

Finance & Personnel Committee
Monday, February 5, 2024
5:00 PM, 2nd Floor, Joseph G. Cannon Building

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – January 8, 2024
4. Audience Comments
5. Financial Update (documentation to be distributed at meeting)
6. ARPA Funds Allocation Action-
Supplementary ARPA allotment for local entities from interest gained on ARPA Fund.
7. ARPA Action- Approval of County authorizing Centrica to work with delegated county staff to satisfy State of IL Procurement through registering as a member of TIPS (The Interlocal Purchasing System)
 - A. Approval of County authorizing Centrica to work with the delegated Vermilion County staff to satisfy County Procurement through registering as a member of TIPS (The Interlocal Purchasing System).
 - B. Deliberate and act on selecting Centrica Business Solutions (CBSS), a qualified vendor referenced in the RFQ administered by TIPS through the Energy Saving Performance Contracting TIPS contract #220104 as the most highly qualified TIPS vendor for the Member's purposes, and authorize the Chairman of the County Board to execute a Project Development Agreement with Centrica Business Solutions (CBSS) pending registration acceptance of TIPS membership.
8. Resolution: Re: Contractual Retainer of Reifsteck Wakefield Fanning & Company. (documentation to be distributed at meeting)
9. Executive Sessions:
 - A **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
10. Items of Information
11. Adjournment

Special Finance & Personnel Committee
Monday, January 8, 2024
5:00 PM, 2nd Floor, Joseph G. Cannon Building

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Miller called the Special Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Miller, Craig Golden, Becky Stark, Lon Henderson and Jim McMahon. Excused absent were Joe Eakle and Todd Johnson. Absent was Jerry Hawker. 5 Present, 3 Absent. Hawker arrived at the meeting at 5:02PM. Also, in attendance; Larry Baughn, Jr. – Chairman, Cassy Carter- Vermilion County Financial Resources Director, Bill Pickett – Neuhoff Media, Nancy O’Kane – Vermilion County Board Member, Blaine Meadows – Centrica Business Property Improvement, Erika Ramsey – Auditor, Jim Russell – Mental Health Director, Kasey Snyder (per phone call) – Animal Shelter Director and Matt Long – Supervisor of Assessment.

Agenda Item 2 - Adoption/Amendments to the Agenda

Henderson motioned to approve the agenda, second by Stark. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – December 11, 2023

Henderson motioned to approve the amended minutes, second by Golden. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

Blaine Medows stated he was present to see if there were any questions for the Centrica Buildings Proposal since there were new members on the Finance committee. He summarized and reviewed their proposal. This item is to be added to the February Agenda as a voting item.

Agenda Item 5 – Financial Update

Ramsey reported the General Fund balance report was not added to this month due to it only being one month into the new budget. She went on to review the year end fund balances.

Carter noted the attached ARPA financial reports. She stated the remaining ARPA balance for communities is \$22,506. Discussion ensued regarding moving some of the interest from ARPA money into the community pledged line. This would all more fund to help villages and communities.

Agenda Item 6 – Ordinance – RE: Abating Annual Tax Levy – Jail Expansion and Juvenile Detention Center Projects - \$549,087.00

McMahon motioned, second by Stark to approve. Carter explained this was a yearly ordinance which would abate the property taxes for the Jail and the JDC.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Henderson and McMahon. 6 yes, 2 absent. Motion passed.

Agenda Item 7 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Mental Health 708 Community Board – Budget Amendment - \$152,404.00

Hawker motioned, second by Henderson to approve. Russell explained this was a yearly ordinance which would add the unspent money from FY2022-2023 into the FY2023-2024 budget. This money would be for Mental Health First Aid Training, Professional Services and Miscellaneous Expenses. The miscellaneous expenses were from local donations and transferred monies from the OPIOID settlement fund.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Henderson and McMahon. 6 yes, 2 absent. Motion passed

Agenda Item 8 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Animal Control Fund - Budget Amendment - \$49,948.00

Golden motioned, second by Henderson to approve. Snyder explained this was a yearly ordinance to add money to the

new FY2023-2024 budget. This amount is the unspent donation money in FY2022-2023. Discussion ensued on the donation money regarding allowable expenses on the horse cases. Ramsey explained the donation money could be used for expenses on the horses.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Henderson and McMahan. 6 yes, 2 absent. Motion passed

