

The Decider Guide to Cooperative Purchasing

VSPMA Annual Conference – Fall 2022

Agenda

- What is cooperative purchasing?
- How does it work?
- When do I use a cooperative?
- What do I do next?



Procuring what you need

You have two decisions

- What are you going to buy?
- How are you going to buy it?



Cooperative purchasing benefits

- Provides competitively solicited and awarded contracts
- Creates efficiencies and savings
- Get what you need, when you need it
- Enables you to work with local supplier



Types of cooperative organizations

- Government cooperative model
- Lead-agency model



Cooperative purchasing users

- State and local government entities
- Public and private education



The background of the entire image is an aerial photograph of a residential neighborhood. The houses are surrounded by trees with vibrant autumn foliage in shades of yellow, orange, and green. A large, teal-colored, semi-transparent shape is overlaid on the left side of the image, containing the text.

How does cooperative purchasing work?

Cutting procurement in half

Purchasing process

- Identify need
- Discuss with procurement
- Develop scope
- Advertise
- Proposal opening
- Evaluation
- Award contract
- Protest period
- Issue a P.O.
- Receive goods/services

Purchasing process with a cooperative

- Identify need
- Discuss with procurement
- Use a cooperative contract
- Issue a P.O.
- Receive goods/services

Making a purchase



Decide what
you need



Choose suppliers
and request quotes



Work directly
with local
supplier dealer
or representative



Make purchase

When do I use a cooperative?

