Cooperative Purchasing Networks/Training Manual

Purchasing cooperatives are established to provide services to members at the best possible price and value. All contracts are competitively bid. Save "Time" and "Money" by taking advantage of discount prices on goods and services.

Contact University Procurement by email purchasing@acu.edu or call 674-2246 for assistance in purchasing through the buying groups or to report savings from purchases using the Buying Groups. University Procurement tries to keep a record of all our Buying Group Savings so we can track usage and effectiveness of the programs. Your help and cooperation is appreciated.

National Joint Powers Alliance

National Joint Powers Alliance

www.njpacoop.org

- Click on National Cooperative Contract Solutions tab
- Click on Vendor & Product Search
- Choose a Category from the Browse Vendors list
- Click on the Icon for the Vendor you want
- Click on Contract Summary to review the vendor contract
- Use Vendor Contact Info for pricing/product availability

National Joint Powers Alliance (NJPA) is a public agency that serves as a member-focused cooperative for over 50,000 member agencies nationally. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country.

We offer our Members contract purchasing solutions that are leveraged nationally to enable contracted suppliers and member agencies to work smarter and more efficient as they do business with each other. NJPA does this by establishing a business and service alliance between member buyers and contracted suppliers ensuring a valued and successful national cooperative
contract program. Download our About Us brochure to learn more about our joint powers authority.

Locally in Minnesota, NJPA is one of 9 Minnesota Service Cooperatives that offers regional focused programs for our government and education members that comprise an area known as “Region 5.” We successfully aid our local members in the planning, development and provision of valued services in a vast array of fields.

Our Vision: The National Joint Powers Alliance provides member-centered solutions that enable Government, Education, and Non-Profit agencies to work more efficiently and leverages its resources to effectively re-invest in the communities we serve as an invaluable Service Cooperative partner. Our Mission: To build valued relationships, deliver innovative solutions with integrity, and exceed the expectations of our members.

Resources:

Education Curriculum          Facility & MRO
Fleet Services & Equipment     Food & Food Services & Equipment
General Merchandise            Healthcare & Pharmacy Solutions
Heavy & Utility Equipment      Logistic Services/Mail Equipment
Office & Classroom Solutions & Equipment Technology & Communication Solutions
Transportation

Cooperative Health          National Cooperative Leasing
National IPA formerly Provista-Novation & TCPN

www.nationalipa.org/Pages/default.aspx

Search:

- Click on Contracts
- Click on Product or Service Type
- Click on Vendor From List
- Find Contract Number under Contract Documents (i.e. R4982)
- Contact Vendor for Pricing/Product Availability, be sure and give them the Contract Number

National IPA formerly Provista/Novation and TCPN has the most robust portfolio of quality contracts in the cooperative space! Our agreement portfolio has everything your organization needs to run efficiently and effectively.

All agreements offered through National IPA/TCPN have been awarded via a thorough Request for Proposal (RFP) competitive solicitation by a public agency/governmental entity (e.g. state, city, county, public university or school district). The contracting process is the foundation of National IPA/TCPN and sets us apart from other cooperatives. In order for even the most restrictive agencies nationwide to realize the best value offered by cooperative procurement, National IPA/TCPN ensures that industry best practices, processes and procedures are applied.

The Cooperative Contracting Process

1. The lead agency prepares a competitive solicitation, incorporating language to make the agreement accessible nationally to agencies in states that allow intergovernmental (i.e.: "piggyback") contract usage.

2. The lead agency issues the solicitation and any required amendments and notifications, and conducts pre–proposal conferences/meetings.

3. Interested suppliers respond to the solicitation.
4. The lead agency evaluates the responses, negotiates the final terms and conditions and ultimately awards the master agreement.

5. All documentation is posted on the National IPA website and made available to the public.

National IPA is committed to the integrity of the procurement process. Access to solicitation and award documentation is always available in the Documentation sections of each awarded agreement. No FOIA or special request necessary.

