

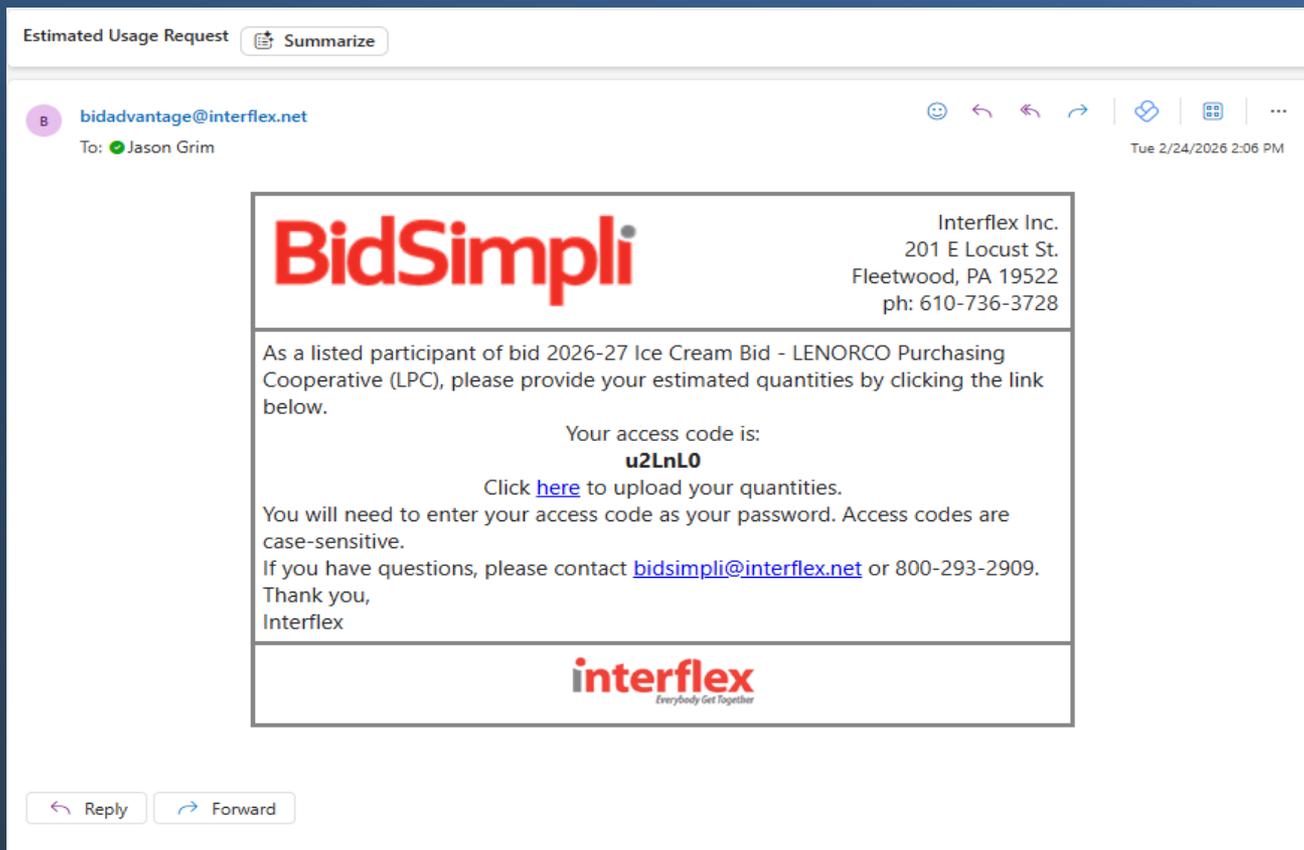
BidSimpli is a secure, online procurement tool for K-12 schools and cooperatives. Bids are issued electronically and invitations are sent via e-mail notification to vendors.

If you are receiving this guide, you are a member of a cooperative buying group and probably have been or will be invited to enter your usage estimates to an upcoming bid event.

