

**LOCAL TECHNICAL ASSISTANCE PROGRAM**

**STREAMLINED APPROACH TO  
STORMWATER MANAGEMENT**

FEBRUARY 2025



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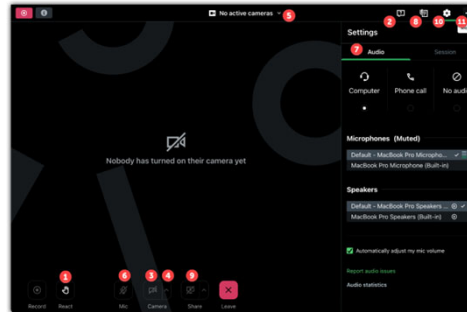
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



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# HANDOUTS

- <https://gis.penndot.pa.gov/ltap/>, Training Descriptions
- Click on the course description and scroll to the bottom to download handouts.

Handout Upload:  No file chosen

#	File Name	Date	Download	Delete
1	00 Class/Workshop_2021-01-13.pdf	1/13/2021 10:23:00 AM		
2	01 Handout_1.pdf	1/13/2021 10:23:00 AM		

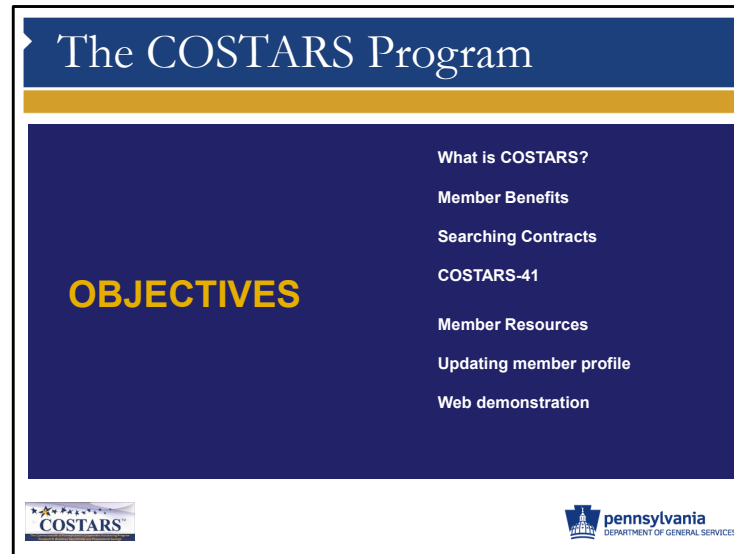
Handouts – are on the LTAP Resource Page.

If the staff has uploaded any supplemental handouts to the webinar, you can find them under handout tab. You can access the handouts at anytime throughout the webinar. If you click on the handouts, they will open in another window, but it will not close out the webinar.

All handouts can be found on the website <https://gis.penndot.gov/ltap/>, under Training Descriptions.



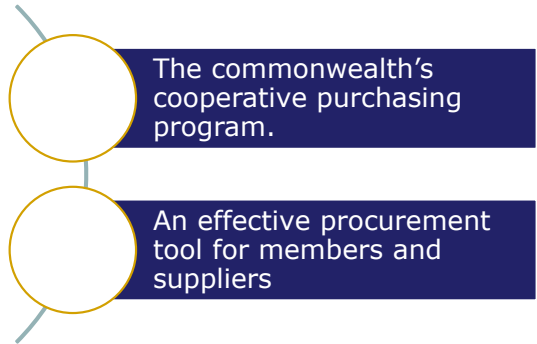
Good afternoon, my name is Isaiah Smith, marketing manager for the COSTARS Cooperative purchasing program. Thank you for attending this session today hopefully you leave hear with some valuable information that you can take back to your organizations.



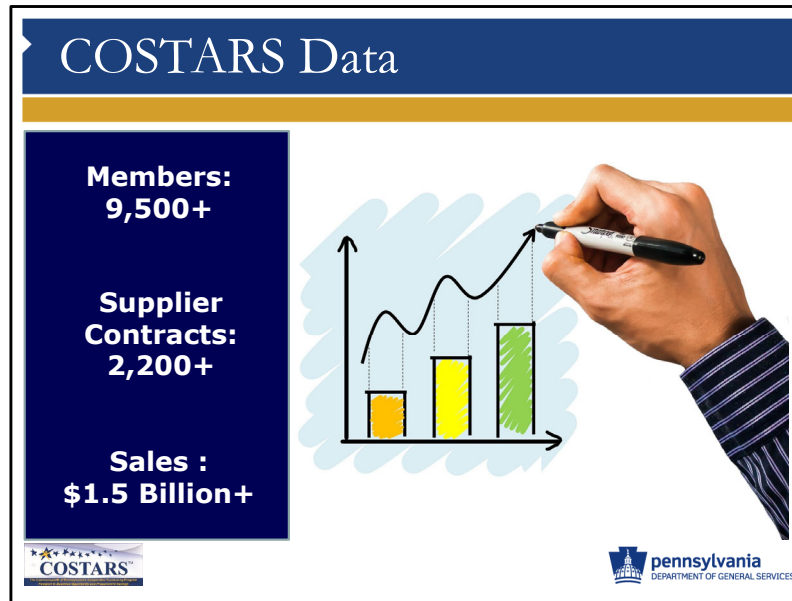
My objective today is to share some best practices for members in the program. What I'd like to cover with you today is:

- What exactly is COSTARS?
- Why should you use it for purchases. In other words, the benefits.
- Searching for COSTARS exclusive and Statewide Contracts.
- Discussing COSTARS-41 and why you should purchase through this contract
- COSTARS resources to help you in your COSTARS Journey.
- Updating member profile
- Brief web demo

# What is COSTARS?







As business professionals, I'm sure data drives decisions in your normal day-to-day – these stats will speak volumes

The COSTARS Program was developed in 2004, after the first year of the program there were nearly 3,000 entities participating in the program.

