

Request form for a manufacturer's product line



Background:

The DigitalEdge office at Educational Service District 112 in Vancouver, Washington strives to include a variety of quality instructional technology and audio-visual solutions on its Product and Price List. Purchasers have the opportunity to provide input regarding the manufacturer product lines to seek through a competitive bid.

Instructions:

If you do not see your preferred manufacturer's product line in a specific category on the DigitalEdge Product and Price List, please use this form to request that the DigitalEdge office seeks that line through a competitive bid process. Print legibly with a dark pen, and fax it to the DigitalEdge office at 360.696.3099.

Name _____

School or Organization _____

Address _____

City, State, Zip _____

Work Phone _____

Alternate Phone _____

E-mail Address _____

Desired Manufacturer Product Line (*Ex: Touch and Teach Interactive Whiteboards, where "Touch and Teach" is the name of the manufacturer, and "Interactive Whiteboards" is the name of a product line.*)

Why do you want to see this manufacturer's product line on the DigitalEdge contract? Mark all that apply.

- Our district has standardized on this manufacturer's product line, and would like to continue using it in order to maximize our resources for professional development, technical support and replacement parts.
- This manufacturer's product line meets the specifications for our facility or instructional needs.
- This manufacturer's product line is research-proven and meets the requirements of No Child Left Behind, so that we can use federal dollars for its purchase.
- This manufacturer's product line was introduced to our staff at a professional development session, presentation, seminar or other type of gathering, and our decision-makers have determined that it meets our intended outcomes.
- Other (Please Explain): _____

Signed _____
(Signature of person completing this form)

Date _____