remaining steps below.
6. Click on the desired vendor in the light blue box.
7. Enter the PO Number, PO Total, and PO Date.
8. Enter the quantity of *each device and Chrome license* that you are ordering, and then click Add. The added items will then appear above the list of devices in a light blue box. You may remove devices and edit quantities of the devices in the light blue box at the top. If you edit a quantity, make sure to click Save.
9. Click on Choose File to upload your PO in a PDF format.
10. Click Continue at the bottom of the screen.
11. On the Final Step screen, review your order.
12. If your order is correct, click Submit PO. If you need to make any edits, click Edit PO. Once you click Submit PO, you will see a screen indicating that your PO has been submitted, and your PO will be listed on the View My POs page.

To see a demonstration of submitting a PO, view the [SPOT PO Upload training Video](http://remc.adobeconnect.com/pkphb1ncjivx/) (http://remc.adobeconnect.com/pkphb1ncjivx/)

### What do I need to include on my purchase order?

Please make sure your purchase order is itemized and includes the REMC item number, the model number/name, the reseller product number (if available), the quantity of each item to be purchased, and the unit price. A quote may be attached, but the purchase order should still be itemized. Sometimes the item numbers for the warranties, accessories, and upgrades are located on the spec sheet, linked from the awarded item page – be sure to include on the Purchase Order.

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### How do I register as a SPOT user?

1. Login and click your name in the black bar across the top of the screen.
2. Review your profile information and update any information that needs to be changed. Select Yes in the SPOT User dropdown.
3. Click Save at the bottom of the screen.

### Device Purchasing Forecast

Open for 2 weeks in February. The goal is to aggregate volume and we provide this information to vendors. We strongly encourage districts to submit a forecast in SPOT for any device purchases being considered to get the best possible discounts from vendors. Remember, there is no commitment to buy what you forecast, but the higher the numbers, the better discounts we can get from vendors! But PLEASE be honest in forecasting what you may purchase.

## **The NEW SPOT Connect?**

SPOT (Statewide Purchasing Online Tool) enables your district to aggregate orders with other school districts to obtain deeper discounts than purchasing on your own.

Log in and click on the SPOT icon. If you do not see the SPOT icon, edit your user profile and give yourself SPOT rights.

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