Agenda Item 9 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County, Public Defender Department – Budget Amendment - \$1,000.00

McMahan motioned, second Henderson to approve. Carter explained this was previously approved, but due to the invoicing date, the money was not able to be spent in the previous budget year. This is now taking that money and adding it to FY2023-2024, so that the desk could be purchased.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Stark, Henderson and McMahan. 6 yes, 2 absent. Motion passed

Agenda Item 10 – Supplementary ARPA allotment for local entities

Chairman Baughn explained that he wanted the Finance Committee members to consider adding some of the earned interest on the ARPA fund into the amount pledged for communities. The previous amount of \$1,400,000 has almost all been spent and there are still several community requests.

Agenda Item 11 – Executive Session

None

Agenda Item 12 - Items of Information

Chairman Baughn stated the outside audit has started.

Hawker inquired about the Ordinances not going to their parent committee. He said going forward the parent committee need to meet to approve Ordinances and Resolutions. He also asked for a detailed report from the Animal Shelter Director showing the number of animals at the shelter and the expense per animal.

Henderson asked about the transportation meeting he attended in which the mayor was present regarding DMT and CRIS. Baughn stated the State's Attorney is working with the State of Illinois on this. The funding was decreased due to the decrease in the Vermilion County Census.

McMahan questioned the decision of the board which allowed Chairman Baughn to spend up to \$75,000 of ARPA funds without approval from Finance.

Agenda Item 13 – Adjournment

Committee Chairman Steve Miller adjourned the meeting at 6:11PM.



Detail General Ledger Report

G/L Date Range 01/01/24 - 01/31/24
 Include Sub Ledger Detail
 Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount
01/05/2024	040.640.00.4101	JE	HR	Payroll Post BW Bi-Weekly 01/05/24	Payroll Post		3,663.78	
01/19/2024	2024-00000311	JE	HR	Payroll Post BW Bi-Weekly 01/19/24	Payroll Post		3,663.78	
				Account Salary - Personnel Totals			<u>\$7,327.56</u>	<u>\$0.00</u>
01/05/2024	040.640.00.4155	JE	HR	Payroll Post BW Bi-Weekly 01/05/24	Payroll Post		630.96	
01/19/2024	2024-00000311	JE	HR	Payroll Post BW Bi-Weekly 01/19/24	Payroll Post		630.96	
				Account Insurance - Life/Health Totals			<u>\$1,261.92</u>	<u>\$0.00</u>
01/10/2024	2024-00000439	JE	AP	A/P Invoice Entry	Accounts Payable			44.97
01.10.24	Amazon Capital Services, Inc.			ARPA - Animal Shelter Credit	Invoice Date	01/10/2024		Amount
					Payment Number			(44.97)
					Total			(\$44.97)
				Account Supplies/Drugs/Nursing Totals			<u>\$0.00</u>	<u>\$44.97</u>
01/31/2024	040.640.00.4238	JE	AP	Void Payment Transaction	Void Payment			2,742.00
28719	2024-00000733			ARPA - Animal Shelter Court case 11.13.23	Invoice Date	11/30/2023		Amount
					Payment Number			2,742.00
					Total			\$2,742.00
				Account Special Circumstances Totals			<u>\$0.00</u>	<u>\$2,742.00</u>
01/30/2024	040.640.00.4294	JE	AP	A/P Invoice Entry	Accounts Payable			13,900.16
0711.10559	2024-00000711			ARPA - Quarterly Tax Software License 01.24	Invoice Date	01/30/2024		Amount
	DEWNET				Payment Number			13,900.16
					Total			\$13,900.16
				Account Maint/Repair - Software Totals			<u>\$13,900.16</u>	<u>\$0.00</u>
01/08/2024	040.640.00.4294	JE	AP	A/P Invoice Entry	Accounts Payable			13,444.10
7347	2024-00000365			ARPA - Court House Security Lighting	Invoice Date	12/22/2023		Amount
2440979	R.C. Electric and Communications Inc			ARPA - Water reroute Treasurer Breakroom #1	Payment Number			5,277.65
20866	Vermilion County Credit Card			ARPA - Treasurer Breakroom #2	Invoice Date	01/08/2024		2,842.45
	Frank J. Strahl & Sons				Payment Number			5,324.00
					Total			\$13,444.10
01/10/2024	2024-00000441	JE	AP	A/P Invoice Entry	Accounts Payable			1,227.58
7357	2024-00000236			ARPA - Treasurer Breakroom - relocation of power	Invoice Date	01/05/2024		Amount
	R.C. Electric and Communications Inc				Payment Number			1,227.58
					Total			\$1,227.58
				Account Maint/Repair - Buildings Totals			<u>\$14,671.68</u>	<u>\$0.00</u>
01/02/2024	040.640.00.4361	JE	AP	A/P Invoice Entry	Accounts Payable			16,010.86
T895591	2024-00000236			ARPA - Reimbursement for Hoop Building expenses pd from Hwy	Invoice Date	01/02/2024		Amount
9486348	Vermilion County Highway Dept.			ARPA - East Lynn Water Meters	Payment Number			1,422.87
39642804	Core & Main LP			ARPA - Probation Intox testing kit	Invoice Date	12/06/2023		5,118.56
	CMI Inc			ARPA - 1st half panic buttons JCC Building	Payment Number			2,526.00
	Johnson Controls Security Solutions				Invoice Date	12/18/2023		6,943.43

