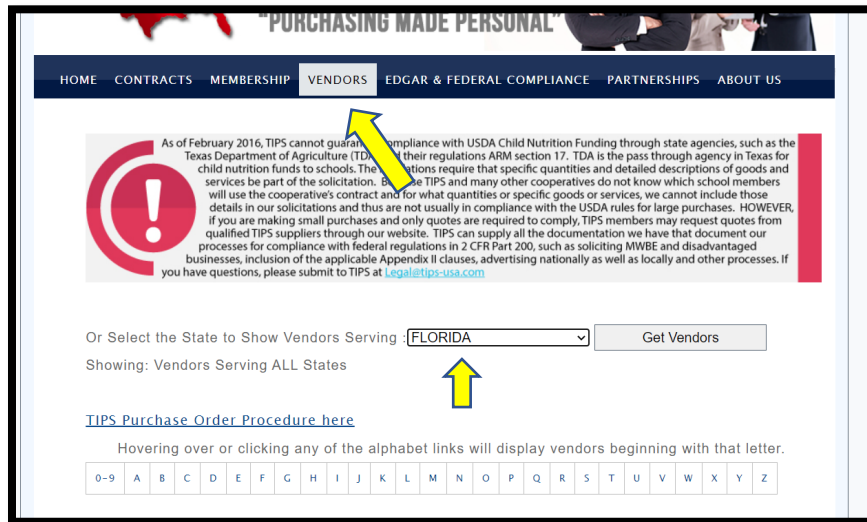
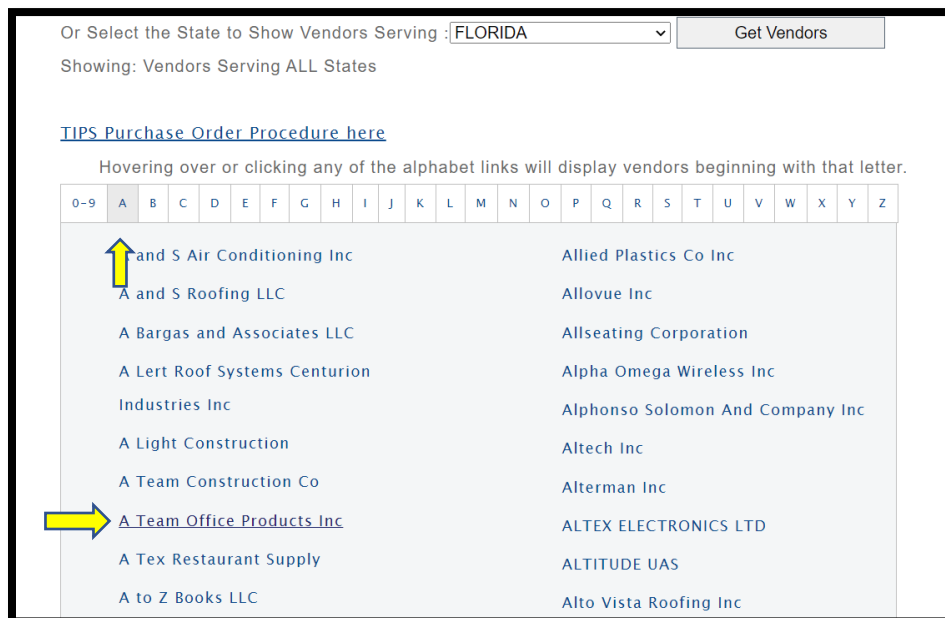


Directions for Obtaining a TIPS letter:

1. Go to <https://www.tips-usa.com>.
2. Click on "Vendors" to be find the vendor you want to use is registered with TIPS, and select "Florida" from the drop down menu.



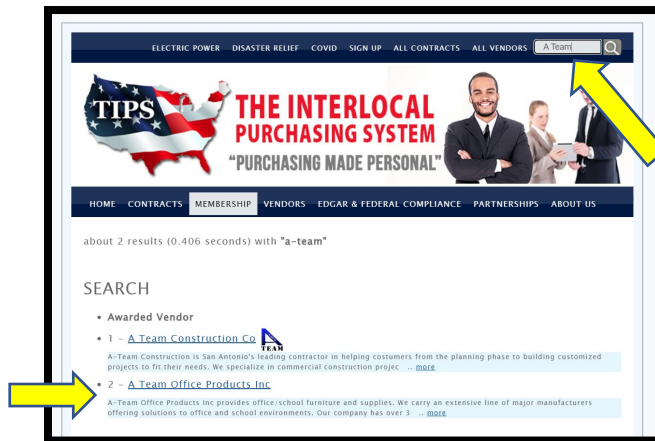
3. Use the letter of the alphabet to find the name of the vendor you want to use to be sure they are registered. For instance, if you want to use "A-team Office Products", you select the letter "A" and a list of all vendors beginning with the letter "A" will appear.



4. If you aren't sure who you want to use, but you know you need a company to provide a service, you can use the search box at the top to locate approved vendors. For instance, if you need to contract with a cleaning company, you can type "cleaning" into the search box and a list of vendors will appear for you to select.