If you have any questions, please contact Jason Grim (610-898-4487 / [jgrim@interflex.net](mailto:jgrim@interflex.net)) or Alexis Knoll (800-293-2909 Ext. 103 [aknoll@interflex.net](mailto:aknoll@interflex.net))

## BidSimpli Cooperative Participant Volume Gathering Contents

- BidSimpli Volume Gathering Invitation (Received by e-mail)
- Enter Invitation Code
- Enter your Quantities
- That's it!
- HELP

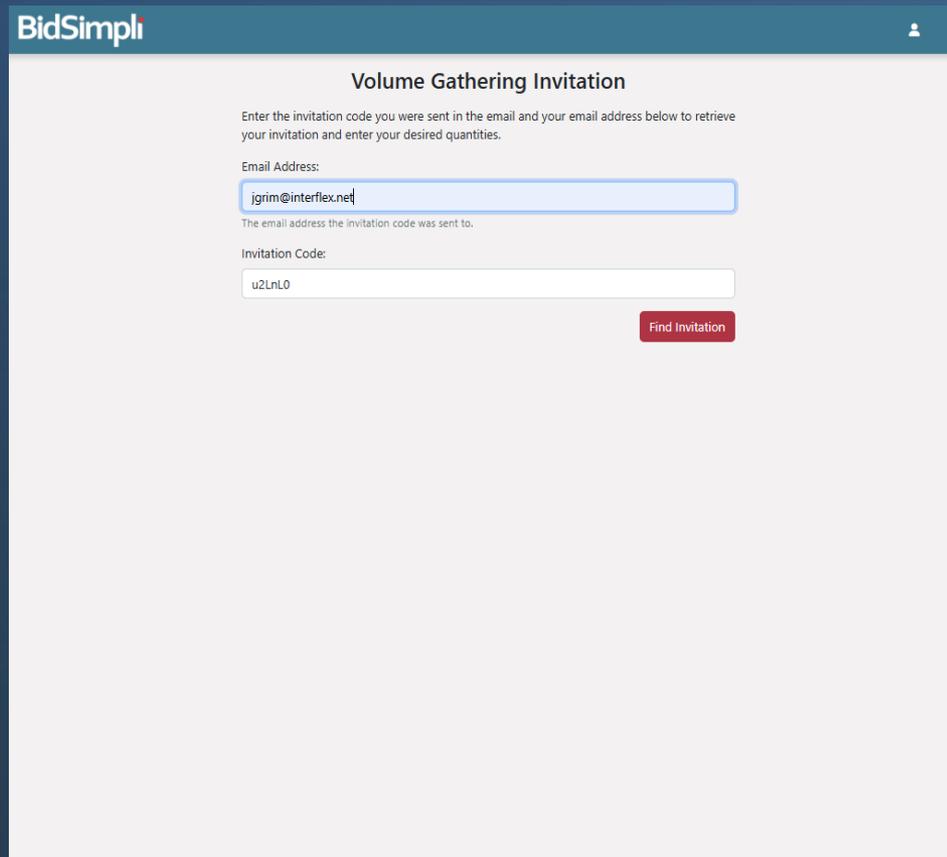


## BidSimpli Volume Gathering Invitation: (Received by e-mail)

Read over the invitation for basic information, copy your access code and click “here” to access the bid and enter your quantities.

BidSimpli is a web-based platform, so clicking “here” will launch your web browser and place you in the BidSimpli volume gathering area.

Fill in your email address and access code to access the line-item specifications for the specific bid that you have been invited to submit volume estimates.



The screenshot shows a web interface for BidSimpli. At the top left is the BidSimpli logo, and at the top right is a user profile icon. The main heading is "Volume Gathering Invitation". Below this is a paragraph of instructions: "Enter the invitation code you were sent in the email and your email address below to retrieve your invitation and enter your desired quantities." There are two input fields: "Email Address:" with the value "jgrim@interflex.net" and "Invitation Code:" with the value "u2LnL0". A red "Find Invitation" button is positioned to the right of the second input field.

**BidSimpli**

### Volume Gathering Invitation

Enter the invitation code you were sent in the email and your email address below to retrieve your invitation and enter your desired quantities.

Email Address:

The email address the invitation code was sent to.

Invitation Code:

**Find Invitation**

Fill in your estimated quantities being careful to observe the Unit of Measure (UOM) Being Requested. If you do not need any of a particular product, simply enter “0” or select “Zero Out Empty Quantities” at bottom left to enter zero to any items that you do not want, as opposed to having to populate every empty cell with “0”.

