



**Seacoast Educational Services**  
One Wakefield Center, Suite #308  
Rochester, New Hampshire 03867  
[www.seacoasted.org](http://www.seacoasted.org)

**Improvement of Education through Cooperation  
Cooperative Purchasing Programs & Professional Staff Development Conferences**

**Mr. Kent Hemmingway, Chairman**  
Board of Directors  
Seacoast Educational Services

**TELEPHONE: (603) 330-3229**  
**FAX: (603) 332-8194**  
Email: [seacoasted@metrocast.net](mailto:seacoasted@metrocast.net)

**Ms. Jayne Ingalls**  
Executive Director  
Seacoast Educational Services

**Frequently Asked Questions**

**What is Seacoast Educational Services?**

Seacoast Educational Services is a non-profit educational consortium. The mission of the organization is to provide for the advancement of cooperative services, which mutually benefit its membership through an active and responsible partnership, visionary and innovative leadership, and dedicated and knowledgeable staff.

**How does SES operate?**

**Leadership:** Seacoast Educational Services was founded in 1974. Since that time, it has grown to include twenty-four School Administrative Units, most of which are located in southeastern New Hampshire. Additionally, there are non-member schools that use some of the SES services (for an additional fee). The SES leadership consists of an Executive Director who oversees the day-to-day operation of SES. The Executive Director reports directly to the Board of Directors, which consists of the Superintendents (or their designee) of the member School Administrative Units.

**Operating Costs:** Total operating costs are covered by a minimal membership fee (\$.12 per student), registration fees for some conferences (others offered at no charge), and a surcharge for cooperative purchase service, based on the purchases. (The surcharge is 6 % of the purchase amount for members and 6½ % for non-members.) Additional services, such as overseeing the bids for Hazardous Waste Disposal and Sensitive Data Destruction, are provided at no cost to members.

**What purchasing services are performed by SES?**

Essentially, all purchasing services *except* deciding what to order and checking in the shipment when it arrives, are handled by SES.

***School Start Up Orders (for the beginning of the school year):***

- 1) SES prepares a master list of around 2000 items as requested by the schools.
- 2) SES prepares bid specs, receives and organizes bids from vendors, and awards bids to vendors.
- 3) SES distributes order forms listing all the items by category.
- 4) SES receives orders from schools, determines which vendors the products need to be ordered from, and prepares Purchase Orders to the various vendors.
- 5) SES sends the Purchase Orders to the schools to be recorded and signed.

***Additional Purchasing Services:***

- 1) In addition to the preferential pricing of a large cooperative, SES uses their "strength in numbers", to negotiate terms with the vendors such as free shipping and staggered shipping (when storage of a large order is a problem).

- 2) SES acts as a liaison (occasionally mediator) between the vendor and the school personnel. This is frequently a big help since SES deals with the vendors on a daily basis.
- 3) As supplies are needed during the year, SES can act as a “purchasing agent” for the schools, preparing additional Purchase Orders and placing and following up on orders. SES’ relationship with the schools and with the vendors makes ordering fast and efficient, saving valuable school personnel time.
- 4) Because SES maintains a close working relationship with its vendors, prices are frequently honored by the vendors after the bid expiration date and SES continues to process orders for its members.
- 5) When members need items that are not on the bid list, SES researches the best prices for its members and processes orders for the items.

### **What other services are provided Seacoast Educational Services?**

SES is always searching for additional services to provide its members and welcomes input from its members. Here are some examples of the kinds of value-added services provided by SES:

***Biannual SES Conference:*** Every other year SES presents a conference at UNH for its member teachers and staff. The conference hosts over 3000 participants and draws a talented group of presenters, some of which are known nationally. As a non-profit organization, and because of its size, conference registration for SES members is only \$40 per member, including a box lunch and a 5-hour participation certificate.

***Workshops / Training:*** As needed and requested by the membership, SES organizes workshops and training for various groups. These events are offered at minimal or no-charge to the participating members.

***EventKeeper Calendar Access & Participation:*** Member organizations (mostly schools) can “piggyback” on the SES EventKeeper Calendar and place their events on the internet-based EventKeeper for a fraction of what it costs districts to license this software individually.

***Hazardous Waste Disposal Bidding:*** Each year members of SES are given the opportunity to submit their lists of hazardous waste materials in need of disposal. SES compiles the lists from all members and solicits bids from hazardous waste disposal vendors. In addition to the service of bidding, members benefit from the savings resulting from this cooperative approach to bidding.

***Sensitive Data Destruction Bidding:*** As with the Hazardous Waste Disposal Bidding, each year SES compiles a list of materials requiring secure destruction from all members and solicits bids from sensitive data destruction vendors. Again, savings result from the cooperative approach to bidding.

Additionally, most of the operations at SES are handled electronically, expediting communications and making their services more valuable its members.

### **How do SAUs, Districts, or Schools join Seacoast Educational Services?**

Organizations that are interested in joining SES contact the Executive Director to set up an appointment to review their needs and the SES services that they would like to use.

### **What is the contact information for Seacoast Educational Services?**

Contact Jayne Ingalls, Executive Director at 603-330-3229 or [seacoasted@metrocast.net](mailto:seacoasted@metrocast.net) for further information