

Docutrend, Inc  
Attn: Edgar Donado  
575 Virginia Drive  
Fort Washington, PA 19034

**SUBJECT: COSTARS-001-054 Copiers, Document Imaging & Multifunction Devices**

Dear Sir or Madam:

The Department of General Services (DGS) is pleased to inform you that the COSTARS-001-054 Copiers, Document Imaging & Multifunction Devices Contract is awarded effective 04/01/2016 through 04/01/2017. It is now acceptable for you to proceed with sales of your contract offerings to COSTARS Members. An executed copy of your Contract is attached for your reference.

DGS is posting to the DGS COSTARS website a "Book of Awards", including the Supplier data, the Bid Item Sheet(s) provided with each bid response, as well as any link to a Supplier website. Prospective COSTARS Purchasers may access the "Book of Awards" via the COSTARS Members Area.

In accordance with Section 9 of the COSTARS Contract Standard Terms and Conditions, DGS strongly encourages each Supplier to provide a dedicated website for COSTARS purchasers, including a complete listing with contract pricing for all items required under the contract, product and customer support information, and the capability for COSTARS purchasers to place online orders for contract items. If the Supplier provides a dedicated COSTARS website, the Supplier agrees to permit DGS to provide a link from the DGS COSTARS website to the dedicated Supplier COSTARS website to facilitate access by prospective COSTARS Purchasers.

The DGS COSTARS Program offers a Web-based Supplier Gateway designed specifically for your use. The COSTARS Supplier Gateway will allow you to:

- Review your Bid Item Workbook exactly as it appears to our members
- Review contract terms
- Electronically assemble and report your quarterly contract sales
- Pay annual administrative fees
- Edit profiles

You may access the site at [www.costars.state.pa.us](http://www.costars.state.pa.us). Select *Businesses > Materials & Services Procurement > COSTARS Supplier Information* and follow the instructions provided on the screen to "Manage COSTARS Participation". DGS COSTARS Program recommends that you take a moment to review the online training presentation and task modules found in the *COSTARS Training Center* before proceeding to use the Supplier Gateway.

As a reminder, and in accordance with Section 15 of the COSTARS Contract Standard Terms and Conditions, a Quarterly Sales Report for the period Quarter 2 (Apr - Jun) - 2016 will be due to the DGS COSTARS Program Office no later than 07/15/2016. Please complete the report by logging into the Web-based PA Supplier Portal at <https://pasupplierportal.state.pa.us/iri/portal/login> to access the COSTARS Supplier Gateway through *Enterprise Applications > COSTARS*.

If have any questions, please contact me at 717-346-2680 or COSTARS Program staff at 1-866-768-7827. Thank you for your participation in the COSTARS Program.

Sincerely,

Roxann MacAvoy  
COSTARS Commodity Specialist

Attachments