**MEMBERSHIP GROWTH:**

- 2005 membership – 2,998
- Currently, more than 9,500

*We average about 1 new member each business day.*

**SUPPLIER CONTRACT GROWTH:**

2007 – 483

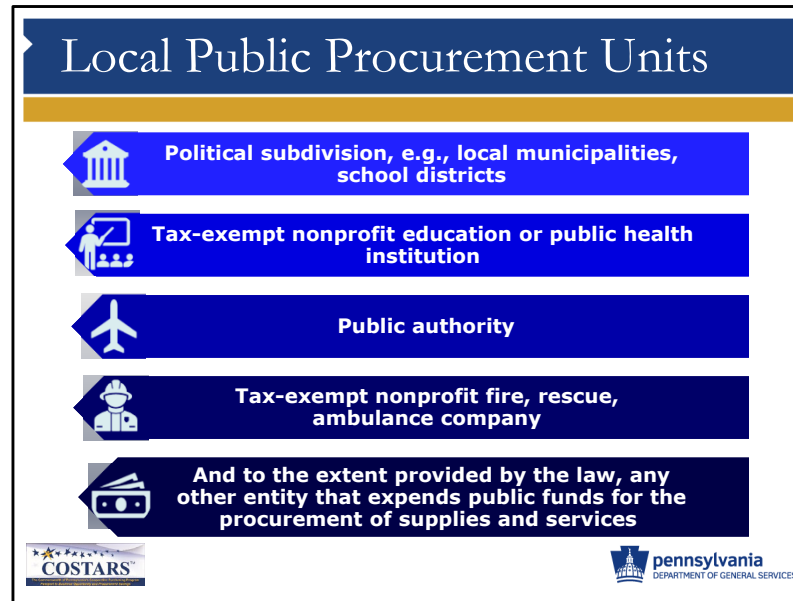
Today – more than 2,200

*Reflects suppliers on COSTARS-exclusive and COSTARS-participating, statewide contracts.*

**SALES GROWTH:**

From its inception through FY 2023, our COSTARS sales have grown from \$150 million dollars to over \$1.5 BILLION in sales!

So, our members are taking advantage of their member benefits and COSTARS competitive pricing!



When we use the term “members” in the COSTARS program, these are the purchasers.

Eligibility for membership requires that an organization falls within the scope of a Local Public Procurement Unit, by being a tax-exempt, non-profit organization who receives public funding for the procurement of supplies and services.

Our members are entities such as:

- Local municipalities
- School Districts
- Education or Public Health institutions
- Public Authorities (parking, airport, sewer, and water)
- Fire, rescue, and ambulance companies
- Other tax-exempt, non-profit entities who receive public funding for procurement of supplies & services

Because these entities receive public funding for procurement, we as Commonwealth citizens see the benefits of those savings in our communities. The less these entities need to spend to acquire the goods and services needed, the more our tax money stretches and the more our communities can provide for us.

**COSTARS Member Savings**

**Costs of Public Bidding Process**

**\$3,600**  
(Estimated Average)

- Advertising Costs
- Administrative Costs
- Attorney Fees

**COSTARS**

**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

For those members who are held to the requirements of the PA Procurement code thresholds, it is estimated that for transactions over the \$23,800 threshold, these members invest approximately \$3,600 in the public bidding process – comprised of

- Advertising costs
- Administrative costs
- Attorney fees

Not only does the public bidding process take a substantial amount time and effort, but our members would rather to apply that \$3,600 spend to the hard costs of the project! In addition to saving money, their decision-making time is lessened because our members can quickly start negotiations and finalize the purchase with the supplier that suits their needs and budget.



This is one of the main factors in a member’s decision to purchase through COSTARS-participating contracts.

## PA Procurement Code

By purchasing through the COSTARS Program, COSTARS members meet the procurement requirements of Chapter 19 of the Procurement Code.

<b>Below \$12,900</b>	<b>Between \$12,900 and \$23,800</b>	<b>More than \$23,800</b>
No advertising competitive bidding or price quotes required.	Three informal price quotes required and must award to lowest bidder.	Advertise twice and formal, competitive bidding required.

Unless using COSTARS or other acceptable cooperative purchasing program.