Detail General Ledger Report

G/L Date Range 01/01/24 - 01/31/24
 Include Sub Ledger Detail
 Exclude Accounts with No Activity



Invoice Number	Vendor	Description	AP	A/P Invoice Entry	Accounts Payable	Invoice Date	Payment Type	Payment Number	Amount																																																						
01/03/2024	2024-0000263 Michael E. Barnard	ARPA - Shelter Planners of America #2	AP	A/P Invoice Entry	Accounts Payable	12/19/2023			8,437.50																																																						
									Total 8,437.50																																																						
01/08/2024	2024-0000373 Viper Lift Trucks	ARPA - Fork Lift for B & G	AP	A/P Invoice Entry	Accounts Payable	01/03/2024			21,099.00																																																						
									Total 21,099.00																																																						
01/17/2024	2024-0000514 Elizabeth Bray Knecht	Mental Health Contractor Feb 2024	AP	A/P Invoice Entry	Accounts Payable	01/17/2024			4,508.75																																																						
									Total 4,508.75																																																						
01/26/2024	2024-0000650 DTI Office Solutions	ARPA - Copiers for Recorder, Highway, PD	AP	A/P Invoice Entry	Accounts Payable	01/19/2024			13,117.00																																																						
									Total 13,117.00																																																						
<table border="0"> <tr> <td colspan="2">G/L Account Number</td> <td>040.640.00.4450</td> <td>Office Furniture/Equipment</td> <td>Month</td> <td>January 2024</td> <td>Totals</td> <td>\$63,173.11</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">01/08/2024</td> <td>2024-0000365</td> <td></td> <td>Account</td> <td>Contractual/Prof Services</td> <td>Totals</td> <td>\$63,173.11</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">20424</td> <td>Vermilion County Credit Card</td> <td></td> <td colspan="2">Accounts Payable</td> <td></td> <td>1,068.00</td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>Invoice Date</td> <td></td> <td></td> <td></td> <td>Amount</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td>01/08/2024</td> <td></td> <td></td> <td></td> <td>1,068.00</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total 1,068.00</td> </tr> </table>										G/L Account Number		040.640.00.4450	Office Furniture/Equipment	Month	January 2024	Totals	\$63,173.11	\$0.00	01/08/2024		2024-0000365		Account	Contractual/Prof Services	Totals	\$63,173.11	\$0.00	20424		Vermilion County Credit Card		Accounts Payable			1,068.00						Invoice Date				Amount					01/08/2024				1,068.00									Total 1,068.00
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Grand Totals				\$101,402.43	\$2,786.97																																																										

American Rescue Plan Fund Balance			
Beginning Revenue	Previous Expenses	January Expenses	Remaining Balance
\$ 14,715,103.01	\$ 8,523,594.45	\$ 98,615.46	\$ 6,092,893.10



