

REMC Device Purchasing Frequently Asked Questions

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Question: Help! I can't see the SPOT link in the gray menu bar! What do I do?

Answer:

1. If you do not have an account in the system, set up a SPOT account following the instructions in FAQ #6.
2. If you do already have a REMC account, log in to <http://remcbids.org> and check your profile by clicking on the Profile link in the upper right corner of the page. Make sure that you have selected Yes for SPOT User.
3. If you have a REMC account but are not a SPOT user, update your profile and click Save. IMPORTANT: You must log out and then log back in to see the SPOT link. [Back to Top](#)

Question: How do I get questions answered?

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

Question: Does purchasing off of the REMC Device Purchasing Bid using SPOT automatically negate the need to solicit competitive bids for devices for my district? Does purchasing off of the REMC Device Purchasing Bid meet the Best Practice of obtaining competitive bids for the provision of 2016-2017 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 some 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 that we can get the highest 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 <http://www.remcbids.org/>.
2. Click on **Login or Register** in the upper right hand corner.
3. Click on **Click Here** below **Need to Register**.
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. [I'm sure it seems odd to select **Yes** in the Non-Public field if you are a public library, but this year, that's the way the system is set up. Thank you for bearing with our quirks:)]

6. Click **Save** at the bottom of the form.
7. IMPORTANT: Log out and then log back in to see the SPOT link in the gray menu bar near the top of the screen.

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

1. Log in at <http://www.remcbids.org/>.
2. Click on **Profile** in the upper right corner of the screen.
3. Review your 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.
4. Select **Yes** in the SPOT User dropdown.
5. Click **Save** at the bottom of the screen.
6. IMPORTANT: Log out and then log back in to see the SPOT link in the gray menu bar near the top of the screen. [Back to Top](#)

Question: How do I use SPOT to forecast?

Answer: Once logged in to <http://www.remcbids.org>, click on SPOT in the upper right hand gray bar. Click on Forecast on the left menu, and then click the blue Change Forecast Quantities button, and then fill in your projected device purchases for the upcoming purchase window. When you are finished, click Save. 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: How do I find information on the items awarded items on the REMC Device Purchasing Bid?

Answer:

1. If you are not logged in to SPOT:
 - a. Click on Device Purchasing in the blue menu across the top.
 - b. Click on Apple, Google, or Microsoft on the left.
 - c. You may further filter using the links on the left menu or you can view all of the items from the selected category at once.
 - d. Click on the title of the device in which you are interested.
 - e. NOTE: You must be logged in to SPOT to place an order.
2. If you are logged in to SPOT:
 - a. Under the **2017 REMC Device Purchasing** heading on the left, click on **View Catalog**.
 - b. Click on Apple, Google, or Microsoft on the left.

- c. You may further filter using the links on the left menu or you can view all of the items from the selected category at once.
- d. Click on the title of the device in which you are interested. [Back to Top](#)

Question: How do I use SPOT to purchase devices?

Answer:

You must be registered as a SPOT user to upload a purchase order. Use the following steps:

1. Log in at <http://www.remcbids.org/>.
2. Click on SPOT in the gray menu near the top.
3. Under the 2017 REMC Device Purchasing heading in the left menu, click on **View Catalog**. The awarded devices are listed.
4. Click on the title of a device for more details. For your convenience, you can create an itemized shopping list from which you can develop your purchase order. Note: This will NOT submit an order to the vendor(s).
5. If you are looking for accessories or device options, click on the title of the device in the catalog and then on the Product Specifications PDF link. The first page of this PDF contains a list of the accessories and options. If you don't see what you're looking for, contact the vendor. You may also purchase items from other parts of the REMC catalog, e.g., Computers & Networking.
6. 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, reseller product/part number, quantity of item that you want to purchase, bid unit price and contact info. New in 2017: All items for a vendor may go on the same PO, even if they are from different 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.
7. When you are ready to submit a purchase order, click on **SPOT** in the gray menu to return to the SPOT home page.
8. Click on **Submit PO** under the 2017 Device Purchasing heading in the left menu and you will be taken through four steps.
9. In Step 1, enter the PO Number, PO Total, PO Date and select the vendor from the dropdown box, and then click **Next**.
10. In Step 2, the list of devices awarded to the selected vendor will be listed. Enter the quantity of each device that you are ordering, and then click **Next**. (Note: In 2017, only devices show in Step 2 and you only need to enter quantities for these. Accessories and options may still be included on the PO.)
11. In Step 3, confirm that the device quantities you entered are correct. If they are not correct, click the **Back** button to go back to Step 2, make the necessary revisions and click **Next**. When the quantities are correct in Step 3, click **Next**.
12. In Step 4, upload your PO by clicking on **Choose File** to select the file from your computer, and then click **Submit PO**. Once your PO is submitted, you will be on the Purchase Order Status screen. The Purchase Order Status screen displays all purchase

orders that you have uploaded. A link to the PO file that you uploaded is now available from this screen. [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 Spring 2017 Bid is scheduled to open April 19, 2017 and will be open through September 30, 2017. 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, 2017, the PO upload feature in SPOT will no longer be visible. [Back to Top](#)

Question: Are there incentives for devices purchased during the Spring 2017 purchasing window?

Answer: No. In 2017, 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. [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 higher 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 (2016 TRIG participation and incentive funds, bond funding, general fund, etc.) can be used to purchase devices and accessories off of 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](#)