

# COSTARS Connection

The Commonwealth's Cooperative Purchasing Program

Passport to Business Opportunity and Procurement Savings

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Spring 2018

Tom Wolf, Governor  
Curt Topper, Secretary



## The Results Are In!

### ***A Brief Analysis of the 2017 COSTARS Contract Needs/Program Assessment Survey***

*By Kim Bullivant, COSTARS Marketing Manager*

The COSTARS staff would like to thank the many members who responded to our 2017 COSTARS Contract Needs/Program Assessment Survey. We appreciate your feedback and use it to evaluate the effectiveness of our program, as well as to enhance COSTARS website performance. Additionally, we may develop new contracts based on significant interest expressed by respondents.

Approximately 42 percent of responses came from townships and 20 percent from boroughs. A sampling of cities, counties, school districts, authorities/commissions, non-profit educational and health institutions, fire/ambulance companies, and other member categories constituted the remaining 38 percent.

Survey participants were provided with a list of potential new contracts and were asked to rate the likelihood they would have a need for each contract. They were also asked to provide their assessment of the COSTARS program, website, and training resources. Below is a summary of the feedback we received.

### Contract Assessment

#### **Most Interest**

Stormwater Management Products and Services

#### **Some Interest**

- Cloud Services
- Facilities Maintenance Services
- Solar Energy
- Vehicle Maintenance Services

#### **Little to No Interest**

- Buses
- Consulting Services
- Healthcare Staffing Services
- Nurse Call Systems
- Student Transportation
- Vocational Learning Equipment

#### **Other Suggested Contracts**

- Cable Service
- Communication Towers for Radios
- Contract Management Solution (software)
- Culverts or Sluices for Road Drainage and Installers
- Engineering Services
- Grant Preparation/Writing Services
- Health Insurance
- Managed Print Service
- Quick Books
- Security Monitoring, Installation of Systems, etc. (CCTV)
- Student ID Printers and Consumables
- Telephone System Service and Repair
- Traffic Signal Maintenance/Repair

**NOTE:** Many suggested contracts already exist through the COSTARS Program under COSTARS-exclusive or statewide COSTARS-participating contracts. (see list on page 3)

### **RESPONSE**

The COSTARS team is currently reviewing the results, and will determine the feasibility of creating new contracts based on those with the most interest or common need.

**Continued on page 3**



# Purchasing Card Agreement Between U.S. Bank and the Commonwealth of Pennsylvania

By Claire Osborne, COSTARS Program Manager



## ***New Credit Card Services Contract gives COSTARS members two potential ways to save \$\$\$!***

In today's fast-paced economic climate, businesses and organizations are always looking for the best way to make money...even while they're spending it! Well, COSTARS has got you covered with the newly expanded Commonwealth Purchasing Card program that now provides members with the potential to achieve tremendous savings through rebates and the ability to easily access spending data along with other features. As an added benefit, this purchasing card may be used for any purchase, not just COSTARS contract purchases.

"Innovative programs like this have helped the commonwealth save over \$2 billion in recent years and make government more efficient," said Governor Tom Wolf. "Extending the Purchasing Card Program to local governments, schools and non-profits is a great opportunity to maximize savings for state and local taxpayers. I commend the Department of General Services for expanding the program and securing great rebate rates for all of the participants."

Unlike other purchasing cards, which require a certain amount of spend on an account before rebates kick-in, the Commonwealth/COSTARS purchasing card gives participating members two ways to save: overall combined volume spend of all participating members and the individual speed of payment for each participating member. In addition to these rebate savings, it also offers improved payment and processing, increased expense control and greater visibility of spending data with enhanced reporting and analytics to easily audit and track payments and purchases to detect fraud or misuse.

The key to earning the largest volume rebate possible will be based on the use of the program by COSTARS members. Department of General Services Secretary Curt Topper noted – as an example of the benefits the program can produce – that in 2017, the commonwealth was able to receive \$4.45 million in rebates based on \$232 million spend and a five-day speed of pay.

"With more than 8,800 members enrolled in COSTARS, every member that participates in the program increases the potential to earn significant volume rebates," Secretary Topper said. "Individually, participating COSTARS members have the ability to tack on even more rebate savings based on how quickly they pay their purchasing card bills. This is truly a win-win for those eligible organizations looking for a way to not only better leverage their credit card spending, but save money at the same time."

