



OFFICE SUPPLIES - VENDOR RESOURCES (January 24, 2025)

NOTE: Piggyback/Cooperative Master Agreements can be used for office supply purchases. Listed below is information to access MSCS approved cooperative master agreements for office supplies, as well as the TN State master agreement. Each purchase/purchase order must be made within the term of the agreement for each vendor. **A purchase over \$3,500 must have a valid quote attached to the requisition, and the quote must state the name of the piggyback/cooperative entity and the contract number.**

A vendor doing business with MSCS must be approved in APECS. If a vendor is not in APECS, they must go to Procurement's website for online registration for approval before you can submit a requisition and/or invoice.

BuyBoard: 755-24 Effective Until 11/30/27

Please see the attachment to this document for the list of vendors and their contact information.

Office Depot (ODP Solution): TN State Contract SWC# 316 – Effective Until June 30, 2025

Please see the attachment to this document for further instructions. Use the login below to browse the items and unit prices.

Username: MSCSBrowse
Password: MSCSBrowse1
(Password is Case Sensitive)

OMNIA Partners Cooperative Master Agreements:

https://www.omniapartners.com/solutions/contract-offerings?tx_solr%5Bsearch%5D%5Bkeyword%5D=office%20supplies&tx_solr%5Bsearch%5D%5Bindustry%5D=4

Sourcewell – Browse by Category

<https://www.sourcewell-mn.gov/contract-search?msclkid=2bf7363bbe85124aaf1a50f831fdb433>

TIPS: (240402) Office and School Supplies, Products, and Services, expires 6/30/27

<https://www.tips-usa.com/vlist.cfm>