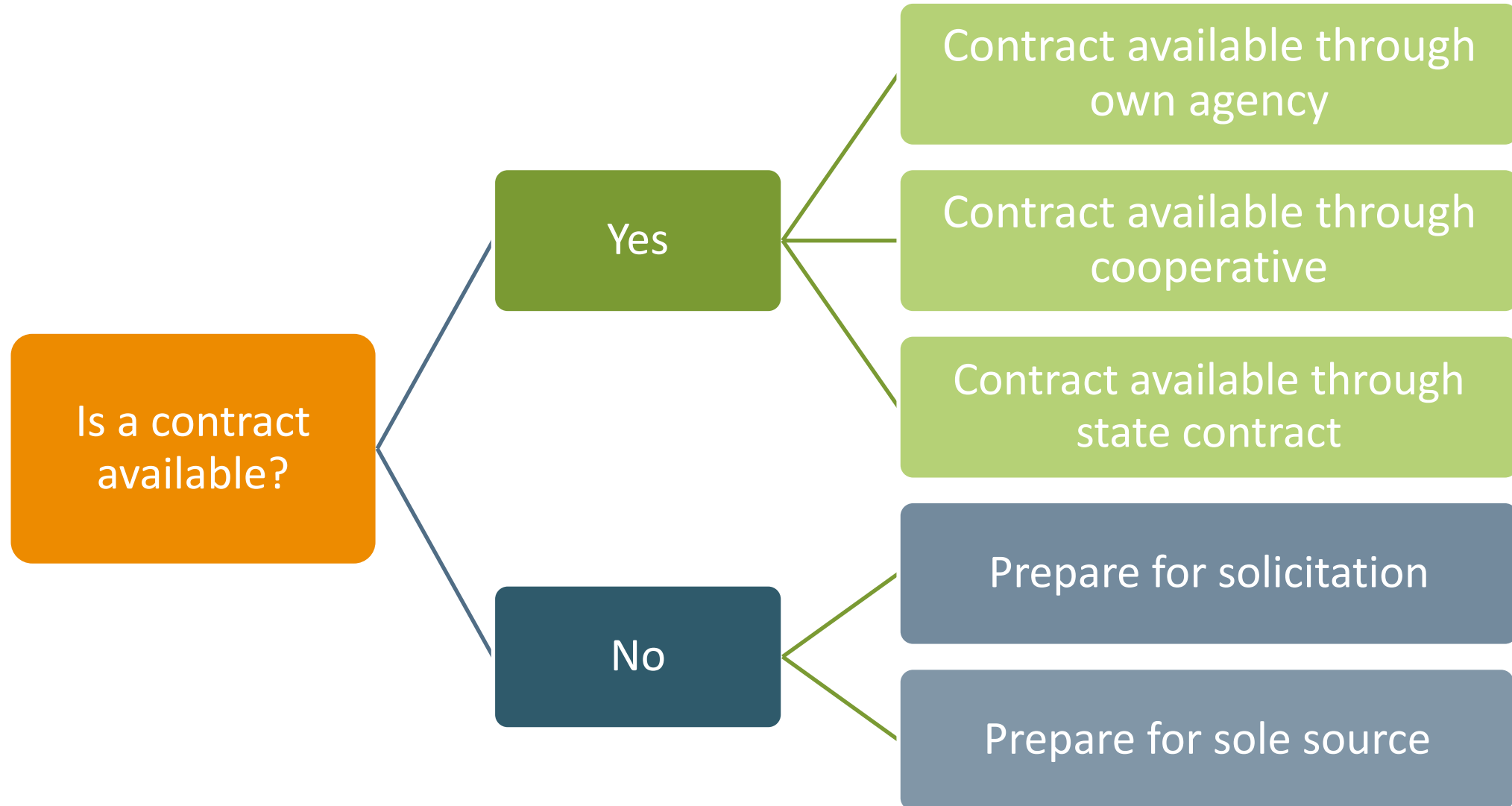


Cooperative purchasing can help

- Priorities
- Staff shortages
- Gap filler
- Emergencies
- Local preference



Decision tree



“A public organization makes decisions that are best for its constituents and its agency. One of those decisions is to use cooperative purchasing. Having a strategy for how to use it, when to use it, and how to get approval is important for procurement professionals and those who have a decentralized procurement process.”

*Adam Manne, Purchasing Director
Prince William County, Virginia*

Things to consider

Know your legal statutes

- State statutes
- Local statutes
- Agency policy




Cooperative considerations

- RFP process
- Transparency
- Registration
- Customer service



Contract considerations

- Pricing
- Terms and conditions