## Welcome to Interflex BidSimpli Volume Gathering!

The administrator for the bid below is preparing to issue out a bid and has requested that you enter your estimated cases for the bid specification listed below. They are going to utilize your usage numbers along with all the others to create more accurate quantities for the bid.

| Bid Title                                                    | Bid Number         | Bid Administrator(s)                                                            | Bid Term                | Completion Progress |
|--------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------|-------------------------|---------------------|
| 2026-27 Ice Cream Bid - LENORCO Purchasing Cooperative (LPC) | (LPC) 2026-2027_IC | <ul style="list-style-type: none"> <li>LENORCO</li> <li>Pennridge SD</li> </ul> | 07/01/2026 - 06/30/2027 | 90%                 |

### Volume Gathering

Filter by group name, item number, or specification description

| Sort Index | Item No. | Description ↑                                                                                                    | Pack             | Cases                               |
|------------|----------|------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|
| 25         |          | Frozen Juice Cup, Cherry Blue Raspberry, 100% Juice                                                              | 80 / 4.4 Ounces  | <input type="text" value="100.00"/> |
| 15         |          | Frozen Yogurt, Cotton Candy, Nonfat, Individual Cup (Twister)                                                    | 18 / 3.75 Ounces | <input type="text"/>                |
| 40         |          | Fruit Juice Bar, Polar Blast Fruit Punch, Gluten Free, Frozen                                                    | 36 / 2.25 Ounces | <input type="text"/>                |
| 10         |          | Ice Cream Bar, Chocolate Scooter, Frozen                                                                         | 36 / 2.39 Ounces | <input type="text"/>                |
| 20         |          | Ice Cream Cone, Cookies & Cream (Low Fat), Frozen                                                                | 24 / 4 Ounces    | <input type="text"/>                |
| 30         |          | Ice Cream Cup, Vanilla Ice Cream (Blue & White- Low Fat), Sundae With Berry Flavored Sauce, Single Serve, Frozen | 48 / 3 Ounces    | <input type="text"/>                |
| 0          |          | Ice Cream Sandwich, Mini, Vanilla Ice Cream (Low Fat), Frozen                                                    | 48 / 1.55 Ounces | <input type="text"/>                |
| 0          |          | Ice Cream Sandwich, Mini, Vanilla Ice Cream (Low Fat), Frozen                                                    | 48 / 1.55 Ounces | <input type="text"/>                |
| 35         |          | Ice Cream Sandwich, Vanilla Ice Cream (Low Fat), Frozen                                                          | 24 / 2.29 Ounces | <input type="text"/>                |

Your cooperative administrator will be able to view invitations and the percentage that has been completed. There is no prescribed “close date” for volume gathering. Prior to publishing the bid, your administrator will select an option in BidSimpli to consolidate volume gathered from all participants prior to publishing the bid. That date will most likely be announced within the volume gathering invitation. If that was not clearly stated, please contact your coop administrator for more information.

The screenshot shows the BidSimpli interface for 'Volume Gathering'. The breadcrumb trail is: Development Bids / 2026-27 Ice Cream Bid - LENORCO Purchasing Cooperative (LPC) / Volume Gathering. The main heading is 'Bid Development'. A search bar is present with the text 'Filter by name or email address' and a 'Create New Invitation' button. Below is a table with the following data:

| # | Name       | Email               | Last Sent               | Last Quantity Received  | Percent Complete |  |
|---|------------|---------------------|-------------------------|-------------------------|------------------|--|
| 1 | jason grim | jgrim@interflex.net | 02/24/2026 07:06 PM UTC | 02/24/2026 07:22 PM UTC | 100%             |  |

Below the table, it shows 'Rows per page: 10' and '1 to 1 of 1'. Navigation buttons include '<< Prev', '1', 'Next >>'. A 'Return to bid' button is at the bottom left. A 'Tips & Suggestions' box on the right contains the following text:

**Tips & Suggestions**  
**Volume Gathering**  
Collaborate with other operators or co-op members by sending out a volume gathering request. You can track when invitations were sent and completed. The administrator will be able to use an aggregate sum of the responses to forecast more accurate quantities for the bid.

## HELP

If you need assistance at any time, please contact us. There are many ways for us to help. If your question cannot be easily resolved by e-mail or a quick call, we'll be happy to launch a brief Teams Meeting wherein I'll share my screen and show you just what to do. Please find my contact information below. I'm looking forward to any opportunity to help you!

Alexis Knoll  
800-293-2909 Ext. 103  
[aknoll@interflex.net](mailto:aknoll@interflex.net)

Jason Grim  
610-898-4487  
[jgrim@interflex.net](mailto:jgrim@interflex.net)