Secretary Topper pointed out that the expansion of this program keeps in line with the Wolf Administration's commitment to be a "Government That Works," by continuously focusing on customer service, improving programs and processes and always looking for ways to add value to the services the department provides.

"General Services is encouraging all of our COSTARS members to give this program a look, because we really feel that they will find value in the services being provided," Secretary Topper said.

For more information – such as rebate schedules – or to participate in the Commonwealth's Purchasing Card Program, view the **Credit Card Services** contract on Pennsylvania eMarketplace portal. Click on "View Overview" for supplier contact information and "View Contract File" for the terms and conditions of the contract.

## Voting Systems Contract Updates

Over the past few months, the Department of State has worked with the Department of General Services to draft a new Invitation for Bid (IFB) for voting systems.

This new IFB, COSTARS-39 Voting Systems, aligns with the directive released earlier this year requiring voter verifiable paper records for auditability and resiliency. **Please be aware that any new system purchased must meet the IFB requirements, even if you do not intend to use the COSTARS contract.**

Additionally, the COSTARS-10 Voting Systems contract is still available for existing contracts.

To view the Department of State press release online, please visit <http://www.media.pa.gov/Pages/State-Details.aspx?newsid=273>.



FOR IMMEDIATE RELEASE  
April 2, 2018

### **Department of State Invites Bids on New Paper Record Voting Systems**

**Harrisburg, PA** – The Department of State today will take the next step toward modernizing Pennsylvania's elections by issuing an Invitation for Bid (IFB) to voting system firms. "This IFB marks the beginning of the commonwealth's transition to state-of-the-art voting equipment," Acting Secretary Robert Torres said. "The new requirements will ensure that our voting systems will provide enhanced standards of resiliency, auditability, and security for Pennsylvania citizens."

The IFB includes requirements for increased documentation, security and reporting capabilities. It follows a February directive the department sent to counties that all voting systems purchased from Feb. 9 forward must employ a voter-verifiable paper ballot or voter-verifiable paper record of votes cast by the voter. It also reinforces enhanced standards for security, including physical security, confidentiality, data encryption, audit logging, and reporting.

The IFB updates an existing state-negotiated agreement with vendors and can be used by counties to purchase voter-verifiable voting systems that meet the department's requirements for certification.

Douglas Hill, executive director of the County Commissioners Association of Pennsylvania, welcomed the move.

"Today's announcement gives counties guidance they need as they prepare to replace voting equipment," Hill said. "The work by the Department of State to accelerate certification of equipment means that counties will have available to them the latest technology that satisfies accessibility and security concerns and better enables participation by our voters."

The department is notifying vendors that they should not plan to renew contracts in 2019. Instead, they should move to the updated agreement if they are interested in providing voting systems in Pennsylvania. Any voting system purchased from this date forward must meet the requirements of the IFB.

Counties will continue receiving maintenance and training under existing contracts until they procure new voting equipment.

**MEDIA CONTACT:** Ellen Lyon, [717-783-1621](tel:717-783-1621)



# The Results Are In! *cont.*

## Program Assessment

### Most Important Reasons for Using the Program

- ☞ Save administrative costs/staff time.
- ☞ Lower purchase costs.

### Top Reasons Members Choose Not to Use the Program

- ☞ The website is too difficult to use.
- ☞ Not enough vendor choices.

### Overall:

- ☞ More than 90 percent of respondents said they are very satisfied with COSTARS vendors and COSTARS Program staff.
- ☞ Nearly 60 percent of respondents rate the program as useful, while more than 30 percent rate it as excellent.
- ☞ When asked what improvements members would like to see, more than 70 percent stated they are looking for enhancements to the COSTARS website and its search capabilities.
- ☞ Most members have no preference when purchasing from COSTARS-exclusive or COSTARS-participating statewide contracts. However, among those who expressed a preference, more than twice as many preferred COSTARS-exclusive contracts over statewide contracts.