- Compliance
- Local preference
- Award and maturity date
- Support of local goals
- Contract flexibility



RFP # 030321
REQUEST FOR PROPOSALS
for
**Copiers, Printers, and Multi-Function Devices with Related Supplies,
Accessories, and Services**

Proposal Due Date: March 3, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than March 3, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	January 12, 2021, 8:00 a.m., Central Time
Pre-proposal Conference:	February 10, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	February 24, 2021, 4:30 p.m., Central Time
Proposal Due Date:	March 3, 2021 4:30 p.m., Central Time Late responses will not be considered.
Opening:	March 3, 2021, 6:30 p.m., Central Time **

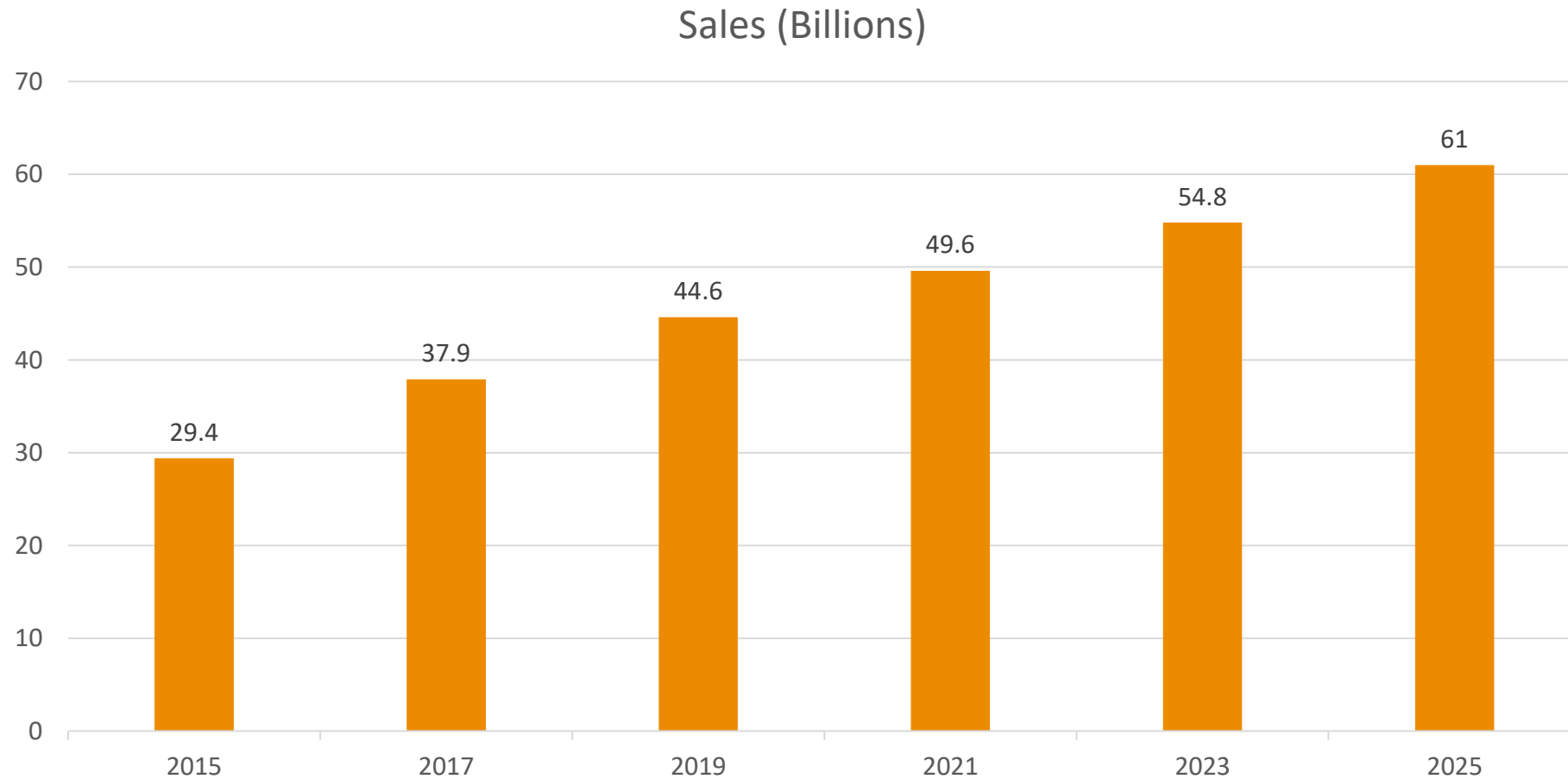
** SEE RFP SUB-SECTION V. G. "OPENING"