5. You can also type the name of your vendor directly into the search bar to find them faster.

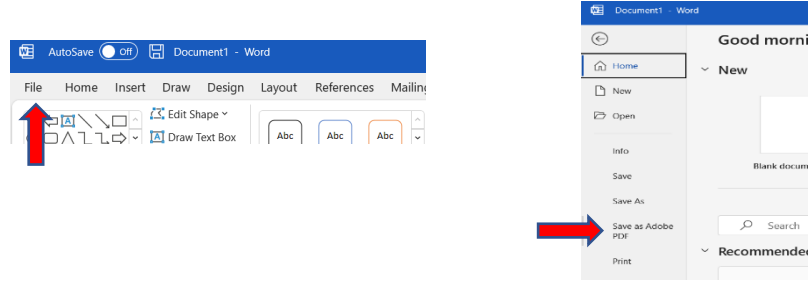


6. Once you click on the link to your vendor, you will see a screen that asks you to "EMAIL PO & VENDOR QUOTE TO TIPSP0@TIPS-USA.COM". That is your next step!

Make sure it is in PDF form. **Only one** PO can be sent per email.



**To make sure a document is in pdf form, click on "file" and "Save as Adobe PDF".*



7. Please note that **you must be sure that you have the "TIPS CONTRACT NUMBER" on both the purchase order and the quote.** You will need to ask the vendor to be sure to include this on the quote. This number is easy to find because it will be on the quote, but you can also find it easily by scrolling down on the vendor's page.

TIPS THE INTERLOCAL PURCHASING SYSTEM
"PURCHASING MADE PERSONAL"

HOME CONTRACTS MEMBERSHIP VENDORS EDGAR & FEDERAL COMPLIANCE PARTNERSHIPS ABOUT US

EMAIL PO & VENDOR QUOTE TO: TIPSP0@TIPS-USA.COM
PO AND QUOTE MUST REFERENCE VENDOR TIPS CONTRACT NUMBER
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

Notice:
Many Vendors utilize specific warranties, subscription agreements, license agreements, EULA's, etc. ("Supplemental Agreements") when you purchase specific goods or services from that Vendor. Since the Supplemental Agreements do not necessarily apply to every Member, every jurisdiction, or every purchase, TIPS does NOT now negotiate the terms of those agreements on Members' behalf. If you are required to sign such a supplementary agreement by the TIPS Vendor, TIPS strongly encourages Members not to proceed with a purchase until they have carefully reviewed and negotiated all applicable Supplemental Agreements. TIPS recommends you work with your entity's legal counsel to ensure compliance with the legal requirements of your entity and your jurisdiction.

[TIPS Purchase Order Procedure here](#)

OVERVIEW DUE DILIGENCE CONTACTS PRINT PROFILE

[Print](#)

VENDOR [A Team Office Products Inc](#)
2400 NW 94th Avenue, Suite 2 Miami FL,33172
WEBSITE www.a-teamofficeproducts.com

SERVICE/PRODUCTS DESCRIPTION
A-Team Office Products Inc provides office/school furniture and supplies. We carry an extensive line of major manufacturers offering solutions to office and school environments. Our company has over 30 years experience with dedicated and knowledgeable staff ready to assist customers solve their office and school needs.

CONTRACT: 200301 [Furniture, Furnishings and Services](#)
End Date: May-31-2023 EDGAR COMPLIANCE: [View Doc.](#)

8. So let's recap.

- Go to www.tips-usa.com.
- Verify your vendor is listed on the TIPS website.
- Request a quote from the vendor that includes their TIPS contract number.
- Create a purchase order that includes the TIPS contract number.
- Email the quote and purchase order in pdf form to TIPSPO@TIPS-USA.COM.
- Once you follow these steps, TIPS will email you a letter back (often within minutes) that is the letter you need to keep on record for grants and auditing purposes.



4845 US Hwy 271N, Pittsburg, TX 75686
Tel (866)-839-8477

May 16, 2022

The National Ben Gamla Charter School Foundation Inc.
Vanessa Picart
6340 Sunset Drive
MIAMI, FL 33145

RE:
Awarded Vendor Contract - ITsavvy
Contract #200105, Technology Solutions Products and Services
Awarded May 21, 2020 effective through May 31, 2023

TO WHOM IT MAY CONCERN:

The Interlocal Purchasing System (TIPS) verifies that ITsavvy is an Awarded Vendor for The Interlocal Purchasing System (TIPS), and is authorized to perform work under Contract #200105.

TIPS has reviewed Purchase Order 065410-189208, dated May 11, 2022 in the amount of \$74,285.46, and verified this purchase to be within the parameters of the awarded contract listed above. This purchase order for The National Ben Gamla Charter School Foundation Inc. has been approved and forwarded to ITsavvy for processing.

If you have any questions, you may reach me at (866)-839-8477 or by email to tips@tips-usa.com.

Sincerely,

Charlie Martin

Charlie Martin
Interim Chief of Operations