## Where to Find.....

Access Control	• COSTARS-8 Maintenance, Repair & Operation (MRO) Equipment & Supplies
Cellular	• Wireless Communication Services (Voice and Data), #4400010315, #4400010316, #4400010317, #4400013854
Computer Networking Equipment, Software and Training	• COSTARS-3 IT Hardware • COSTARS-6 Packaged Software • ITQ Training Services #4400008567 • Master Information Technology IT Services ITQ #4400004480
Diesel Fuel	• Various Fuels, Tank Wagon Delivery #4400011997 • Fuels, Truck Transport #6100035752
Electricity	• Energy Supply and Related Services ITQ #4400002702 • Electricity procurement services available through Penn State Facilities Engineering Institute (PSFEI) <a href="http://www.psfei.psu.edu/Services/Energy/Electricity-Procurement-Services-FEI.aspx">http://www.psfei.psu.edu/Services/Energy/Electricity-Procurement-Services-FEI.aspx</a>
Elevator Service and Repair	• Elevator Maintenance & Repair Service #4400015051
Energy Consulting	• COSTARS-30 Energy Consulting Services
Fire Equipment	• COSTARS-12 Emergency Responder Loose Supplies
Gas Generator	• COSTARS-8 Maintenance, Repair & Operation (MRO) Equipment & Supplies
GPS Mapping	• Surveying Instruments and Accessories #4400014402
Office Equipment	• COSTARS-1 Copiers, Document Imaging and Multifunction Devices • Digital Multifunction Devices – MFDs #4600015713
Office Supplies	• COSTARS-4 Office, School and Library Supplies
Public Works Heavy Equipment	• COSTARS-38 Heavy Equipment Rental • Agricultural/Grounds-Keeping Type Power Equipment #4400011350 • Construction/Heavy-Duty Type Power Equipment #4400011411
Security Cameras	• COSTARS-8 Maintenance, Repair & Operation (MRO) Equipment & Supplies
Training	• ITQ Training Services #4400008567

## Website Assessment

### Suggested Improvements

More than 70 percent of respondents who would like to see improvements made to the COSTARS Program suggested developing an enhanced, more user-friendly website with improved search capabilities, and providing additional website training opportunities.

### New Website Search Function- “Find Supplier by Item”

Only 20 percent of respondents have seen/used the new website search function update - the “Find Supplier by Item” dropdown box displays only those suppliers who sell the selected item. Those who have used the new search function said the updates helped to reduce their search time and results were more applicable to what they were searching for. To learn more about searching COSTARS contracts, view our online training module at <http://eniesrwda01.state.pa.us/gm/folder-1.11.97272?originalContext=1.11.97211>.

## RESPONSE

The COSTARS Team encourages members to try the new website search function “Find Supplier by Item” via the Members Area Search Contracts page on the COSTARS website. Visit [www.costars.state.pa.us](http://www.costars.state.pa.us), then select the Member Information link under Additional Resources. Select the yellow Members button in the blue box, then Search Contracts/COSTARS Contracts. In the Find Supplier by Item box, start typing the item you are searching for. Once you find the item select it and then select Search.

## Training

More than 44 percent of respondents would be interested in attending a COSTARS training program or webinar.

## RESPONSE

The COSTARS team plans to provide more webinars for members and suppliers. Topics will include: program information; resources available on the COSTARS website; how to use the website to search contracts, locate suppliers, find products and pricing; and how to submit a bid item workbook (for suppliers). Check the Calendar of Events on the Program Resources page of the COSTARS website often for upcoming member and supplier webinars.

Continued on pages 4 and 5





# The Results Are In! *cont.*

## COSTARS Supplier Assessment

Respondents were asked to provide feedback about the COSTARS suppliers they have done business with. Below are some of their positive responses.