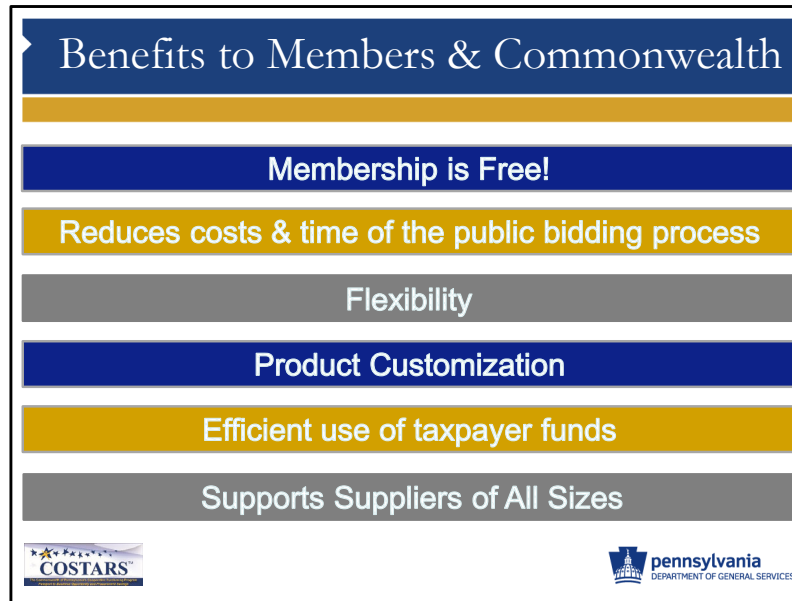



Many, but not all, of our members must follow the state's laws and regulations, one of them being the PA Procurement Law's procurement thresholds. The law and these thresholds require that for any purchases...

- ***Up to \$12,900, these organizations can purchase whatever they need from who ever they'd like with no additional legwork needed prior to making the purchase.***
- ***For transactions between \$12,900-\$23,800, they must obtain 3 written or telephone quotes and the purchase must be awarded to the lowest bidder.***
- ***For transactions over \$23,800, these entities must advertise and follow the formal bidding process.***

***(CLICK)***

Because COSTARS contracts, and, COSTARS-participating statewide contracts meet the requirements of Chapter 19 of the Procurement Code, our members can significantly reduce the time and cost normally associated with the public bidding process by purchasing through the COSTARS Program.



The COSTARS program is beneficial to members and the commonwealth because.

- **There is no cost for a local public procurement unit to be a member of the program. And once they are a member, they are always a member**
- **Because the suppliers already go through the competitive bidding process with DGS to be awarded contracts**
  - COSTARS reduces public bidding costs for our members held to the PA Procurement Code bidding threshold requirements
    - These contracts satisfy the requirements of Chapter 19 so in most cases, the members do not need to gain formal bids
      - Examples where they do:
        - Federal funding requirements
        - If their organization has additional requirements above and beyond the PA

## Procurement Code

- The program's search capabilities reduces the amount of time investment on researching individual suppliers
- If the entity has any question or concerns, you should contact your solicitor about satisfying any requirements you must meet
  
- **COSTARS provides our members with more flexibility and choice in their procurement process**
  - Members may purchase from COSTARS-exclusive suppliers or piggyback on statewide, COSTARS-participating contracts
  - They are also able to base their decision on more criteria than just price.
    - Preferred brands
    - Location or past performance of a supplier
    - Negotiated value-adds to the purchase
  
  - Many vendors reach out to us because a member they have been speaking with have requested they become COSTARS-authorized. Because procurement through the COSTARS program is so effective and efficient, our members want their preferred suppliers to participate in the program. This gives our members the best of both worlds.
  
- **COSTARS-Exclusive Contracts Allows for Product Customization**
  - Using vehicles for example, members and suppliers can negotiate additional add-ons to the vehicle that

better fit the member's needs of that product and make the supplier's offer more competitive.

- **Because COSTARS Members receive public funding for the procurement of supplies and services, the combination of competitive pricing and negotiation saves taxpayer money!**
- **And finally, the added benefit for our Commonwealth is that the COSTARS program provides opportunities for small, small-diverse, small veteran owned and local companies to compete for this business.**



## COSTARS Contracts vs. State Contracts

COSTARS Contracts	Statewide Contracts
36 multi-vendor contracts. Variety of suppliers. Contracts are awarded to all responsive & responsible bidders.	Over 100 COSTARS-participating suppliers. Contracted based on state agency need. Focused supplier selection.
Competitive pricing. Contract price is ceiling price.	Competitively priced through sealed bidding.
Products and services are customizable – within scope of the contract.	Products and services purchased as quoted on contract.



COSTARS members are permitted to purchase under both the eligible statewide and COSTARS-exclusive contracts.

- What are the differences between the two types of contracts?

