


**Cameron County Commissioners' Court
Agenda Request Form**

REF #2440-0

No. **PP**

Date: 10/11/2024 Meeting Date Request: 10/22/2024
Department Name: PURCHASING DEPARTMENT Contact Person: ROBERTO C. LUNA
Phone: 544-0871 Fax: 550-7219
Department Head Name: ROBERTO C. LUNA Signature: 

Caption: CONSENT ITEM

CONSIDERATION AND AUTHORIZATION TO UTILIZED CHOICE PARTNERS INTERLOCAL COOPERATIVE PURCHASING AGREEMENT CONTRACT NO. 22/045KN-01 FOR THE FOLLOWING: OFFICE SUPPLIES, COMPUTER SUPPLIES & TONER

- a. AMAZON BUSINESS – CHOICE PARTNERS

Background: *(Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation).*

Choice Partners Amazon Business will give Cameron County a cash rebate of .25% for every purchase.

Period: 08/17/24 to 08/16/25

PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION OR PLACE N/A IF IS NOT APPLICABLE:

County Judge N/A Auditor N/A Budget N/A Legal N/A Human Resources N/A Purchasing N/A
1295 Form N/A

Fiscal Data:

Funds From:

Dept. Name: N/A Fund No. N/A Department: Yes N/A No N/A Amt. Expended: \$ N/A
Funds Available: Yes No General: Yes N/A No N/A Impact on future budget: Yes No
Grant: Yes N/ No N/A

Comments:

Action taken by Commissioners' Court

Approved Tabled Denied Motion made by Seconded Vote

**Approved by Commissioners Court
10/22/24**

Member Rebate FAQ as of 1/29/2024

How does the Choice Cash Rebate work? Choice Partners now offers members the opportunity to receive a rebate on their spending through Choice contracts at the end of each fiscal year. Members are encouraged to manually or bulk upload fulfilled purchase orders via our Rebate Portal monthly. At the fiscal year's conclusion, a check will be sent to you through the Harris County Department of Education, using the address provided on your entity's W9. Please ensure that purchase orders submitted to our portal are fulfilled or completed by your vendor before uploading.

How often should we submit our purchase orders for a rebate? We encourage members to upload purchase orders to our Rebate Portal monthly. Our rebate team diligently reconciles each purchase order submission and consistent monthly reporting can ensure seamless and timely check issuance.

Why can we only submit POs for rebate after they've been paid? Choice Cash is only eligible on purchase orders that are fulfilled or completed. If a purchase order is closed at an amount less or more than the total amount, please record the correct amount in the purchase order field when submitted on our Rebate Portal.

When do we upload blanket purchase orders? Blanket purchase orders are eligible for a rebate once they've been fulfilled/completed/closed. If a blanket purchase order is closed at an amount less or more than the total amount, please record the correct amount in the purchase order field when submitted on our Rebate Portal.

Can I submit a purchase order for rebate if I don't have an invoice number? Yes, members can submit purchase orders without an invoice number. Providing invoice numbers via manual or bulk upload is optional but encouraged as it can assist with reconciliation by our rebate team and communication to the vendor.

Can I create an ongoing list of purchase orders and upload them incrementally on the Rebate Portal? Each purchase order submission must be unique to avoid any duplicate entries. Our rebate team diligently reconciles each purchase order and duplicate entries can often create timely research for both our rebate team and members alike.

What is the rebate percentage? Our rebate is currently .25% with a few exceptions including: Commodity Processing of USDA Foods and Apple Inc. contracts.

Is there a maximum that we can earn for any vendor? Choice Partners is not capping any rebate amount at this time. We encourage members to submit \$40,000 in purchase order activity at minimum to potentially qualify for rebate.

What vendors are not eligible for rebate? Apple Inc. and Commodity Processing of USDA Foods contracts are exempt from the rebate program.

What vendors are "self-reporting" that I don't have to submit usage for? Amazon, WEX, TXU, Food, Cafeteria Trades, Beverage related products do not need to be uploaded to the Rebate Portal. A full list of vendors that do not need be reported can be found on our website at ChoicePartners.org

Is there a deadline for submitting a rebate claim? **September 30th, 2024** will be the deadline for rebate submissions for fiscal year 2023-2024. We encourage members to submit monthly reports to ensure seamless and timely check issuance to our members.

How do I upload activity for rebate if I paid with a P-Card? Members can upload P-Card activity to the Rebate Portal using either the bulk upload or manual upload feature. Ensure that in the Purchase Order Number field says "PCARD."

When can I expect to receive my rebate? Rebate checks are generated by Harris County Department of Education Office of Business Services. Checks are mailed during the first quarter of each new calendar year. The approval process for Choice Partners' rebates is overseen by our Business Office each year.

What would make my rebate ineligible? The top two reasons submissions are often ineligible for rebate are 1. The purchase order is not fulfilled or was cancelled and 2. The vendor contests that a Choice Partners contract was utilized.