- American Rock Salt has been a great vendor to work with.
- Baierl Chevrolet. Their Business Manager Pete Patsilevas was great to work with and gave us the best pricing.
- CIPP lining projects by Insight Pipe and Robinson Pipe and other services move more quickly with COSTARS than having to bid projects which can add months to the process, as well as engineering costs.
- Cargill Salt is a great rate.
- COSTARS saves time and allows me to customize the vehicle to the last detail. New Holland Ford and Berman Freightliner are great to work with.
- Edward Business for copiers have been excellent.
- Faulkner GMC is fantastic.
- General Recreation - we purchased two playground systems and a pavilion; they were great to work with and even helped us build them!
- Hon consistently has their furniture marked down approximately 60% lower than list price on COSTARS.
- We purchase our vehicles from Hondru Fleet and the sales staff has consistently exceeded our expectations.
- Just joined COSTARS but had a very good experience with Arrow Safety Device Co. regarding purchasing EMT uniforms.
- Just recently purchased new township truck chassis from Berman Freightliner and body from E.M. Kutz. The purchasing experience was flawless.
- One of our salt spreaders quit in a storm and the vendor had our truck back up the same day - Lancaster Truck Bodies.
- Service Tire in Bethlehem is very good to us.
- Shults Ford customer service goes above and beyond. H&K Equipment was easy to deal with as well.
- Star GMC-purchased 2 vans at great price. They delivered them.
- Sunbury Motors is great to work with.
- We have had good experience with Nittany Office Equipment in State College. They have recently completed a large furniture installation for us and they were professional, competitively priced, and they did great work.
- Walker Motor Company. When we purchase our vehicles, they work with us to deliver what we want and need to do our jobs better.
- We received awesome service from Commercial Flooring Products last year when we needed flooring for our new administrative building in a very short turn-around timeframe. Their service level was exceptional!
- We purchased a Caterpillar front end loader from Cleveland Brothers. The price was very competitive and negotiable. They had made a clerical mistake in quoting the equipment, yet honored the quoted price.
- We use Office Service Company to purchase large ticket items such as desks and office equipment. They are very professional and their delivery staff always assembles all furniture with no hesitation. They are very easy to work with.
- We had problems with a truck we purchased from the beginning and the vendor did not bill us for work related to resolving the issue, which is expected but I feel is lost in today's business landscape.
- The purchase and set up of a new Dell Computer was so much easier when going through a local COSTARS vendor than trying to do it myself!
- We have been working with Lane and they have been wonderful.
- Valley Ag and Turf - bought a John Deere Tractor - very good experience.
- Toshiba Business Solutions - best lease price on new copier contract.
- Just started working with Fastenal and the prices dropped considerably on the program.
- Kenny Ross Dealership - always helps.
- Fred Beans Ford finds what we need at our price.
- Purchase most of my facility cleaning chemicals from three COSTARS vendors and have eliminated bidding expenses.
- In general, several of our major suppliers are on COSTARS and provide good pricing and service.
- Energy contracts have been exceptionally good for us. We appreciate the salt contracts and various automotive bids.
- The Penn State Facility Engineers have been wonderful helping us procure electric utility supply.
- Our salt is always delivered in a reasonable amount of time, and the quality is good.
- The Sunoco WEX discounts have helped cut down cost.
- Woltz and Wind Ford made buying a new police car a piece of cake.
- Vendors were helpful when we received grants for our parks.
- We have purchased several vehicles from Kovatch Ford.
- We leased our copier from Golden Business Machines and they were excellent.
- When buying new equipment, we are treated like a large municipality, but we are not.

## Road Salt Contract Update

Please remember, per Road Salt contract terms and conditions, suppliers may hold members to minimum ordering requirements, and they have the option to charge storage fees if needed.

Also, due to the increased inclement weather this past winter, it is recommended that your organization orders their minimum requirements at this year's contract pricing, as prices will likely increase next year.

## The Results Are In! *cont.*

### COSTARS Staff Assessment

Respondents were asked to provide feedback about the program and COSTARS staff. Below are some positive responses.

- Staff always emails promptly regarding contract questions.
- Fast response and professional.
- Good follow up, they show an interest in the municipality.
- Had to request being able to be added to the bulk rock salt contract as a buyer. Staff were experienced and quick with their responses.
- Helped explain the COSTARS process and answer questions. Very helpful and available.
- Helped with online connection promptly.
- Helpful and knowledgeable always.
- I was new to this job last year and did not order road salt properly. COSTARS staff was excellent in helping resolve that problem.
- Sometimes we can't find an item or service that we know you offer and your staff points us in the right direction and makes sure that we find what we want.
- The workshops have been informative.
- Training was very useful and COSTARS Expo was a great resource.
- Using COSTARS has saved us a significant amount of time and labor, and overhead costs since we do not have to solicit bids for our supplies.
- COSTARS makes public agency procurement easy and cost effective. It covers a broad spectrum of things that are essential for the operation of the agency. I wouldn't be able to handle my work load without it.