### **COSTARS-Exclusive Contracts:**

- *The 36 COSTARS-exclusive, multi-vendor contracts are available for use by COSTARS members only. Agencies cannot use these contracts.*
- *COSTARS contracts have many choices of suppliers with a lot of variety. As I mentioned a moment ago, we award COSTARS-exclusive contracts to all responsive & responsible bidders. With the wide variety of suppliers on COSTARS contracts, it is important to be sure you are competitively pricing your products and services to compete for the members' business.*
- *COSTARS offers competitive pricing and a supplier's pricing offered on a COSTARS contract is the ceiling price – they can offer lower pricing but cannot offer pricing higher than stated on the contract.*
- *Customization*

***Statewide contracts:***

- *Statewide contracts are established based on the procurement needs of state agencies which may or may not coincide with the needs of COSTARS members so in many cases, there is a much more focused supplier selection on statewide contracts.*
- *However, there are over 100 statewide contracts that are available for COSTARS members to purchase from as well*
- *Statewide contracts are competitively priced through the formal bidding process*
- *Statewide contracts are not open to customization – the specs of the products and services are listed in the contract*

*Suppliers awarded State-agency contracts can only sell to COSTARS members if they elect to participate in the COSTARS program.* The statewide contract suppliers who elect to become a COSTARS-authorized supplier, agree to offer COSTARS members the same pricing and terms & conditions they offer to state agencies under these contracts. If you plan to bid on an upcoming statewide contract, be sure to opt-in to the COSTARS program to increase your potential sales to our members. If you can't locate how to opt-in when bidding, the Commodity Specialist in charge of the contract or the COSTARS team can help.

## COSTARS-Exclusive Contracts



**GUIDE TO  
COSTARS CONTRACTS**

COSTARS  
*We Sell Savings!*

- Copiers, Document Imaging, MFD's
- IT Hardware
- Office, School & Library Supplies
- Janitorial Supplies
- Software
- Foods
- Maintenance, Repair & Operation (MRO)
- Stormwater Management Products and Services Stormwater Management Products
- Toiletries
- Emergency Responder Equip. and Supplies
- Emergency Responder Vehicles
- Recreational and Fitness Equipment
- Water & Wastewater Treatment Consumables
- Water & Wastewater Treatment Plants Components & Equip.




There are two types of contracts that our members may purchase from. I will focus first on COSTARS-exclusive contracts.

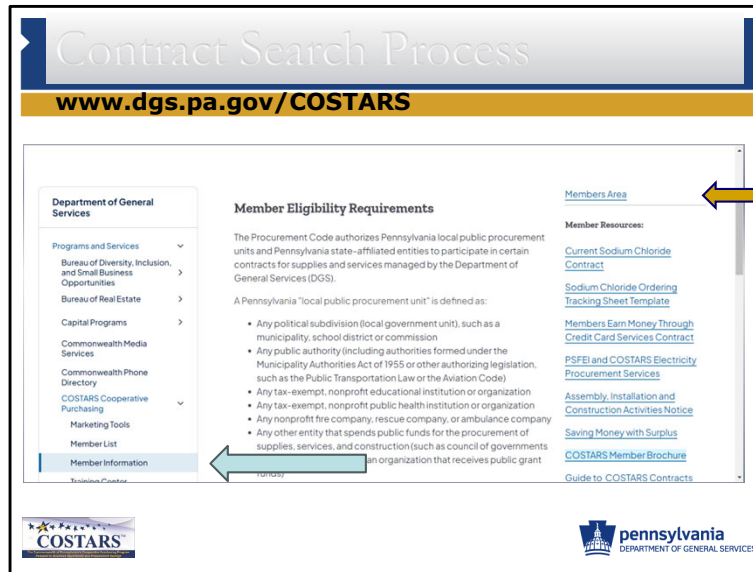
Currently, there are 36 COSTARS-exclusive contracts covering nearly everything members may need. These contracts are only available for use by COSTARS members. They are not available for the agencies to purchase from.

Pictured here is a helpful resource called the Guide to COSTARS Contracts. The guide includes a listing of all COSTARS-exclusive and statewide, COSTARS-participating contracts and helps to define contracts where members and suppliers can locate the products and services of interest to them.

In the interest of time, I'll only highlight a handful of the COSTARS-exclusive contracts. We will share an electronic version of this guide which could help your offices provide information to members and suppliers with questions on contracts available in the program.



The COSTARS Website now has a new look. Each commonwealth website has a similar template so that it looks uniform across all agencies. This is a change that has happened in the past month.



I want to show you the contract search process that a member goes through. This could be a valuable resource as you strategize your plans to bid on a contract. You are able to view other suppliers similar to you to see the pricing standard that is popular in your product categories.

www.dgs.pa.gov

You'll select the "Member Information" link from the COSTARS Cooperative Purchasing dropdown.

Once you've selected the "Member Information" link, you'll select the "Member Area" Link at the top of the page.

This is the portal that is tailored to the COSTARS member's needs

**Search COSTARS Contracts**

Home  
 Training Center  
 User Registration  
 COSTARS Membership  
 Search Contracts

**WELCOME TO THE COSTARS MEMBERS AREA!**

**CONTRACTS**  
 Registered COSTARS members have the option to purchase from COSTARS Contracts or from a large selection of Statewide Contracts for which suppliers have consented to participate. And, participation in any COSTARS purchasing is completely voluntary, meaning that each COSTARS member is also free to obtain products and services through regular procurement procedures.

**Statewide Contracts**  
 Statewide Contracts are available to all registered COSTARS members. The Department of General Services (DGS) has created these contracts in accordance with the Procurement Code. In addition, many contracts created by DGS for Commonwealth agency use are available to COSTARS members. All DGS contracts through which LPWS and state-affiliated entities may make purchases, and specific statewide contracts are part of the COSTARS Program.

