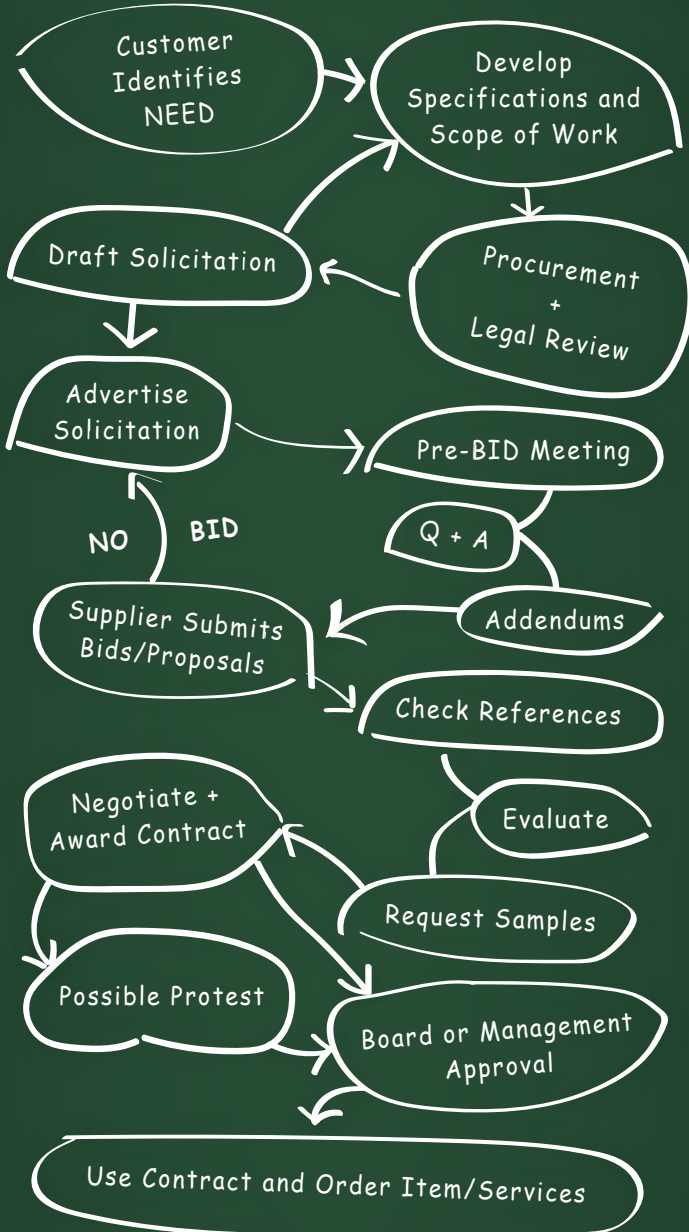


— MAKE THE CHOICE —

BID OR COOPERATIVE CONTRACT

THE BID QUOTE



COOPERATIVE PATH



ROADMAP TO A COOPERATIVE PROCUREMENT STRATEGY

THE CONTRACT

- Does the awarded contract contain the specific solution you require? Is it a single vendor award or was it awarded to multiple suppliers?
- When was the contract awarded, and when does it expire?
- Was the solicitation advertised – where and how?
- What are the qualifications, capabilities and financial health of the awarded supplier? Do they have the capacity to fulfill your Agency's needs?
- Can you obtain a copy of all applicable contract documents?
- How is pricing addressed? Is it actual, percentage discount, or ceiling-based pricing?
- Can the terms and conditions of the contract be amended to meet the needs of your Agency?
- How is the Indemnity clause and insurance handled?
- Who served on the evaluation committee? Employees of the cooperative organization, subject matter experts or members of other agencies?
- How is contract use monitored? Are usage reports available? Are there any minimum spend requirements?
- Is there a rebate on the contract and is it tiered? How is that paid? Can it be credited against the contract pricing?
- Does the cooperative have a process for vendor issues or disputes?
- Does the contract allow you to support local business by utilizing the awarded manufacturers dealer network?

CHECK IT OFF YOUR LIST

- Legally allowable?
- Board or City Council approval?
- Cooperative checks out?
- Contract – valid vehicle?
- Supplier – Thumbs up?
- Advantageous Pricing? Best Value for Agency?

EVALUATION OF COOPERATIVE ORGANIZATION

- How long has this cooperative organization been operating and what is their industry reputation?
- Does Your Agency have to register as a member to use the contracts? Is there a fee?
- Does the cooperative conduct its own procurement process or use another agency as the lead?
- Does the solicitation process follow procurement laws and best practices in soliciting, evaluating, and awarding contracts?
- Has the lead agency or cooperative organization received any 3rd party audits, peer review or achieved awards for their contracting process?
- Customer service standards for the cooperative – how quickly do they respond to questions/requests?
- Does their website contain accessible and thorough documentation? Is contact information provided to readily conduct more in-depth research?
- Is the cooperative a member of a national cooperative association that sets high ethical values and standards for its members?

STRATEGIC PLANNING KEY

For leveraging your team's best talents and time, does it make sense to take a percentage of your Agency's annual expiring contracts, or bids, and research cooperatives that might fill the need instead?

COMPARE!

Compare contracts side-by-side. Are there multiple contracts for the same product or supplier? Is it possible to use a 3rd party system for comparison? Compare them off!

YOUR AGENCY

- Identify and understand your client's needs. Know where you are going!
- Will choosing this route make purchasing easy and efficient?
- Do you have the legal authority to use cooperative agreements?
- What is the funding source – local, State, or federal? Is using a cooperative allowable with the funding source?
- Is your Legal Counsel, Board or Council familiar with the concept of cooperative purchasing?
- Has your agency successfully utilized cooperative purchasing in the past? Have you educated your agency on the proper use of cooperative contracts?
- Have you considered diversity participation? Local preference? Social Goals? Political landscape? Made in USA, if that is a priority?
- What's your customers estimated use or market basket? Does it meet the minimum spend requirements of the cooperative contract or its offered rebates?