As always, we welcome your comments about the COSTARS Program or ideas for new contracts; an official survey is not required! To send us your comments or questions, please email us at [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov).

You can also like us on **Facebook** at <https://www.facebook.com/Costars-PA-Department-of-General-Services-904261462952351/>, follow us on **Twitter** at <https://twitter.com/COSTARSNews>, or connect with us on **LinkedIn** at <https://www.linkedin.com/company/department-of-general-services-costars-program/>.

## COSTARS in the News

By Kim Bullivant, COSTARS Marketing Manager



- In a recent *Press and Journal* article, the purchase of three new SUVs, 16 new laptop computers, and a new camera system for the police station and for police vehicles was approved for the Middletown Police Department by borough council on Feb. 6. The borough is buying most of the equipment through 911 Rapid Response of Annville, with bids going through COSTARS, the state's cooperative purchasing program.

Let us know about your successful money-saving purchases and we will include them in our next edition of the *COSTARS Connection* newsletter!



## Special Offers from WEX and Sunoco

### New Account Offer

The Commonwealth of Pennsylvania has entered into a statewide contract with WEX and Sunoco. This means your organization may be eligible to apply for the Commonwealth Fuel Card Program under statewide contract #4400009775.

If you oversee any number of vehicles for a municipality in the Commonwealth of Pennsylvania or are a COSTARS member, you can start saving up to 15%\* of your total fueling costs. Plus, if you sign up by June 29, 2018, you could save 10¢ per gallon!\*\* Other benefits include:

- **Better savings** - Earn fuel volume rebates and reduce your overall administrative costs.
- **Better security** - Use custom spending controls and driver IDs at the pump to help prevent fraud and misuse.
- **Better accounting** - Track spending online and download detailed reports. Tax exemption and reporting is available for qualified fleets (state exemptions at participating merchants only).
- **And a better experience** - Use at any major fuel station in Pennsylvania — and throughout the U.S. Plus, all cardholders enjoy U.S.-based customer service, 24/7.

Participation is FREE, with no enrollment, setup, or card fees. For more information or to apply, visit [www.wexinc.com/Pennsylvania](http://www.wexinc.com/Pennsylvania), or call 1-866-527-8870.

### Existing Account Special Rebate

Receive 15¢ off per gallon by purchasing more of your fleet fuel at Sunoco! \*\*\*

If your Sunoco volume between April - June 2018 exceeds the number of Sunoco gallons you purchased during the same time in 2017, you'll receive an exclusive fuel rebate for the Commonwealth of PA on every incremental gallon.\*\*\*

\* Actual savings may vary.

\*\* Limited time offer for new accounts only; subject to credit approval. Must apply by 6/29/2018. Rebate applies to gallons purchased at Sunoco for the first 90 days with the State of PA Sunoco Universal Fleet Card; standard fuel rebates thereafter. Ask sales representative for complete details.

\*\*\* Commonwealth of PA/PA COSTARS customers who were actively fueling with the Commonwealth of PA Sunoco Universal Fuel Card as of 3/31/17 — and have an active account status — are eligible to participate. Fuel rebate will appear as an account credit on the customer's monthly account statement.

The COSTARS Team is always on the lookout for stories in the news about COSTARS members who are saving money by purchasing through the COSTARS Program. Below are a few of our latest finds.

- In a February *Trib Live* article, Allegheny Township plans to buy a 2017 Ford Interceptor police car through the COSTARS Program.
- According to the *Dallas Post*, in 2018, Dallas borough plans to purchase a new police SUV through the state's COSTARS Program.





# COSTARS-29 Grounds Keeping Services and Supplies Continues to Grow

By Bruce Beardsley, COSTARS Marketing Manager

One of the fastest growing COSTARS contracts is COSTARS-29 Grounds Keeping Services and Supplies. Last year, the spend on this contract increased by more than 57 percent! This contract is unique among COSTARS contracts in that its primary scope includes materials and services (see box). Only one other COSTARS contract (COSTARS-9 Graphic and Printing Services, Equipment and Supplies) also includes both materials and services. Other COSTARS material contracts usually include certain ancillary services, but only as they relate to the materials purchased. On COSTARS-29, members can purchase lawn care and grounds keeping services and/or fertilizer, trees, etc.