Rev. 2/2020 Sourcewell RFP #030321
Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services
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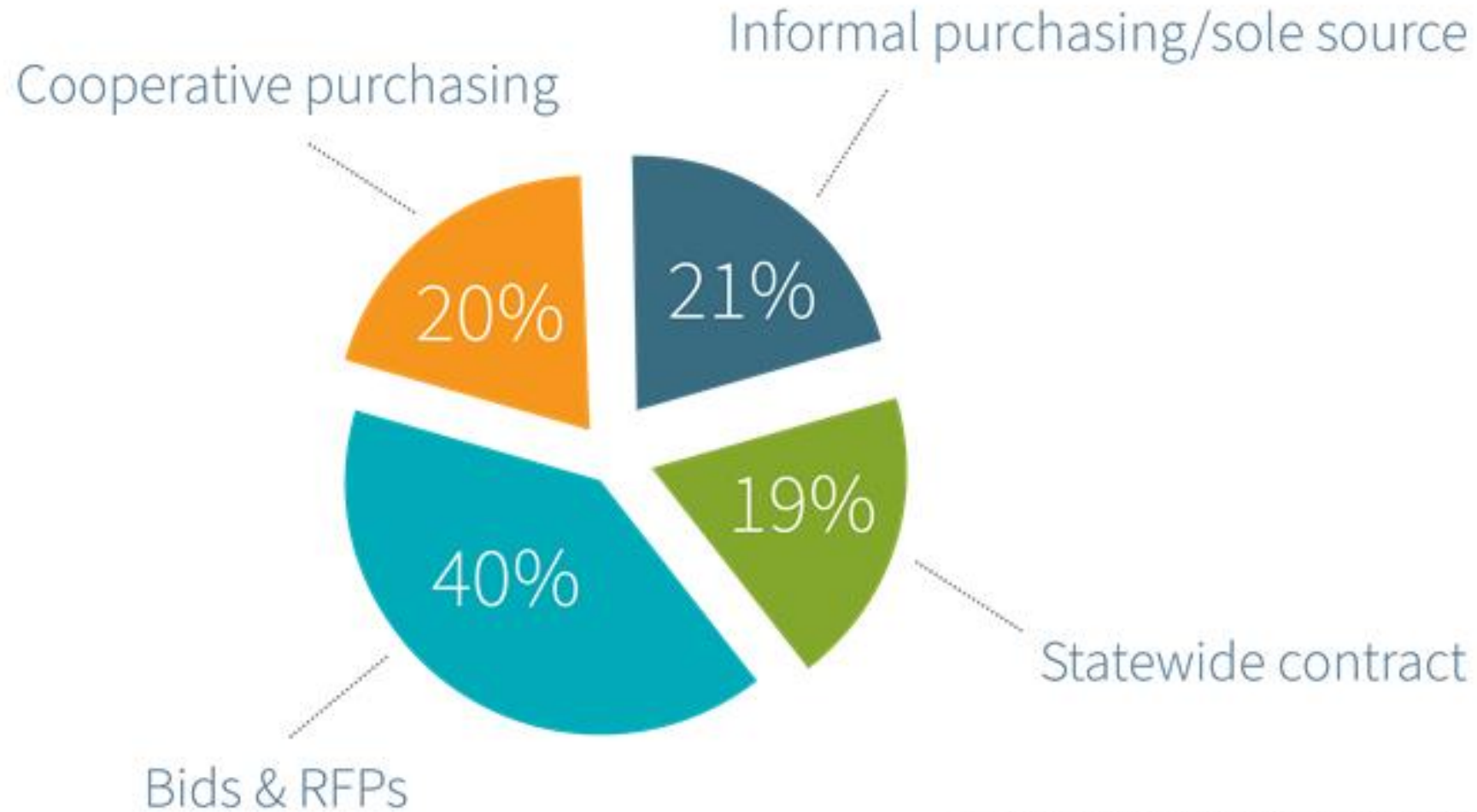
Cooperative purchasing trends



