

2020 REMC Device Purchasing Frequently Asked Questions (updated 1/25/2020)

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Question: How do I get questions answered?

Answer: Please email spothelp@remc.org. [Back to Top](#)

Question: Does purchasing off the REMC Device Purchasing Bid using SPOT automatically negate the need to solicit competitive bids for devices for my district? Does purchasing off the REMC Device Purchasing Bid meet the Best Practice of obtaining competitive bids for the provision of non-instructional services?

Answer: Per the MDE Budget Office, "It depends on the district's bidding policy. If it has a district policy that indicates that the district uses a collaborative bid process to obtain services, it meets the requirement." Each district should check their local board policy to see if it allows them to use a collaborative bid process. If so, use of the REMC Device Purchasing Bid and other REMC Bids, e.g., Computers & Networking, to purchase devices would meet this best practice. [Back to Top](#)

Question: Am I obligated to purchase if I fill out a forecast?

Answer: No, but the goal is to aggregate volume and we provide this information to vendors. We strongly encourage districts to fill out the forecast in SPOT, so we can get the best possible discounts from vendors. [Back to Top](#)

Question: Will I be able to purchase devices if I did not forecast? Will I be able to purchase different devices than I forecast?

Answer: Yes, and yes. The forecast is non-binding. [Back to Top](#)

Question: How do I register as a SPOT user?

Answer:

If you do NOT have a REMC account:

1. Go to the [REMC SAVE website](#).
2. Click on **Register Today** in the upper right corner.
3. Alternately, you may click on **Customer Login** in the upper right corner. Click on **Not Registered** at the bottom of the Customer Login area on the left side of the page.
4. Complete the form and make sure to select **Yes** in the SPOT User dropdown.
5. If you are a non-public school or a public library (even though it seems contradictory), select **Yes** in the Non-Public dropdown and make sure to input your school or library name in the Building field.
6. Click the **I'm not a robot** box and then click **Save** at the bottom of the screen. [Back to Top](#)

If you already HAVE an account on the REMC bid site but are not a SPOT user:

1. Go to [REMC SAVE website](#).
2. Click on **SPOT** in the upper right corner.
3. Log in to SPOT in the Customer Login area on the left side of the page.
4. Click your name in the black bar across the top of the screen.
5. Review your profile information and update any information that needs to be changed. It is important that the district and email address noted are correct. Note: If your email address has changed, you will need to set up a new account. Also, after you select a district while setting up your account, it cannot be changed.
6. Select **Yes** in the SPOT User dropdown.
7. Click **Save** at the bottom of the screen. [Back to Top](#)

Question: How do I use SPOT to forecast?

Answer:

1. Go to [REMC SAVE website](#).
2. Click on **SPOT** in the upper right corner.
3. Log in to SPOT in the Customer Login area on the left side of the page.
4. Click on 2020 REMC Device Purchasing Bid in the light blue box under Forecast on the left side of the screen.
5. Review the categories.
6. To forecast, enter a quantity in the My Qty box for the item(s) you are considering purchasing this year.
7. To view the specifications for a category, click on the category row and the specifications will display. Click the row again to close the specifications or they will automatically close if you click on another row.
8. Click **ADD**. Your forecast quantities will then display in a light blue box above the list of categories.
9. You may change your forecast up until the forecast window closes on 2//14/2020. To do so, in the light blue box click **EDIT** for the category you wish to change the quantity, enter the updated quantity, and then click **UPDATE**. (Note: Clicking **UPDATE** for a category in the full list of categories also allows you to change the forecast quantity.) You may also delete the forecast for a category by clicking **REMOVE** for that category in the light blue box or by clicking **UPDATE** in the full list and changing the quantity to zero.
10. For your convenience, the total quantities of each category forecast by your district and across the state are displayed.
11. 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. [Back to Top](#)

Question: What do I need to include on my purchase order?

Answer: Please make sure your purchase order is itemized and includes the item number, the model number/name, the reseller product number (if available), the quantity of each item to be purchased and the unit price. All of this information is available in the REMC Device Purchasing Catalog. A quote may be attached, but the purchase order should still be itemized. [Back to Top](#)

Question: When do I have to have my purchase order submitted?