COSTARS-29 originated in 2012, largely as the result of the tireless efforts of a salesman from Four Seasons Crop Care. Back in 2011, he attended one of the COSTARS workshops for prospective suppliers and discovered there was no COSTARS contract for grounds keeping or related services, and, thus, no opportunity for his company to participate in COSTARS. The workshop explained how new COSTARS contracts are considered, so, the salesman recruited several COSTARS members to write to COSTARS requesting the consideration of a grounds keeping contract. After determining the wide applicability of the contract, COSTARS staff reached out to potential suppliers, researched industry standards to develop requirements, and issued a contract solicitation.

Four Seasons Vice President Ken Sands says the contract "works well for us and has opened the door" to additional business. It's definitely an "easier process" for COSTARS members to purchase from a COSTARS supplier.

The top seller among COSTARS-29 suppliers is Tomlinson Bomberger Lawn Care & Landscaping in Lancaster County. Tomlinson was among the first suppliers to be awarded a COSTARS-29 contract in 2012. Like most suppliers on this contract, Tomlinson is a regional provider covering 13 counties surrounding Lancaster. According to Commercial Account Manager Curt Walter, COSTARS members, particularly school districts, "love the idea that they don't have to formally bid" the service, since COSTARS has already done that.

A newer supplier, Fisher and Sons who was awarded a contract in July 2017, has already reported significant sales doing business with school districts and universities near their Exton location. Dave Hunley from Fisher indicates that becoming a COSTARS supplier has been an asset for their business and when "we let customers know that we are a COSTARS supplier, we get a very positive response." The ability to negotiate is a big attraction for the buyers, according to Hunley.

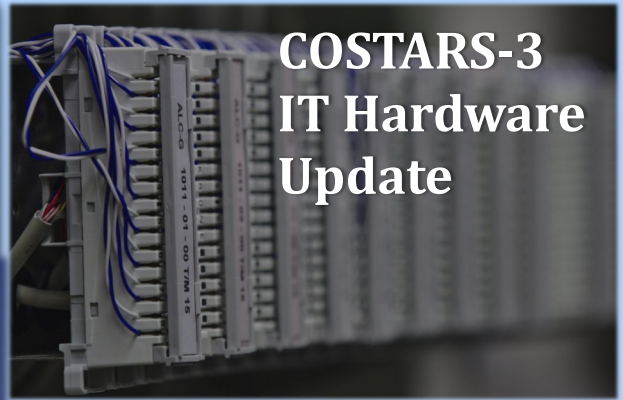
There are currently 36 authorized suppliers on COSTARS-29. Of those suppliers, 17 were awarded in 2017. The contract is administered by Commodity Specialist Tera Akpan who can be reached at [takpan@pa.gov](mailto:takpan@pa.gov).

## Contract Scope

For the purposes of this contract, "Grounds Keeping Services and Supplies" is defined as follows:

- Landscaping and Lawn Maintenance (mowing, trimming, mulching and edging)
- Pruning and planting trees, shrubs and flowers
- Seeding (liquid and/or granular)
- Fertilizing
- Pest and Weed Control Management\* such as insect, disease, weed control maintenance (including application of herbicides, pesticides and fungicides)  
\*Refer to Section 3 for further guidance.
- Aeration Services
- Soil Sampling and Testing
- Leaf Control
- Tree and Stump Removal
- Salting (excluding Roadways)
- Snowplowing and/or Snow Removal (excluding Roadways)
- Sweeping – sidewalks and parking lots (excluding Roadways)
- Parking Lot Line Painting (excluding Roadways)
- Parking Lot Crack Sealing and Seal Coating (excluding Roadways)  
Refer to Paragraph 2. d) below for further guidance.
- Grounds Keeping Materials such as mulch, landscaping fabric, seed, trees, shrubs, flowers, fertilizers, and bagged de-icing materials

# COSTARS-3 IT Hardware Update



Effective March 29, 2018, the scope of COSTARS-3 IT Hardware was expanded to include:

- Barcode Equipment for Scanning and Printing;
- Data Center Equipment and Appliances which includes equipment and/or furniture that might be included in other COSTARS Contract scopes as free-standing items, when sold as an integral part of an IT project including, but not limited to racks, cabinets, cages, UPS, rails, shelves, doors, patch panels, etc.