**COSTARS Contracts**  
 Because the Commonwealth awards contracts through its own competitive bidding process, COSTARS procurements meet the cooperative purchasing requirements under 62 Pa.C.S. § 1302 (Title 62-Procurement) for local government purchasing. However, other statutory provisions, including without limitation, the requirements for preventing wage determination, may apply. Government entities should consult their solicitors to determine if COSTARS contracts meet their procurement requirements. We suggest that private purchasers refer to their charters, by-laws, or other policies and/or consult with their boards of directors or legal counsel for guidance.

**OTHER VITAL NEWS**  
 Seeking Money with Surplus  
 Members gain money through Credit Card Services Contract  
 Process to Purchase Using UniqueSource Website  
 2014-2016 Sodium Chloride (Bulk Road Salt) Contract  
 2012-2016 Sodium Chloride (Bulk Road Salt) Contract  
 Assembly/Installation/Construction Services when applicable as Ancillary Service  
 ADVISORY: Passenger Vans for School Student Transport (COSTARS-30)

**CONTACT US**  
 For more information regarding the COSTARS Program contact:  
 Department of General Services  
 Bureau of Procurement  
 555 Walnut St., 6th Floor Forum Place  
 Harrisburg, PA 17125  
 PH: 717-788-7827  
 Fax: 717-783-6241  
 Email: [gs.pacostars@pa.gov](mailto:gs.pacostars@pa.gov)

On the left navigation menu – hover over Search Contracts.

This allows you to search both COSTARS-exclusive contracts and Statewide Contracts.

We'll start with a COSTARS contract search in our demo today but you can start your search with either type.

# Search COSTARS Contracts



Because thought ahead by using the Guide to COSTARS Contracts, we already know the contract we want to view is COSTARS-41. So, we select COSTARS-41 from the drop-down menu under Contract. We are using COSTARS-8 as an example but you would search for COSTARS-41. We will give a demo after the presentation has concluded



You can get as detailed in your search as you'd like – even specifying a particular manufacturer or dealer but you can also search just contract 41 – Stormwater management Products and services. Less, is often more in search criteria, so if your search nets no results, widen your criteria a little more.

Once you've picked all the criteria you want to search by, you would click search and get list of suppliers to pick from.

For this simulation, we've chosen HVAC Equipment, Parts & Accessories as a category under MRO that we want to see specifically.





First note on the right, above the supplier list, that our search yielded 2 supplier contracts.

From this list of suppliers, you can dial into several details.

- Contract Overview
- Vendor Contract
- Contract Terms
- Change Notice
- Contract Renewal
- Commodity Specialist contact information in charge of the contract you are interested in

Let's look at a contract overview.

## Search COSTARS Contracts

### COSTARS - COSTARS-41 Stormwater Management Products and Services

#### Awarded Suppliers

Contact #	Supplier Name	City	State	Service Area	Product Categories Offered	Manufacturers Offered	Award Date	Expiration Date
041-E23-026	Abel Recon, LLC	MOUNTVILL E	PA	Adams; Allegheny; Armstrong; Beaver; Bedford; Berks; Blair; Bradford; Bucks; Butler; Cambria; Cameron; Carbon; Centre; Chester; Clarion; Clearfield; Clinton; Columbia; Crawford; Cumberland; Dauphin; Delaware; Elk; Erie; Fayette; Forest; Franklin; Fulton; Genesee; Huntingdon; Indiana; Jefferson; Juniata; Lackawanna; Lancaster; Lawrence; Lebanon; Lehigh; Luzerne; Lycoming; McKean; Mercer; Millis; Monroe; Montgomery; Montour; Northampton; Northumberland; Perry; Philadelphia; Pike; Potter; Schuylkill; Snyder; Somerset; Sullivan; Susquehanna; Tioga; Union; Venango; Warren; Washington; Wayne; Westmoreland; Wyoming; York	Line Inspection Services	Abel Recon LLC	03/31/2023	03/31/2025



You will also see in this document, an overview list by supplier including individual vendor contract numbers, their product categories, manufacturers and the contract award & expiration dates.

What you will not find in this view is any pricing per supplier or individual products they offer.

Here's a tip on how this document can be very useful. Remember our search gave us a list of 2 suppliers that met our search criteria? This document can help you identify the suppliers you want to target for quotes or at least weed out the ones that don't satisfy your needs.

Here are some criteria you can use to identify the 3-4 suppliers you want to target:

- **Is a supplier with headquarters near your organization more beneficial than one far away?**
- **Which suppliers provide service to your county? Weed out those who do not.**
- **Does their contract indicate they provide the correct product category you are looking for?**
- **If you are looking for a unit made by a specific manufacturer, weed out all suppliers who do not have that**

**supplier in their offering list.**

- Lastly, you may want to avoid any contracts that are expiring soon – if your final purchase falls after the expiration date and the supplier does not renew their contract, you could experience an audit issue by not using an authorized contract at the time of the actual purchase.
- All the criteria we just talked about, except the expiration date, are criteria you can select on the initial search page if your first vendor list is too large. Use things like service area and preferred manufacturer to pare your choices down. However, no matter what criteria you use in the search screen, the overview does not reflect only the suppliers who met your search criteria. It will always show all suppliers on the main contract.

