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# Program Overview and Order System Training



MARYLAND NONPUBLIC TEXTBOOK AND  
TECHNOLOGY PROGRAM  
February 18, 2020





# Introductions

# Maryland State Department of Education

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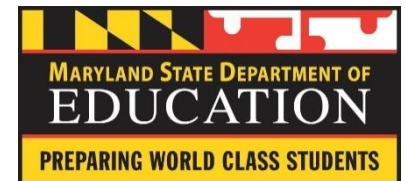
## **Office of Policy and Fiscal Analysis**

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# Program Overview

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- In April 2019, the Maryland General Assembly approved an appropriation for the Maryland Nonpublic Schools Textbook Program.
  - The purpose of the program is to provide funding for the purchase of textbooks and computer hardware/software for **loan to students** in eligible nonpublic schools.

## To be eligible, a nonpublic school must meet the following requirements:

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- ✓ Either hold a certificate of approval or be registered with the State Board of Education through MSDE's Division of Education Effectiveness;
- ✓ Not charge more than the statewide average per-pupil expenditure, calculated as \$15,941 for FY 2018;
- ✓ Assure that the savings on the cost of textbooks will be used to reduce the cost of textbooks for students
- ✓ Agree to comply with non-discrimination requirements
- ✓ Submit a copy of most recent school handbook
- ✓ Schools confirm receipt of merchandise via the order system and place MSDE labels on items purchased
- ✓ Agree to on-site compliance visits

# Eligible Grade Levels

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- ❖ Nursery Schools (ages 2-4)
- ❖ Kindergarten
- ❖ Elementary & Secondary Schools
- ❖ Montessori Schools

# Allocations/School Year 2019 - 20

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- ❑ Anticipated Expenditure for Fiscal Year 2020 is \$6,040,000
- ❑ Up to \$65 per nonpublic student is the distribution amount
- ❑ \$95 per student for schools meeting 20% to 40% FARMS requirement
- ❑ \$155 per student for schools with > 40% FARMS requirement



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# Ordering Procedures



# Vendors

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- Vendor list will be populated with vendors used in the previous 3 years.
- In rare cases MSDE will consider adding a vendor not currently listed.
- If MSDE approves adding a new vendor a W-9 document will be needed from the vendor.

# Order System Changes

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- ❑ Schools now have ability to change default shipping rate from 13% (with a quote showing the shipping amount)
- ❑ Order window will be **March 17 thru May 31, 2020**
- ❑ Schools are limited to (3) orders per vendor
- ❑ Order system will allow orders to be saved and edited

# Acceptable Materials for Purchase

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**Textbooks, computer hardware, and computer software** purchased under this program must be secular in nature and acceptable for use in any public elementary or secondary school in Maryland.

Textbooks that may be purchased include **workbooks, E-Books, manuals, trade books, reference materials, and other printed forms of communication** intended for classroom use only.

## Acceptable Items

Books

Magazines

Workbooks

Trade books

Reference materials

E-books/magazines/journals

Computers

Printers

Calculators

Computer accessories

## Unacceptable Items

Furniture of any kind

Markers/crayons/pens/pencils/chalk

Paper

Glue

Other items considered “supplies”

Specimens for science experiments

Rugs/carpets

Dress-up kits/costumes/clothing

Generic Toys

Materials containing religious content

# Ordering Information

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- ❑ The window for ordering materials will be open between March 17 and May 31, 2020 midnight
- ❑ All orders will be placed via the Nonpublic Textbook order system.
- ❑ We are unable to process orders via phone, email, or fax.

# Ordering Guidelines

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- Accurate pricing information needs to be entered in the order system.
  - Quotes help insure accuracy, availability and often reduce shipping charges.
  - Use current vendor catalogs to ensure correct pricing when a quote is not available.
  - Sale prices from vendor's websites are not guaranteed. **A screenshot from an online order system is not a quote.**
  - Incorrect information delays the process of schools receiving request in a timely manner.

# Ordering Guidelines

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- There is a 13% shipping charge on ALL orders that do not include a quote showing a different shipping rate.
- All price agreements for E-Books, hardware/software or shipping variations require a **quote to be attached to the requisition** to the electronic requisition.

# Quote Guidelines

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- Must be uploaded in the system and attached to the online order.
  - Submitting documents incorrectly can result in loss of shipping.
  
- Quotes need to have an expiration date of at least 30 days.
  - Our staff cannot accommodate quotes with 24 or 48 hour time frames.



# Quote Guidelines

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- Quotes **must** **match** the order exactly in the textbook order system.
  - If a school needs to add or delete merchandise after receiving a quote, please contact vendor to revise the quote before submitting the order.
  - Orders will be rejected if the quote does not match the order.