Answer: The purchase window for the 2020 Device Purchasing Bid is scheduled to open April 15, 2020 and will be open through September 30, 2020. All purchase orders must be submitted by 11:59 PM on the last day of the purchase window. After 11:59 PM on September 30, 2020, the PO upload feature in SPOT will no longer be available. [Back to Top](#)

Question: Are there incentives for devices purchased during the 2020 Device Purchasing Bid purchasing window?

Answer: No. In 2020, there are no incentive funds available. However, by aggregating volume across the state, we can get the best discounts and you may not have to go out to bid for larger purchases. Check with your Board policy to confirm that the REMC Device Purchasing Bid qualifies as a bid. [Back to Top](#)

Question: How are device specifications defined for the SPOT bid?

Answer: Specifications are defined by the REMC Device Purchasing Bid Specifications Committee, which consists of volunteers from ISDs and local districts from around the state. The Committee determined that except for the mini tablets, the specifications of the devices bid must meet or exceed the Michigan Department of Education Online Testing Device Requirements. [Back to Top](#)

Question: Why can't I have feature XYZ?

Answer: The goal is to create specifications to aggregate volume, so unfortunately, we will not be able to include everybody's desired features. The specifications are determined by the REMC Device Purchasing Bid Specifications Committee with representatives from across the state with the goal of meeting the needs of the majority while aligning with the Michigan Department of Education Testing Device Requirements. Most vendors offer a variety of upgrades and options though, so you can usually find a device that meets your needs. [Back to Top](#)

Question: What is the benefit of using SPOT?

Answer: The benefit of using the Statewide Purchasing Online Tool (SPOT) is that it enables us to leverage the aggregated volume from the entire state of Michigan to obtain larger discounts from device vendors. [Back to Top](#)

Question: What money can we use to purchase devices?

Answer: Any funds approved by the district for technology purchases (bond funding, general fund, etc.) can be used to purchase devices and accessories off the REMC Device Purchasing Bid. [Back to Top](#)

Question: Can agencies that are not K-12 public schools, e.g., private/parochial schools, public libraries, pre-schools, and medical facilities, order off the SPOT bid?

Answer: Yes. When you set up your SPOT account, select **Nonpublic** for your district and ISD. [Back to Top](#)

Question: How do I use SPOT to purchase devices?

Answer:

1. Go to [REMC SAVE website](#).
2. Click on **SPOT** in the upper right corner.
3. Log in to SPOT in the Customer Login area on the left side of the page.
4. Review the catalog by clicking on **View Catalog** next to Awarded Vendors in the light blue box on the right side of the screen. (Note: Information on upgrades and other options is attached to the tech specs sheet for the device in the catalog.)
5. Create a purchase order as you usually would. Please make sure that your purchase order is itemized and that it includes the following: the item number, model number/name, product/part number, quantity of item that you want to purchase, bid unit price and contact info. All items for one vendor may go on the same PO, even if they are from different REMC bids. For example, you may include items from the Device Purchasing catalog as well as other parts of the REMC catalog such as Computers & Networking.
6. Click on on the desired vendor in the light blue box on the right.
7. Enter the PO Number, PO Total, and PO Date.
8. Enter the quantity of each device that you are ordering, and then click **Add**. The added items will then appear at the top of 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.
10. Click **Continue**.
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. [Back to Top](#)

Question: How do I cancel an order?

1. Go to [REMC SAVE website](#).
2. Click on **SPOT** in the upper right corner.
3. Log in to SPOT in the Customer Login area on the left side of the page.
4. On the SPOT Dashboard, click on **View My POs** below the list of awarded vendors.
5. Locate the order you wish to cancel and click **Cancel** at the end of that row. The status column will then change from Submitted to Cancelled, and the vendor will receive an email about the cancellation.

Note: You may cancel an order at any time, but if you cancel your order more than a few minutes after you upload it, follow up with the vendor. Most of the vendors have staff members monitoring the PO uploads, and they are downloading and processing them shortly after upload. [Back to](#)

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