Additionally, the software license provision and sample software license agreement have been updated.

## Statewide Contract Pricing Updates

- **Liquid Bituminous Materials #6100040572**  
Subject to monthly price adjustments based on changes in the asphalt index. Prices were adjusted for January, February and March.
- **Crack & Joint Sealing Materials #6100042594**  
Subject to monthly price adjustments based on changes in the asphalt index. Prices were adjusted for February and March.
- **Bituminous Stockpile Patching Materials (Cold Mix) #CN00038402** Subject to monthly price adjustments based on changes in the asphalt index. Prices were adjusted for March.
- **Evaporated Salt (Bulk) #6100037519**  
Subject to price adjustments 3 times per year (Jan., April, Oct.) based on changes in diesel fuel cost. Prices were adjusted for January.
- **Water Treatment Chemicals #4400018130**  
New contract as of Jan. 1, 2018. Refer to the Contract Overview at <http://www.emarketplace.state.pa.us/FileDownload.aspx?file=4400018132%5COverview.xlsx>, and view the Item and Pricing tab for the most current pricing.

# Member Login What You Need to Know!

By Bruce Beardsley,  
COSTARS Marketing Manager

There are only two occasions when COSTARS members are required to log in with a username and password:

- ☞ To access and/or update the Member Profile (e.g. to change address, contact info, etc.).
- ☞ To complete the annual Salt Participation Agreement.

If you are trying to access the COSTARS website through a search engine like Google or Bing, and the first screen you see is the Member Login screen, you have been directed to an obsolete page, and you will not be able to access the website. To ensure you are accessing the correct COSTARS website, it is recommended that you use Internet Explorer to go directly to [www.costars.state.pa.us](http://www.costars.state.pa.us).

**Please note:** The username and password used to log in to COSTARS is not a COSTARS login; it is a Commonwealth of Pennsylvania login that is applicable for most commonwealth websites. Additionally, it is not your organization's login; it is your personal login and can be used to file reports with most departments of state government. It can be used to renew your driver's license, pay your taxes, log into the Department of Community and Economic Development (DCED) or Pennsylvania Department of Transportation (PennDOT) websites, etc.

If you establish a new User Registration and password through another state agency (i.e. DCED, PennDOT, etc.), the User Registration and password you previously created to log in to the COSTARS system will be removed (if you used the same email address). An individual email address can only have one state User Registration and password.

If you have already created a User Registration and password through another state government agency, you may use the same credentials to access the two COSTARS functions that require login. However, you must first "associate" that User Registration and password with your COSTARS entity. If you attempt to log in to COSTARS and receive an error message that the username or password is invalid:

- ☞ Re-enter the username and password in case of a typographical error (the password is case-sensitive).
- ☞ Try to remember if you or someone else in your organization may have obtained a new username and password with another state agency using the same email address. If so, try that username and password.
- ☞ Use the "forgot password" function. You will be asked the security question that you originally established and, if answered correctly, you will be sent two emails. One with your username and one with a temporary password, which you can then use to log in (after restarting the computer). You may have to wait a day before using the new password.
- ☞ If all else fails, establish a new User Registration. You will probably have to list a different email address. Or call COSTARS Management Technician Priscila Bills at 1-866-768-7827 for assistance.

For complete instructions on how to establish a new User Registration and how to "associate" your User Registration to your organization's COSTARS membership profile, go to: [www.costars.state.pa.us](http://www.costars.state.pa.us), then select the **Learn more about COSTARS participation for Member entities** link. Select the yellow MEMBERS button and then select the Training Center link on the left-hand side of the page. Under the Member Training heading, select **COSTARS User Registration** or **COSTARS Member Association Request**.

## Save the Date!

The Bureau of Supplies and Surplus Operations Heavy Equipment and Vehicle Auction is coming to the PA Farm Show Complex On September 5 and 6, 2018.

### HEAVY EQUIPMENT AUCTION

Harrisburg Farm Show, Harrisburg, PA

Heavy Equipment Sale - Wednesday, September 5, 2018  
Passenger Vehicle Sale: Thursday, September 6, 2018

OVER  
400 ITEMS



Attendees will have the opportunity to bid live on over 400 pieces of heavy equipment and vehicles from PennDOT, the PA Turnpike Commission and the PA Bureau of Vehicle Management.