# Order Entry

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<https://nptb.msde.maryland.gov/>



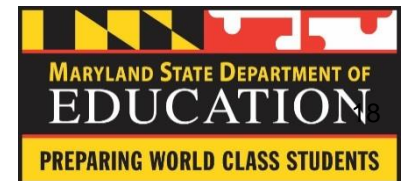
Log in

Application Form for Textbook Funding

Welcome to the Maryland Nonpublic Student Textbook Program!

To apply for the Nonpublic Textbooks Program FY 2019, please complete the Registration here: [Registration Form](#).

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# Order Entry

[REDACTED] Fiscal Year: 2019

Fund Request

Approved from MSDE 12/21/2018 James Klarman

Allocation Amount **\$52,820.00**  
Allocation Amount Remaining **\$52,820.00**

① Order ☰

Create New Order

Total before shipping amount **\$0.00**  
Total Shipping Amount **\$0.00**  
Total Order Amount **\$0.00**

② Request to MSDE ☰

③ Ordered to Vendor ☰

# Order Entry

## Create New Order

[Back to Home](#)

Total Allocation for Current Year \$52,820.00

Allocation Amount remaining \$52,820.00

1. Type Vendor Name in Vendor box below. 2. Choose Item type and Create Order. 3. Save items to basket

Vendor

(Clear)

13.00

% ▾

Total before shipping **\$0.00**  
Shipping Amount (13.00%) **\$0.00**  
Order Total **\$0.00**

	Item Type	ISBN / Serial No	Book Title / Description	Qty	Unit Price
1	Book ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Add) (Clear)

Shipping Percentage: 13.00 %

Quote Document #1

Choose File

No file chosen

Quote Number

Quote Date

Quote Document #2

Choose File

No file chosen

Quote Number

Quote Date

Comment

Save

Submit

Cancel

# Order Entry

[Back to Home](#)

Total Allocation for Current Year **\$52,820.00**

Allocation Amount remaining **\$50,734.50**

1. Type Vendor Name in Vendor box below. 2. Choose Item type and Create Order. 3. Save items to basket

Vendor

CDW LLC/ CDW Government LLC

(Clear)

( Federal ID: 363310735)

CDW LLC/ CDW Government LLC/ CDW  
Government  
230 N. Milwaukee Avenue Vernon Hills

7.5

%

Total before shipping **\$1,940.00**  
Shipping Amount (7.50%) **\$145.50**  
Order Total **\$2,085.50**

	Item Type	ISBN / Serial No	Book Title / Description	Qty	Unit Price
1	Nonboot	CDW1234	Generic PC <u>128GB</u>	4	485.00
	(Add) (Clear)			145.5	1940.00

Shipping Percentage: **7.50** %

Quote Document #1

R00P8405543 Quote.pdf

Quote Number

1234

Quote Date

03/14/2019

Quote Document #2

No file chosen

Quote Number

Quote Date

Comment

# Order Entry

## Fund Request

Approved from MSDE 12/21/2018 James Klarman

Allocation Amount **\$52,820.00**  
Allocation Amount Remaining **\$50,734.50**

## ① Order ☰

Create New Order

Total before shipping amount **\$1,940.00**  
Total Shipping Amount **\$145.50**  
Total Order Amount **\$2,085.50**

## ② Request to MSDE ☰

	Vendor	Total Qty(\$)	Requested Date
UN6TKC5PCQ2R	CDW LLC/ CDW Government LLC/ CDW Government	4 (\$2,085.50)	3/20/2019

# Reminders

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- ❑ Contact MSDE for any exchanges or returns.
- ❑ Enter all items for the same vendor in one order ! One vendor per order.
- ❑ Be Mindful of expiration dates on quotes.

# Reminders

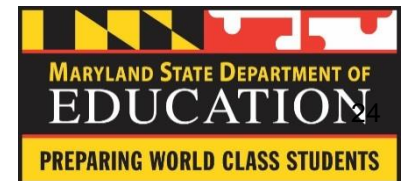
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- When requesting quotes advise the vendor that the school is the “ship to” and MSDE is the “bill to”.

**Bill-to Address:**

Maryland State Department of Education  
Attn: Accounts Payable  
200 West Baltimore Street  
Baltimore, MD 21201-2595

- If you receive an invoice billed to your school in error contact MSDE. Your school can not be reimbursed by MSDE.
- Do not make changes to orders after MSDE has submitted to vendors.
  - When accounts payable receives the invoice and the document does not match the original requisition, MSDE will not pay the vendor.
  - The school will be billed for any items not ordered by MSDE.





# Questions and Answers

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