



# COSTARS Contracts

**COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program.** Through COSTARS, local public procurement units (LPPUs) and state-affiliated entities can cost-effectively and efficiently identify suppliers with whom to do business and achieve procurement savings.

**DES is contracted with the PA Department of General Services (DGS) under supplier #155331.**

**DES hold contracts in these COSTARS areas:**

**COSTARS 3—IT HARDWARE 003-E22-551**

Computing Devices, Servers and Data Storage, Items to Support Multimedia Communications and LANs, Data Communication Equipment, Data Center Equipment.

**COSTARS 6—SOFTWARE 006-E22-210**

Software, Subscription Services, Support and Maintenance.

**COSTARS 34— AUDIO-VISUAL 034-E23-193**

Theater (Auditorium) Furniture, Fixtures, Audio/Visual Equipment and Musical Instruments.

**COSTARS 40—SECURITY 040-062**

Security and Surveillance Systems and Fire Alarm Systems, Equipment, Products, and Services.

**PLEASE SEE OUR FULL LIST  
OF COSTARS PRODUCTS ON:  
[WWW.DESCOMM.COM/COSTARS](http://WWW.DESCOMM.COM/COSTARS)**

**READ REAL REVIEWS ON:  
 **PROCURATED****

## COSTARS CLIENTS

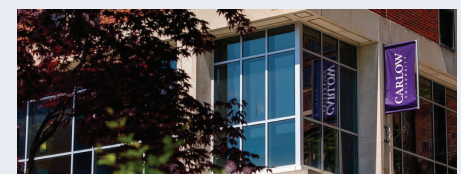
### WESTMORELAND COUNTY



### MERCYHURST UNIVERSITY



### CARLOW UNIVERSITY



### CENTRAL VALLEY SD



# COSTARS FAQs

## **How do we register our organization to become a COSTARS Member?**

Provided your organization meets the statutory eligibility requirements, you may register your local public procurement unit (LPPU) or state-affiliated entity as a COSTARS member by completing the online registration form at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).

## **Is there a fee involved in registration?**

No, the only fees connected with the COSTARS Program are charged to COSTARS contract suppliers.

## **What is the significance of the six-digit vendor number (also referred to as the SAP number or supplier's number)?**

The vendor number is a supplier identification number and a pre-requisite for doing business through the Commonwealth. A supplier's contract number (as opposed to the vendor number) is the key indicator a supplier may be a COSTARS participant and should be indicated on all paperwork. **DES's contract number is 155331.**

## **Do we order supplies/services through DGS?**

No. After you review the specific statewide or COSTARS-exclusive contract in which your organization is interested, you will deal directly with the awarded supplier of your choice to review products and pricing in detail and to place any order. You should, however, state the contract number and your COSTARS member ID number on your purchase order to the supplier.

## **Do we need to notify DGS of orders from statewide and/or COSTARS contracts?**

No. The supplier is required to report all purchases to DGS on a periodic basis.

## **If the specifications for the item do not match what our organization is looking for, may we make additions, deletions, or other changes to the contract terms?**

No, you may not change any contract items, options, or specifications for the purchase to be considered a contract purchase; you must order the items exactly as specified on the awarded contract, unless the procurement specifically permits customization of a contract item, which is permitted under most COSTARS-exclusive contracts.

## **What if our organization is interested in contracting with a supplier that doesn't hold a COSTARS or statewide contract with the Commonwealth?**

Participation in any COSTARS purchasing is completely voluntary. COSTARS members may procure items available on COSTARS contracts through other appropriate procurement vehicles.

## **Are COSTARS members eligible to purchase from any other Commonwealth contracts?**

Yes, many statewide contracts awarded by DGS are also available to COSTARS members. One such member benefit is DGS Invitation to Qualify (ITQ). **DES is contracted with ITQ 4400005429 - Master IT Services for cabling, consulting and other IT services.**

**DES account managers can help you with your COSTARS questions!**  
Please call **412-521-4240** or visit [www.descomm.com/costars](http://www.descomm.com/costars)