Community Requests - Detail General Ledger Report

G/L Date Range 12/01/20 - 1/31/24
Include Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount
G/L Account Number 040.640.00.4292 Maint/Repair - Hardware								
11/10/2022	2022-00005522	JE	AP	A/P Invoice Entry	Accounts Payable			
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
10.22	I and I Firefighters Association			ARPA Fire Fighters Communication Equipment serving all VC	11/10/2022	Check	19329	133,587.20
							Total	\$133,587.20
12/16/2022	2023-00000159	JE	AP	A/P Invoice Entry	Accounts Payable			
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
0911202201A.1	Federal Signal Corporation			ARPA - Village of Muncie emergency siren	12/16/2022	Check	19726	10,589.00
							Total	\$10,589.00
G/L Account Number 040.640.00.4361 Contractual/Prof Services								
01/13/2022	2022-00000396	JE	AP	A/P Invoice Entry	Accounts Payable			
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
01.13.22	Danville Branch NAACP #3009			Donation for COVID Clinics	01/13/2022	Check	16723	40,000.00
							Total	\$40,000.00
09/27/2022	2022-00004660	JE	AP	A/P Invoice Entry	Accounts Payable			
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
22045-1	A&R Mechanical Contractors, Inc			ARPA - Village of Potomac Water Project	09/08/2022	Check	18885	89,679.75
							Total	\$89,679.75
11/10/2022	2022-00005522	JE	AP	A/P Invoice Entry	Accounts Payable			
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>
10.22	A&R Mechanical Contractors, Inc			ARPA - Village of Potomac Water Project Remaining	11/10/2022	Check	19328	1,370.63
							Total	\$1,370.63
12/14/2022	2023-00000137	JE	AP	A/P Invoice Entry	Accounts Payable		3,620.00	
	<i>Vendor</i>			<i>Description</i>	<i>Invoice Date</i>	<i>Payment Type</i>	<i>Payment Number</i>	<i>Amount</i>



Community Requests - Detail General Ledger Report

G/L Date Range 12/01/20 - 1/31/24
Include Sub Ledger Detail

Invoice Number	Vendor	JE	AP	A/P Invoice Entry	Accounts Payable	Invoice Date	Payment Type	Payment Number	Amount
4092	R.C. Electric and Communications Inc						Check	19669	3,620.00
									Total \$3,620.00
03/09/2023	2023-00001364	JE	AP	A/P Invoice Entry	Accounts Payable				
	Vendor								
7570	R.C. Electric and Communications Inc					03/09/2023	Check	20423	9,454.00
									Total \$9,454.00
05/15/2023	2023-00002371	JE	AP	A/P Invoice Entry	Accounts Payable				
	Vendor								
05.2023	Vermilion County Farm Bureau Foundation					05/15/2023	Check	21044	25,000.00
									Total \$25,000.00
06/21/2023	2023-00002927	JE	AP	A/P Invoice Entry	Accounts Payable				
	Vendor								
06.23	Vermilion County Child Advocacy Center					06/15/2023	Check	21451	40,000.00
									Total \$40,000.00
06/21/2023	2023-00002932	JE	AP	A/P Invoice Entry	Accounts Payable				
	Vendor								
06.2023	Vermilion County Crimestoppers					06/15/2023	Check	21452	10,000.00
									Total \$10,000.00
06/26/2023	2023-00002999	JE	AP	A/P Invoice Entry	Accounts Payable				
	Vendor								
06.15.23	Vermilion County Museum Society					06/15/2023	Check	21453	17,493.00
									Total \$17,493.00
07/07/2023	2023-00003190	JE	AP	A/P Invoice Entry	Accounts Payable				