National cooperative sales trend & forecast

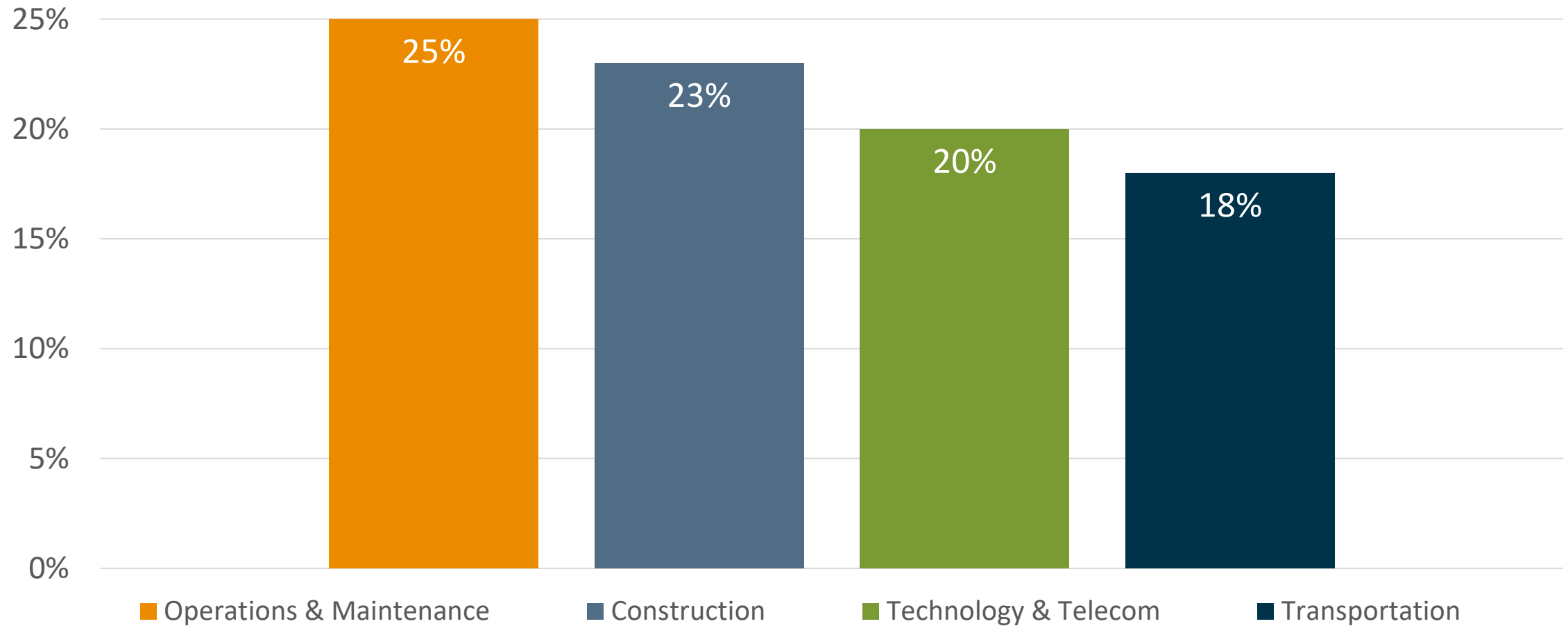


Average share of procurement spend

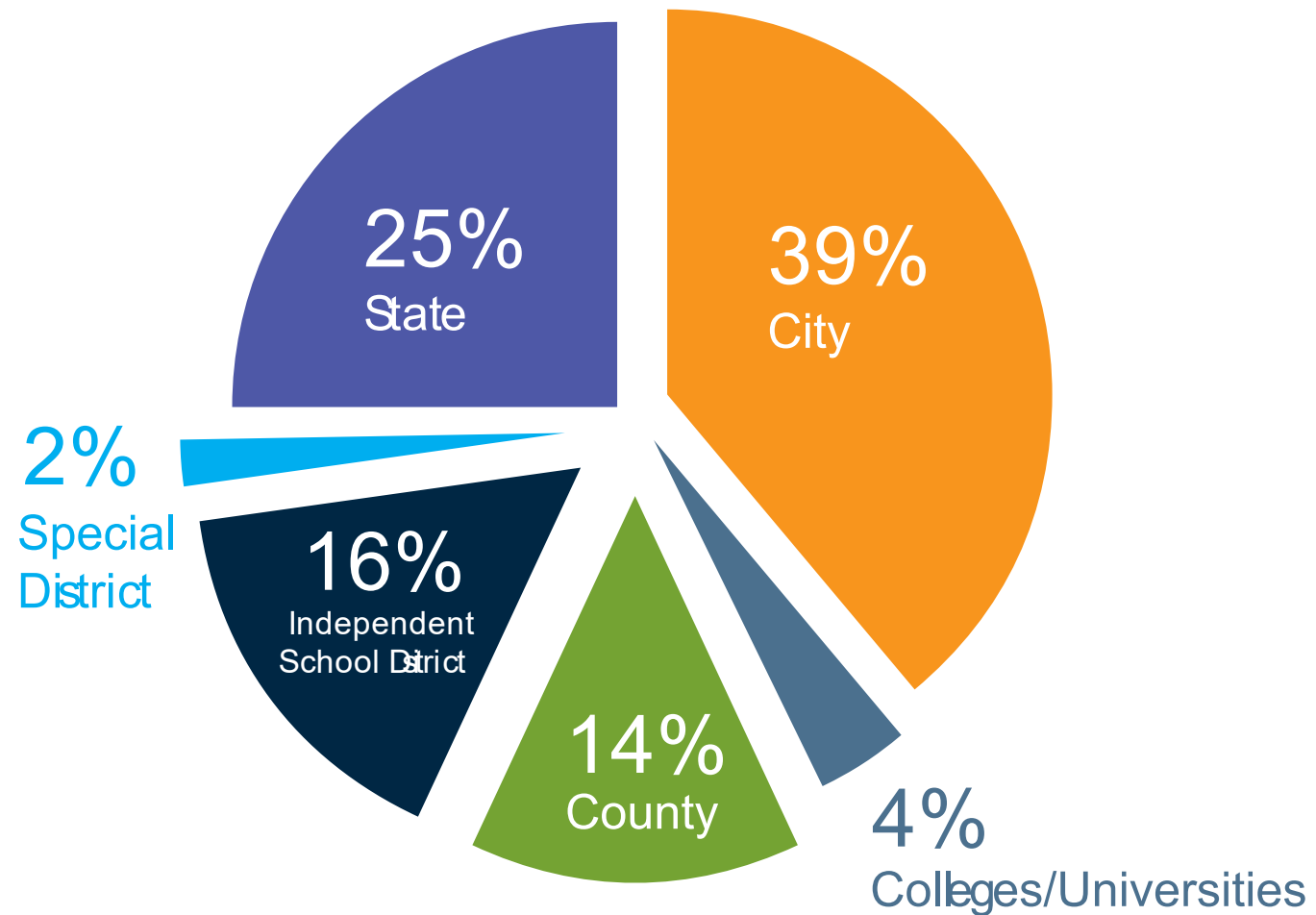


Source: GovWin & Onvia 2018 procurement survey

Use of cooperative purchasing by industry



Use of cooperative purchasing by level of government

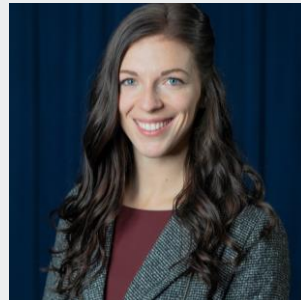


Final thoughts

- Collaborative efforts
- Contract opportunities
- Successful contracts
- Stronger relationships



Thank you!



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