We recommend that you print the contract overview and keep with your records in the event you are audited.

# Search COSTARS Contracts

Home  
Training Center  
COSTARS Registration/Login  
Search Contracts

**COSTARS CONTRACT SEARCH**

Find Contract(s) by Item:

Contract:

Category:

Vendor:

Manufacturer:

State:

Service Area County:



Location County:

Vendor Contract #:

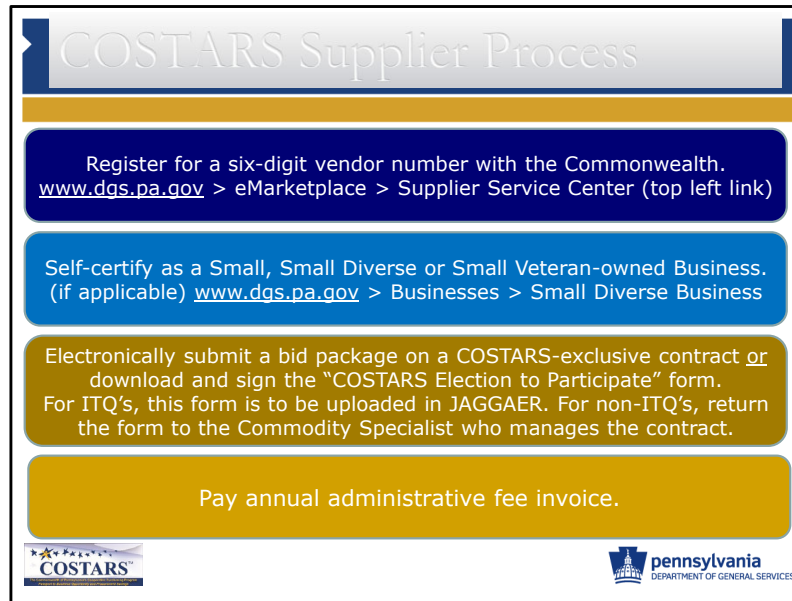
Number of records per page:

**Search Results** 116 Records Found

Vendor Contract #	Contract Description	Vendor Name	Business Category	Web Site	Contract Description	Vendor Contract	Contract Terms	Contract Renewal	COSTARS Point of Contact
008-E22-817	Maintenance, Repair & Operation Equipment & Supplies (MRO)	JB SERVICES INC	Small Business	<a href="http://WWW.BLANKSIL.COM">WWW.BLANKSIL.COM</a>					David Gibson PH:717-246-2680
008-E22-818	Maintenance, Repair & Operation Equipment & Supplies (MRO)	A & K INDUSTRIAL CORP	Small Business						David Gibson PH:717-246-2680
008-E22-820	Maintenance, Repair & Operation Equipment & Supplies (MRO)	Alpenorth, Inc		<a href="https://ENGINEITY-LLC.COM">HTTPS://ENGINEITY-LLC.COM</a>					David Gibson PH:717-246-2680
008-E22-831	Maintenance, Repair & Operation Equipment & Supplies (MRO)	AIR MANAGEMENT TECHNOLOGIES INC	Veteran Business Enterprise	<a href="http://WWW.AIRMANAGEMENT.COM">WWW.AIRMANAGEMENT.COM</a>					David Gibson PH:717-246-2680
008-E22-790	Maintenance, Repair & Operation Equipment & Supplies (MRO)	ALPS CONTROLS INC		<a href="https://ALPSCONTROLS.COM">HTTPS://ALPSCONTROLS.COM</a>					David Gibson PH:717-246-2680
008-E22-876	Maintenance, Repair & Operation Equipment & Supplies (MRO)	APM SUPPLY COMPANY		<a href="http://WWW.APMSUPPLY.COM">WWW.APMSUPPLY.COM</a>					David Gibson PH:717-246-2680
008-E22-792	Maintenance, Repair & Operation Equipment & Supplies (MRO)	ASSOCIATE REFRIGERATION INC	Small Business	<a href="http://WWW.ARSUPPLY.COM">WWW.ARSUPPLY.COM</a>					David Gibson PH:717-246-2680
008-E22-850	Maintenance, Repair & Operation Equipment & Supplies (MRO)	ASSOCIATED STEAM SPECIALTY COMPANY	Small Business	<a href="http://WWW.ASSOCIATEDSTEAM.COM">WWW.ASSOCIATEDSTEAM.COM</a>					David Gibson PH:717-246-2680
008-E22-888	Maintenance, Repair & Operation Equipment & Supplies (MRO)	AVCO SUPPLY INC							David Gibson PH:717-246-2680
008-E22-922	Maintenance, Repair & Operation Equipment & Supplies (MRO)	B & E BOILER WORKS INC	Small Business						David Gibson PH:717-246-2680

For more info on a supplier's pricing and ancillary services, we will look at a specific Vendor Contract later during the web demo.



To become a COSTARS-Authorized supplier, you must follow 4 steps.