Available items to include dump trucks, plows, spreaders, loaders, passenger vehicles and more!



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

## No Phishing Allowed!

By Bruce Beardsley,  
COSTARS Marketing Manager

Some COSTARS suppliers and members recently received emails requesting quotes from "COSTARS." These emails did not originate from the COSTARS program and should be considered a "phishing" email.

Phishing is an attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication.

The Department of General Services (DGS) IT department has investigated and found no malware on its computers. The perpetrators appear to be using information found on the DGS public website, as well as other business sites on non-commonwealth websites.

If received, please treat these emails as suspicious and take all security measures deemed necessary.





# COSTARS On The Road

COSTARS Marketing Managers make it their mission to spread the message about the COSTARS Program, recruit new members and suppliers, and provide training about the program. Marketing Managers Bruce Beardsley and Kim Bullivant travel throughout the commonwealth speaking at conferences, workshops and seminars sponsored by associations, suppliers, universities, legislators, chambers of commerce and others.

## Recent Events

- March 3** PSATS Boot Camp for Township Officials Clearfield and Mercer
- March 9** Rep. Murt Suppliers & Members Workshops Montgomery
- March 10** PSATS Boot Camp for Township Officials King of Prussia
- March 14** GACO Prospective Suppliers' Workshop - Washington
- March 19-20** County Commissioners Spring Conference - Harrisburg
- April 2** PA Diversity Coalition Monthly Meeting Harrisburg
- April 3-4** Schaedler Yesco Expo Hershey
- April 5** Rep. Charlton COSTARS Event Springfield, Delaware County

## Upcoming Events

- April 17** Doing Business with the Commonwealth and COSTARS Seminar Sponsored by the Lehigh University Small Business Development Center Bethlehem
- April 19** Lawrence County Boroughs Meeting Lawrence County
- April 22-24** PSATS Annual Conference Hershey
- May 3** C3 Small Business Networking Event Pittsburgh
- May 4** Representative James COSTARS Members Workshop Oil City
- May 24** Representative Schemel COSTARS Workshop Greencastle
- June 10-11** PA Boroughs Association Conference Hershey
- June 22** Representative Topper COSTARS Workshop Bedford

To submit a request for a COSTARS representative to speak or conduct a training session for members or suppliers at an upcoming event, please contact Bruce or Kim at toll free telephone number 1-866-768-7827 or email to [GS-PaCostars@pa.gov](mailto:GS-PaCostars@pa.gov). The COSTARS Marketing Team's Calendar of Events is also available on the COSTARS website on the [COSTARS Program Resources](#) page.

## 2019 PA Procurement Expo & Forum

As a result of the outstanding success of the 2017 PA Procurement Expo & Forum, the Department of General Services, Bureau of Procurement has commenced planning for the 2019 Expo. Stay-tuned for updates about this exciting event that will once again offer a variety of networking and educational opportunities!



Like us on Facebook, follow us on Twitter, and connect with us on LinkedIn to begin receiving COSTARS updates!

Remember, this does not replace important updates we send to you via email, so please be sure to maintain your member and supplier information in the COSTARS system.

**Visit our Facebook page at:**

<https://www.facebook.com/pages/Costars-PA-Department-of-General-Services/904261462952351?ref=hl>

**Visit our Twitter page at:**

<https://twitter.com/COSTARSNews>.

**Visit our LinkedIn page at:**

<https://www.linkedin.com/company/department-of-general-services-costars-program/>

## COSTARS Connection

Curt Topper - Secretary, Department of General Services  
Ken Hess - Deputy Secretary for Procurement  
Jenny Doherty - Chief Procurement Officer  
Dawn Eshenour - Chief, Supplier Dev. & Support Div.  
Claire Osborne - COSTARS Program Manager  
Bruce Beardsley - Marketing Manager  
Kim Bullivant - Marketing Manager

Further information on the COSTARS program is available by phone at 1-866-768-7827 or by visiting the [COSTARS](#) website at [www.costars.state.pa.us](http://www.costars.state.pa.us).

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