What happens if my rebate claim is ineligible? If any purchase order is deemed ineligible, our rebate team will promptly notify you via email. The notice will explain the reason and give you options on what to provide to contest it. Typically, our reconciliation team will request remittance details and a purchase order copy to resolve any disputes.

Dashboard

Get A Quote

Current Vendors

Contract List

Food

Rebate Portal

Logout

Amazon.com Services LLC (Amazon Business)

Contract Category:**Contract Number:** 22/045KN-01**Contract Terms:**

Initial Award Date: August 17, 2022

1st Renewal Start Date: August 17, 20232nd Renewal Start Date: August 17, 2024

Current Expiration Date: August 16, 2025

Renewals Remaining: 2

CP Contract Manager:**Monique Francis**monique@choicepartners.org

713-316-4259

Contract Partner: Amazon.com Services LLC (Amazon Business)**amazon business** **Contract Partner Web Site:**
<http://business.amazon.com>**Approved Market Area:** National**APPROVED PRODUCT OR SERVICE:**

Note: Choice Partners is currently working with Amazon to update their federal certifications to ensure compliance with the recent revisions made by OMB that went into effect October 1, 2024. The revisions apply to grants awarded on or after 10.1.2024, so CP members using federal funds on existing grants are still in compliance by using these contracts.

Simplify buying for public sector procurement.

Customers enjoy business-only pricing with quantity price breaks reserved for Amazon Business accounts. Amazon Business is an Online Marketplace for millions of products which includes, but is not limited to, the following 11 categories:

- Agriculture, Apparel, Art/Classroom, Athletic, Books, CTE/Vocational Teaching Materials, Food Service, Health/Medical, Musical Instruments, Office, and Technology

If you know who your Amazon Advisor is, you can contact them directly.

If you don't know who it maybe, you can email choicepartners-publicsector@amazon.com

* **NOTE:** No need to report activity in the Order Portal! [Amazon will do their own self-reporting.](#)

TO PLACE AN ORDER:[HTTP://business.amazon.com](http://business.amazon.com)

NOTICE OF CONFIDENTIALITY The terms and conditions of Amazon Business's contract with HCDE/Choice Partners are confidential, as Amazon Business has declared that the information contains confidential, proprietary, and/or trade secret information and is excepted from disclosure under the Texas Public Information Act, Chapter 552, Texas Government Code. Pursuant to Amazon Business's express permission to disclose the "due diligence" file (i.e., Amazon Business's contract with HCDE/Choice Partners, proposal, and executed Vendor Packet) to members of the HCDE Choice Partners' cooperative, HCDE is providing Choice Partners members access to this information.

Choice Partners members are requested to **NOT** further disclose the Amazon Business "due diligence" file with entities or individuals outside of your organization, including, but not limited to, posting on any listserv, distributing via email or other means of communication, or the like, except in cases in which your organization is mandated by law to produce the information, in which case your organization should follow your state's notice of disclosure guidelines imposed by your state's public information/freedom of information/sunshine law(s).

PRICING: Is according to the contract on file with CP.

Freight Terms: Exact shipping charges are calculated at the time of checkout based on the number of items, item type, weight, and volume of all the items in the cart.

MWBE/HUB Status: Not Certified

DUE DILIGENCE: [Download](#)

CONTACT INFO

For SALES

Customer Advisorchoicepartners-publicsector@amazon.com

For SALES

Bryan Baldwin

410 Terry Avenue North

Seattle, Washington 98109

Phone : 737-402-8951hmbald@amazon.com**ABOUT THIS PARTNER:**

Amazon Business helps you reshape buying by combining the selection, convenience, and value you expect from Amazon, with features that transform everyday operations. This online store provides tools to guide users to preferred products, approval workflows, analytics, seller certifications, and flexible account settings. Access hundreds of millions of products from hundreds of thousands of suppliers across multiple product categories like office supplies, IT products, MRO, and more all in one place.

Amazon.com Services LLC (Amazon Business)

Contract Category: Online Marketplace

Contract Number: 22/045KN-01

Contract Terms:

Initial Award Date: August 17, 2022

1st Renewal Start Date: August 17, 2024

2nd Renewal Start Date: August 17, 2024

Current Expiration Date: August 16, 2025

Renewal Options Remaining: 2

CP Contract Manager:

Monique Francis

monique@choicepartners.org

713-316-4259

Contract Partner: Amazon.com Services LLC (Amazon Business)

[amazonbusiness](#)

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PRICING: Is according to the contract on file with CP.

Orders **MUST** be reported in the ORDER PORTAL on the Choice Partners website. Reporting through the ORDER PORTAL will complete the legal compliance of your cooperative purchase AND make the sales dollars eligible for the CHOICE CA\$H Rebate Program from Choice Partners.

Freight Terms: Exact shipping charges are calculated at the time of checkout based on the number of items, item type, weight, and volume of all the items in the cart.

HUB Status: No

MWBE Status: No

SBE Status: No

VOB Status: No

DUE DILIGENCE: [Download](#)

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