- In order to complete your process of becoming a COSTARS supplier – you MUST respond to a COSTARS-exclusive contract bidding opportunity or become authorized as a COSTARS supplier on a statewide COSTARS-enabled contract. The vendor number you acquired from the Commonwealth indicates that you are a registered vendor with the Commonwealth which allows to you bid on statewide or COSTARS-exclusive contracts.
- Some vendors acquire their vendor number and think they are a COSTARS supplier but don't realize the process isn't complete.
  - The reason being is, you aren't an official COSTARS supplier until your admin fee is received – and this fee isn't charged until you are awarded a contract (this payment gives you authorization to sell to COSTARS members under a COSTARS-exclusive or statewide COSTARS-participating contract)!

## COSTARS-41

- What is COSTARS-41
- Savings
  - Time
  - Money
- Leverage purchasing power



- COSTARS-41 is the Stormwater Management Products and Services COSTARS exclusive contract
- This contract offers a variety of different commodities and services to help members access stormwater management products and services at reduced prices. By streamlining the procurement process through COSTARS, members can save time and money while addressing critical infrastructure issues, such as stormwater runoff, erosion, and roadway flooding.

## What is offered in COSTARS-41

- Culvert Replacements
- Flood Control Measures
- Catch basins and Filters
- Permeable Pavements
- Stormwater Detention/Retention Systems
- GSI



- 1. Culvert Replacements:** Replacing aging or damaged culverts to improve drainage under roadways and prevent flooding.
- 2. Flood Control Measures:** Including barriers, levees, or overflow channels to prevent road flooding during heavy rain events.
- 3. Catch basins and Filters:**
  - Purchase, installation, and maintenance of catch basins to collect stormwater runoff.
  - Sediment and debris filters to prevent clogging and reduce pollution.
- 4. Permeable Pavements:** Installation of permeable surfaces to allow water infiltration and reduce runoff from roads and parking areas.
- 5. Stormwater Detention/Retention Systems:**
  - Above-ground or below-ground systems to store and slowly release stormwater.
  - Can be used adjacent to roadways to prevent flooding.
- 6. Green Stormwater Infrastructure (GSI):** Installation of GSI elements like bioswales, rain gardens, and tree

trenches to capture and treat runoff near roads.

**7. Stormwater Control Measures (SCMs):**

- Designing and installing SCMs to manage runoff volume and improve water quality.
- Inspection and maintenance services to ensure ongoing functionality.

**8. Inspection and Maintenance Contracts:** For regular inspection, cleaning, and maintenance of stormwater systems (culverts, basins, SCMs, etc.).

**9. Complete Street or Green Street Stormwater Elements:**

- Designing and constructing complete or green streets that incorporate stormwater management into the roadway.
- This includes permeable pavers, vegetative strips, and other elements to capture stormwater.

**10. Roadside Ditches and Swales:** Constructing or maintaining roadside ditches to direct runoff away from roadways.

**11. Stormwater Conveyance Systems:** Installation or repair of underground stormwater pipes to safely transport runoff.

**12. Stormwater Pump Stations:** For areas prone to high water levels, pump stations can be installed to manage stormwater and prevent roadway flooding.

**13. Erosion Control Products:**

- Products like erosion blankets, silt fences, or riprap to prevent soil erosion along roads.
- These products manage water flow and protect infrastructure.

**14. Street Sweeping Equipment:** Regular street sweeping to remove debris and pollutants that can enter storm drains, protecting stormwater systems.



## What is offered in COSTARS-41

- SCM
- Inspection and Maintenance
- Roadside Ditches and Swales
- Stormwater Pump Stations
- Stormwater Conveyance Systems
- Erosion Control Products
- Street Sweeping equipment



### 1. **Stormwater Control Measures (SCMs):**

- Designing and installing SCMs to manage runoff volume and improve water quality.
- Inspection and maintenance services to ensure ongoing functionality.

### 2. **Inspection and Maintenance Contracts:** For regular inspection, cleaning, and maintenance of stormwater systems (culverts, basins, SCMs, etc.).

### 3. **Roadside Ditches and Swales:** Constructing or maintaining roadside ditches to direct runoff away from roadways.

### 4. **Stormwater Conveyance Systems:** Installation or repair of underground stormwater pipes to safely transport runoff.

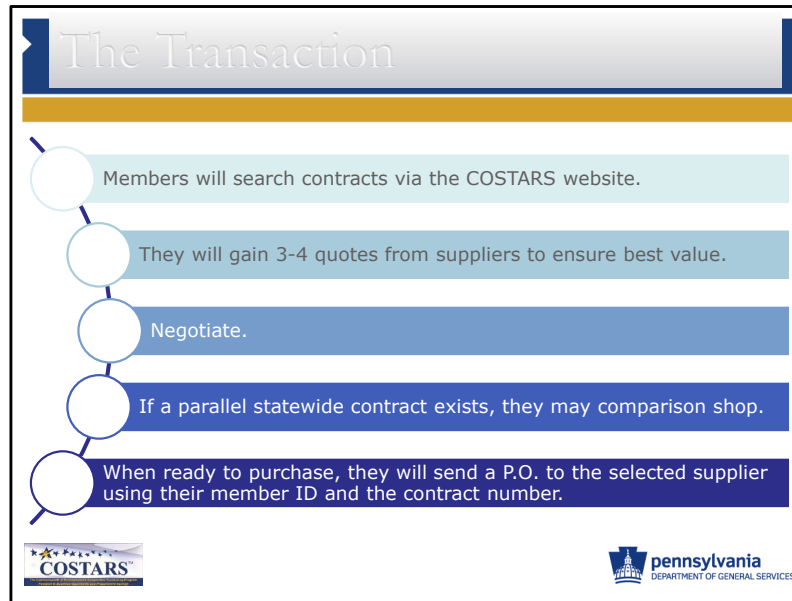
### 5. **Stormwater Pump Stations:** For areas prone to high water levels, pump stations can be installed to manage

stormwater and prevent roadway flooding.