Community Requests - Detail General Ledger Report

G/L Date Range 12/01/20 - 1/31/24
Include Sub Ledger Detail

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount
06.15.23	Village of Alvin	ARPA - Water Meters	06/15/2023	Check	21535	25,170.00
Total						\$25,170.00
Balance To Date:						
09/05/2023	040.640.00.4451 Vehicle Lease/Purchase	JE AP A/P Invoice Entry	Accounts Payable		28,529.80	
2023-00003926	Vendor		Invoice Date	Payment Type	Payment Number	Amount
119847579A	Arends Hogan Walker LLC	ARPA - Tractor for Village of Alvin	08/24/2023	Check	22034	28,529.80
Total						\$28,529.80
11/14/2023	2023-00004919	JE AP A/P Invoice Entry	Accounts Payable		600,000.00	
2023-00004974	Vendor		Invoice Date	Payment Type	Payment Number	Amount
11.08.23	City of Hoopston	ARPA - Road into hotel - approved finance 11.08.23	11/08/2023	Check	22645	600,000.00
Total						\$600,000.00
11/17/2023	2023-00004974	JE AP A/P Invoice Entry	Accounts Payable		50,000.00	
2023-00005086	Vendor		Invoice Date	Payment Type	Payment Number	Amount
11.08.23	Humane Society of Danville, Inc	ARPA - new kennels approved per finance 11.08.23	11/08/2023	Check	22731	50,000.00
Total						\$50,000.00
11/28/2023	2023-00005086	JE AP A/P Invoice Entry	Accounts Payable		75,000.00	
D191968PW	Vendor		Invoice Date	Payment Type	Payment Number	Amount
	Roland Machinery Company	ARPA - Blount Township Tractor	11/27/2023	Check	22808	75,000.00
Total						\$75,000.00
12/19/2023	2024-00000159	JE AP A/P Invoice Entry	Accounts Payable		4,030.15	
1401	Vendor		Invoice Date	Payment Type	Payment Number	Amount
	Vermilion County War Museum	ARPA - War Museum	12/19/2023	Check	23021	4,030.15
Total						\$4,030.15
12/19/2023	2024-00000161	JE AP A/P Invoice Entry	Accounts Payable		1,324.92	
2008528353742	Vendor		Invoice Date	Payment Type	Payment Number	Amount
	Vermilion County War Museum Society	ARPA - War Museum #2	12/19/2023	Check	23021	1,324.92
Total						\$1,324.92
G/L Account Number 040.640.00.4361 Contractual/Prof Services						
01/02/2024	2024-00000236	JE AP A/P Invoice Entry	Accounts Payable		5118.56	



Community Requests - Detail General Ledger Report

G/L Date Range 12/01/20 - 1/31/24
 Include Sub Ledger Detail

Invoice Number	Vendor	Description	Payment Type	Payment Number	Amount
T895541	Core & Main LP	ARPA - East Lynn Water Meters	12/06/2023		5,118.56

	\$1,169,967.01
	\$1,169,967.01
	\$1,169,967.01
	\$1,169,967.01

Project General Totals
 Department American Rescue Plan Totals
 Fund AMERICAN RESCUE PLAN Totals
 Grand Totals

Earmarked Indianola Town Hall	\$	43,000.00
Earmarked Sidell Water Projects	\$	150,000.00
Remaining Earmarked for VC War Museum	\$	19,644.93
Grand Total	\$	1,382,611.94
Pledged Amount	\$	1,400,000.00
Available Amount Remaining	\$	17,388.06

Interest 2022	\$	42,938.22
Interest 2023	\$	412,688.34
Total Interest	\$	455,626.56



MEMBERSHIP
B E N E F I T S

ABOUT TIPS

Purchasing Cooperative

TIPS is a national purchasing cooperative offering competitively solicited contracts to education government and nonprofit agencies, saving them both time and money. TIPS provides a proven, streamlined process that eliminates the purchasing stress for Members.



www.tips-usa.com

866-839-8477



PURCHASING COOPERATIVE

"Purchasing Made Personal"

TIPS MEMBERS

are able to save time and money without the delay and expense because TIPS completes the competitive bid process for you

BENEFITS

Full-Line Contract Solutions

- Choose the products & services desired

Leveraging Relationships

- Select the Vendor desired to purchase from & work with
- TIPS is always available to assist in the process & confirm pricing

Quality Pricing

- Avoid low-bids and low-quality awards.
- Receive national volume, ceiling-based, discounted pricing
- Submit your own RFQ and specs through our Member Portal in one easy step

WHO CAN JOIN

The benefits of using TIPS are available to Education, Government and Non-Profit Agencies



TIPS is the purchasing cooperative of Region 8 Education Service Center, the **Lead Public Agency**.



TIPS has the **legislative authority** to establish contracts for government and education agencies **nationwide**.



Membership is **FREE** with no purchasing obligation or liability. Members gain immediate access to our competitively procured contracts with **quality vendors**.