The lead agency procurement teams and the National IPA team of certified public procurement officials are available to answer any questions you may have or discuss the process in detail.

Resources:

Commercial Flooring
Elevator Products & Services
Fencing
Job Order Contracting
Modular Facilities
Security
Technology
Athletic
Media
Food Service
Janitorial Supplies
Facility Solutions
Services

Disaster Restoration
Energy Savings
HVAC
Maintenance/Repair/Operations
Other Facility Services
Systems/Services
Assistive Technology
Books/Readers/Digital
Equipment Rental
Furniture
Music
General Products
Energy
Search the TXMAS Contracts:

- Click in the Commodity Code, Supplier Part#, NIGP or Keyword Search Field
- Type in the item you would like to search on the TXMAS Contracts_________(example: stainless steel cabinet)
- Click Search

TXMAS Program: State Of Texas (Co-Op Program)

The Texas Procurement and Support Services (TPASS) has established, as an alternative purchasing method, the use of Texas multiple award schedule (TXMAS) contracts that have been developed from contracts awarded by the federal government or any other governmental entity of any state.

As the responsible federal entity, the General Services Administration's (GSA) Federal Supply Service awards Federal Supply Schedule contracts by competitive procurement procedures for more than 50 schedules that cover multiple commodities and services. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price allowable.

TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local government entity, may negotiate a lower price for the goods or services offered on a schedule contract. A "best value" purchase can be made by following the TXMAS purchasing procedures.

Texas Multiple Award Schedules

GSA-00CORP: The Consolidated Schedule (formally Corporate Contracts Schedule)

GSA-03FAC: Facilities Maintenance and Management
GSA-23 V: Automotive Superstore

GSA-36: The Office, Imaging and Document Solution
Keywords: Photocopier

GSA-48: Transportation, Delivery and Relocation Solutions

GSA-51 V: Hardware
Keywords: Generator

GSA-520: Financial and Business Solutions

GSA-541: Advertising Integrated Marketing Solutions (AIMS)

GSA-56: Buildings and Building Materials/Industrial Services and Supplies
Keywords: Generators, Liquid Storage, Hydraulic Lifts, Fuel Storage Tanks

GSA-58 I: Professional Audio/Video, Telecommunications, and Security Solutions

GSA-65 IIA: Medical Equipment and Supplies (includes Air Curtain Incinerators)

GSA-66: Scientific Equipment and Services

GSA-67: Photographic equipment - cameras, photographic printers and related supplies services

GSA-71: Furniture

GSA-71 11K: Comprehensive Furniture Management Services (CFMS)

GSA-72: Furnishing and Floor Coverings

GSA-73: Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services
Keywords: Garbage cans

GSA-736: Temporary Administrative and Professional Staffing (TAPS)

GSA-738 II: Language Services

GSA-738 X: Human Resources   Equal Employment Opportunity Services

GSA-75: Office Products/Supplies and Services and New Products/Technology
GSA-751: Leasing of Automobiles and Light Trucks

GSA-76: Publication Media

GSA-78: Sports, Promotional, Outdoor, Recreation, Trophies, Signs (Sports), and Off-Road Vehicles
Keywords: SIGNS, OFF-ROAD VEHICLES

GSA-81 IB: Shipping, Packaging, and Packing Supplies
Keywords: Shipping, Packaging, and Packing Supplies

GSA-84: Total Solutions for Law Enforcement
Keywords: Robots, Clothing, Detectors, Security, Night Vision Devices, Drug Testing

GSA-874: Management, Organization, and Business Improvement Services (MOBIS)

GSA-874V: Logistics Worldwide, Moving Services/Office Relocation
Keywords: Logistics

GSA-899: Environmental Services
E&I Cooperative Services is the not-for-profit buying cooperative established in 1934 by members of the National Association of Educational Procurement (NAEP) to provide goods and services to members at the best possible value.