**6. Erosion Control Products:**

- Products like erosion blankets, silt fences, or riprap to prevent soil erosion along roads.
- These products manage water flow and protect infrastructure.

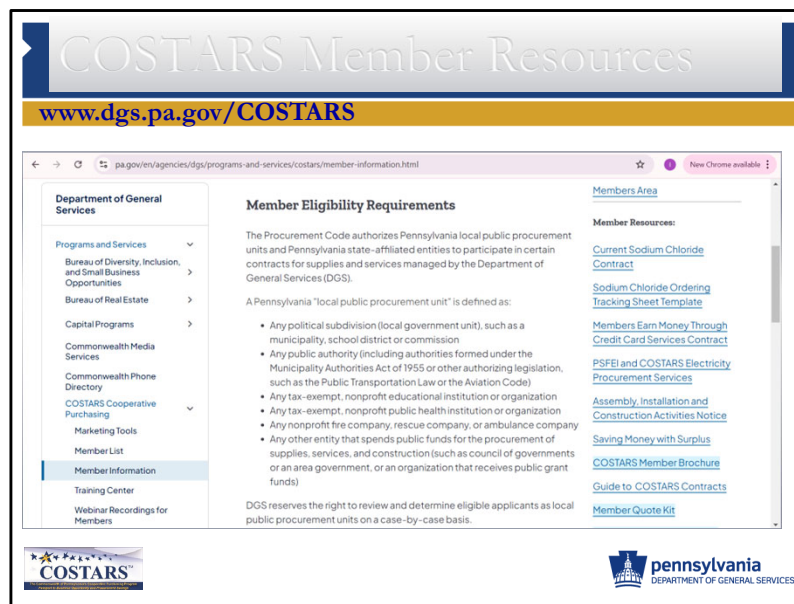
**7. Street Sweeping Equipment:** Regular street sweeping to remove debris and pollutants that can enter storm drains, protecting stormwater systems.



Now that you've learned the electronic bidding process, Lets look at the COSTARS program from the Member Perspective, that will help you will your planning and support of your customers.

I want to share with you what the transactional process looks like...from steps the member from when they receive a quote through the actual purchase.

Add: After parallel statewide contract item, "the member then negotiate and select the supplier of their choice."



COSTARS has many member resources to help you in your participation in the program. To access these resources, we'll visit [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).

Under the Member Information link you can find the event calendar, newsletters, and general FAQ's.

The member information link will give members access to the Members Area where they can search contracts. Helpful resources like the Guide to COSTARS Contracts and the Members Quote Kit can also be found under Member Information.

We highly recommend members visit the COSTARS Training Center. This area offers many step-by-step training modules for individual processes in the program. If you need to update contact information in your member profile and don't know how to do that, there is a training module to walk you through the process. Also in this area is a link to several recorded webinars on various topics that could affect your procurement strategy.

(Show them on the website)

# User Profile Recommendations

**It is a member's responsibility to maintain a current member profile.**

- Primary contact name, phone & email address
- Confirm general email address
- Update any P.O. Box to a street address of your office

**Yearly Check Up!**

We often receive requests to update a member's contact information. It is a member's responsibility to maintain their own member profile. Without viable contact information, we cannot inform you of important program updates.

- We recommend everyone verifies their member information at least once a year. (CLICK)
  - Verify your primary contact's name, phone and email is still current
  - Confirm the general email address for the organization is correct.
  - If you have a P.O. Box as an address in your profile, please change this to the street address of your office.
    - Our system automatically links your organization with your legislative contacts and it doesn't work with P.O. Boxes.

Let's Get Social

**@PAGenServices**



We are nearing the end of our COSTARS tour, but I want to share some information on how you can reach the COSTARS team and engage with us.

We're available on social media...

Contact Us



**COSTARS**

Department of General Services  
Bureau of Procurement  
1800 Herr St  
2nd Floor, Arsenal Building Harrisburg, PA  
17103

**1-866-768-STAR (7827)**

[www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS)

Email: [gs-pacostars@pa.gov](mailto:gs-pacostars@pa.gov)



If you cannot find the answer to a question in the many resources available to you, the COSTARS team is always here to help.

The contact info here will connect you to the COSTARS team, so if an individual happens to be unavailable, others will be aware you've reached out and can help you.

## CONTACT LTAP

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Bureau of Planning and Research  
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Harrisburg, PA 17120

**Website:** [www.gis.penndot.pa.gov/LTAP/](http://www.gis.penndot.pa.gov/LTAP/)

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