The Cooperative is owned by its membership of nearly 3,000 colleges, universities, K-12, hospitals, medical research institutions and hospital purchasing organizations located throughout the United States.

E&I’s Board of Directors provides strategic and management oversight while upholding rigorous governing principles on behalf of our membership. The Board is composed of an annually elected group of nine business administrators/procurement professionals who are elected by our member institutions. There is also one member who is appointed to act as a liaison between E&I and NAEP.

The Cooperative’s Bylaws help guide all of our corporate governance practices - ensuring our openness, integrity, responsibility, and accountability.

Mission
To exceed member expectations by providing high quality, cost-effective and timely solutions through a diverse portfolio of competitive contracts and value-added services. This will be
accomplished by members, employees, suppliers and business associates working together in an ethical, efficient, professional and respectful manner.

The NAEP/E&I Connection
NAEP and E&I have served a common membership of procurement professionals within educational institutions since 1934.

While NAEP delivers professional, community and collaborative development exclusively for procurement professionals in education, E&I provides the advantages of collaboration and strategic sourcing, including aggregated purchasing power and a member-driven competitive solicitation process which lowers costs, streamlines the procurement process and meets state compliance standards.

Resources:
- Furniture
- Maintenance
- IT Services
- Medical Equipment & Supplies
- Moving & Relocation
- Office Equipment & Supplies
- Services
- Procurement
- Travel Services
- Scientific Equipment & Supplies
- Athletic Training Supplies
- Express Delivery & Freight
- Automotive
- Facilities
- Books & Media
- Flooring
- Computer Software
- Food Service
- Computers & Networking
- Furnishings
- Electronics & Peripherals
Search:

- Please contact University Purchasing at purchasing@acu.edu for help in creating a log in for the BuyBoard.
- Once you have your log in, go to www.buyboard.com
- Enter User ID and Password
- Click Log In
- Go to RFQ Tab and Choose Create RFQ from the drop down list
- Choose a category from the Select A Commodity drop down menu (i.e. Athletic Supplies & Equipment)
- Click in the box next to the Category Name to select all vendors within the Category or click on the specific vendors you would like to give a quote (a check mark should appear on all selections)
- Once you have all your vendors selected Click Next
- Contact Name, Contact Phone and Contact E-mail should all default to specific values but you can edit them by typing over the default selections.
- You must choose a due date for your RFQ. It is recommended that you allow vendors a week to properly source your material (if you don’t it will severely limit your responses).
- Click in Due Date Field and a calendar will appear.
- To choose a day, click on the number for the date you want your RFQ to be due. You can change the month by clicking the arrow to the right of the month name.
- The delivery address should default to 1201 East Ambler Avenue Abilene, TX 79699.
- Skip down to RFQ Title and type in a brief description of the item(s) you need a price quote for.
- Click in Vendor Notes field. This is where you can make specific requests from the vendor like “please quote freight costs, if any”.
- Click Save
- Click Add/Edit items
- Fill in as much information as you can for Quantity, Unit of Measure, Pack Weigh/Count, Manufacturer, Manufacturer Model #, Vendor Part Number and Item Description. Note: Only quantity, unit of measure and item description are required fields, but the more specific information you provide the vendors, the better your response will be.
• Click Save Item
• If you have multiple items, you can begin entering your second item, when you click save it empties all the fields to allow for the next entry. You must Save Item after each new item you enter.
• If you only have one item, click View Summary.
• For multiple items, repeat the Add/Edit Item procedure for each item and click View Summary after entering your last item.
• Review the Summary information for accuracy, you can edit or print this information by clicking the appropriate button.
• Click Send To Vendors to complete your RFQ
• To check the status of your RFQ and see vend or responses do the following:
  • Log Back into BuyBoard
  • Click on RFQ tab
  • Choose Active RFQs from the drop down list.
  • A list of active RFQs should appear on your screen.
  • Click view to look at your RFQ
  • If the vendors have responded with a quote a Tabulate RFQ button will be on your screen.
  • Click the Tabulate RFQ button.
  • It will show you a list of quotes (if there is more than one) from lowest price to highest price
  • Click on Show Details to see more information about an item.
  • Click on the Vendor Name for vendor details like: Vendor Phone, Vendor E-mail, Quote Number, RFQ Expiration, Submitted On and Vendor Notes.
  • Some vendors may e-mail your quote directly and not post it on the BuyBoard.
  • If you choose to Purchase from a BuyBoard quote, please contact University Purchasing at purchasing@acu.edu so we can fax or e-mail a copy of the order to the BuyBoard, or you can e-mail a copy to buyboard@tab.org or fax 800-211-5454 with a note that reads “Already on Order, Please do not duplicate”.

BuyBoard is The Local Government Purchasing Cooperative, a joint venture of the Texas Association of School Boards, Texas Municipal League, and Texas Association of Counties.

The Cooperative is serving the needs of hundreds of educational and governmental entities throughout the state by providing a valuable resource for decision makers. With a wide variety of products and vendors to source, the Cooperative is saving members time and money, not only from the price of the products, but also the convenience and efficiency created in procuring products.

Resources:

Athletic Supplies & Equipment  Auction Services

Audio Visual Equipment & Supplies Automotive Parts/Tires/Equip/Fuel

Awards & Trophies  Building Maintenance/Repair/Operation
<table>
<thead>
<tr>
<th>Category</th>
<th>Category</th>
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<tbody>
<tr>
<td>Classroom/Teach Aids Supplies</td>
<td>Computers/Technology/Software &amp; Equipment</td>
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<tr>
<td>Custodial Supplies &amp; Equipment</td>
<td>First Aid/Medical Supplies</td>
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<tr>
<td>Floor Covering &amp; Sports Surfaces</td>
<td>Food Services Supplies &amp; Equip</td>
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<tr>
<td>Furniture</td>
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<tr>
<td>Fertilizer/Irrigation</td>
<td>Library Supplies &amp; Equipment</td>
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<td>Modular Buildings/Ramp Systems</td>
<td>Music/Theater</td>
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<td>Office Supplies &amp; Equipment Paper/Toner</td>
<td>Public Safety</td>
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<td>Parks &amp; Recreation</td>
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<tr>
<td>Public Works Supplies &amp; Equipment Uniforms</td>
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<tr>
<td>Vehicles</td>
<td>Water Treatment Supplies &amp; Equipment</td>
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U.S. Communities

U.S. Communities was founded in 1996 as a partnership between the Association of School Business Officials, the National Association of Counties, the National Institute of Governmental Purchasing, the National League of Cities and the United States Conference of Mayors.

U.S. Communities is the leading national government purchasing cooperative, providing world class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutes, and nonprofits looking for the best overall supplier government pricing.

The program offers:

- **No User Fees** – no costs or fees to participate.
- **Best Overall Supplier Government Pricing** – by combining the potential cooperative purchasing power of up to 90,000 public agencies, you are able to access the best overall supplier government pricing.
- **Quality Brands** – thousands of the best brands in a wide variety of categories, services and solutions.
- **Integrity and Experience** – unlike other government cooperative purchasing organizations, U.S. Communities national government purchasing cooperative is founded by 5 national sponsors and over 70 state, city and regional organizations.
- **Oversight by Public Purchasing Professionals** – our third party audits on contracts ensure that program pricing commitments are met, with benchmark analyses against other suppliers and retailers to guarantee participants the best overall value.
Get started with U.S. Communities Government Purchasing Cooperative today! Register to participate with U.S. Communities government purchasing cooperative now – it’s quick, easy and completely free – and learn how to purchase under any of our competitively solicited contracts.

Resources:

Facilities

Office & Supplies & Equipment

Specialty

Technology