



# Cooperative Purchasing

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Procuring from the federal government, or other state and local governments



This course is presented on a series of slides. Navigate through the slides by selecting the NEXT or PREVIOUS button.



PREVIOUS



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- Introduction to Cooperative Purchasing
- Cooperative Purchasing Policy
  - General Information
  - Requirements
  - General Services Administration (GSA) Federal Purchasing Programs
    - Counter Drug Program (1122)
    - GSA Federal Supply Schedules
    - Disaster Recovery Program
- Process Maps



Upon completion of this course, you should be able to:

- Understand the definition of Cooperative Purchasing
- Understand the requirements involved in the Cooperative Purchasing process
- Understand the GSA schedules that Commonwealth of Pennsylvania (COPA) agencies are permitted to utilize
- Understand the Disaster Recovery Program



# Introduction to Cooperative Purchasing



- What is Cooperative Purchasing?
  - The combining of requirements of two or more governmental units to obtain the benefits of volume purchases and/or reduction in administrative expenses.



The primary role of public procurement is to obtain quality materials and services to support effective and efficient government ensuring the prudent use of public funds. Public procurement professionals add value to every government program by:

- Providing efficient delivery of materials and services;
- Obtaining best value through competition;
- Offering fair and equitable competitive contracting opportunities for suppliers; and
- Maintaining public confidence through ethical and transparent procurement practices.



As contracting workloads increase, purchase requirements become more complex and budgets and resources decline, government procurement officials strain to continue to meet these objectives and seek new and innovative tools to deliver effective and efficient support. More and more, government procurement professionals are turning to various forms of ***cooperative contracts*** to ease the strain.

Cooperative contracts are becoming increasingly popular at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation.



# Cooperative Purchasing Policy



COPA agencies are authorized to procure from cooperative purchasing agreements established by other states, local governments, or the federal government, including GSA schedule contracts provided:

- The cooperative purchasing agreement or GSA schedule contract allows states or state agencies from another state to utilize the contract.
- The contracting agency which entered into the agreement complied with its statutory and regulatory requirements in awarding the agreement to the contractor.
- There is no existing statewide requirements contract for the item that the COPA agency is seeking to procure.
- Department of General Services (DGS) approves the proposed procurement from a cooperative procurement agreement as the best value based upon available information including price, availability and return on investment.



When a COPA agency decides to procure from a cooperative purchasing agreement, it must:

- Determine if there is an existing statewide requirements or agency contract already in place. If a contract is already in place, it must be used.
- Determine which cooperative purchasing program is most appropriate for the purchase and which suppliers can provide the items.



- The purchasing agency must establish a business case to state why the competitive bidding or the competitive proposals method should not be pursued. **The requirement is not necessary for Federal Surplus Property Purchases.**
  - A business case for all purchases via a cooperative purchasing agreement, regardless of dollar value, must be presented to and approved by the Chief Procurement Officer (CPO) of the Bureau of Procurement (BOP).
  - The business case will ensure compliance with Section 1908 of the Commonwealth Procurement Code, which prohibits COPA agencies from entering into cooperative agreements for the purpose of circumventing the Commonwealth Procurement Code.
  - The Form BOP-005, Agency Request for Review of Purchase from Federal Cooperative Purchasing Agreement, must be completed for all purchases regardless of dollar value and must be presented to and approved by the CPO of the BOP.



- The COPA agency should contact the selected supplier and ensure that the supplier has agreed to entering into a contract with the Commonwealth and provide confirmation of this agreement.
- Vehicles, equipment, and trailers purchased through Federal Surplus Property Program, require approval from the Bureau of Vehicle Management (BVM) by completing form STD-557 (Request for Automotive Equipment).
- Purchases using the Federal Surplus Property Program must submit approved request to the Bureau of Supplies and Surplus Operations (BSSO), Federal Surplus Program Division Chief. **A business case is not necessary for Federal Surplus Property purchases.**



- Counter Drug Programs (1122)
  - The “1122 Program” affords state and local governments the opportunity to purchase law enforcement equipment through federal supply schedules, provided that the COPA agency will use the equipment in the performance of counter-drug, homeland security and emergency response activities.
  - COPA Agency must submit an approved business case, BOP-005 - Agency Request for Review of Purchase from Federal Cooperative Purchasing Agreement Form, and proof of proper intended use to the BSSO, Federal Surplus Program Division Chief (SPOC).
  - The State Point of Contact (SPOC) will validate requesting agencies ability to participate in the 1122 Program and provide letter of concurrence to the GSA vendor.
  - Purchase orders are required for all purchases and the purchase orders are issued by Agency.
  - General Invoice or Accounts Receivable Invoice will be generated by BSSO for program service charge. Consult the DGS website for current service charges: 1122 Program Service Charges.



- GSA Federal Supply Schedules
  - Schedule 70
    - State and local governments may purchase a variety of Information Technology products, software, and services from contracts awarded under GSA Federal Supply Schedule 70, Information Technology.
    - Additional IT items can be purchased from contracts under the Consolidated Schedule (00CORP) containing IT special item numbers.



- GSA Federal Supply Schedules (cont'd)
  - Schedule 84
    - State and local governments may also purchase the following from contracts awarded under GSA Federal Supply schedule 84:
      - Alarm and signal systems;
      - Facility management systems;
      - Firefighting and rescue equipment;
      - Law enforcement and security equipment;
      - Marine craft and related equipment;
      - Special purpose clothing; and
      - Related services.



- GSA Federal Supply Schedules (cont'd)
  - Bureau of Procurement (BOP) obtains formal quotes from suppliers regardless of dollar amount of the purchase.
  - Bureau of Procurement (BOP) logs into the GSA Advantage website and place orders using this on-line method.
  - Purchase orders are required for all purchases.



- Disaster Recovery Program
  - State and local governments may purchase products and services to facilitate recovery from:
    - Major disasters;
    - Terrorism; or
    - Nuclear, biological, chemical or radiological attacks.
  - Purchasing authority is limited to GSA Schedule contracts and does not include any other GSA program but does include all products and services available under all GSA schedules.



- Disaster Recovery Program (cont'd)
  - Requirement to prepare and submit a business case is void when disasters are declared by the President of the United States of America.
  - COPA Agency is required to provide DGS BOP, CPO with a copy of the emergency declaration and notification of its intent to procure needed items/services.
  - Additional information for [emergency/disaster procurements](#) can be found on the DGS portal.



- Disaster Recovery Program (cont'd)
  - BSSO will validate requesting agencies eligibility in the 1122 Program and provide letter of concurrence to the GSA supplier.
  - Purchase orders are required for all purchases and the purchase orders are issued by the purchasing agency.
  - COPA Agency must document all purchases made under the emergency declaration and provide a detailed report of these purchases to DGS BOP, CPO.
  - A General or Accounts Receivable Invoice will be generated by BSSO for program service charge.



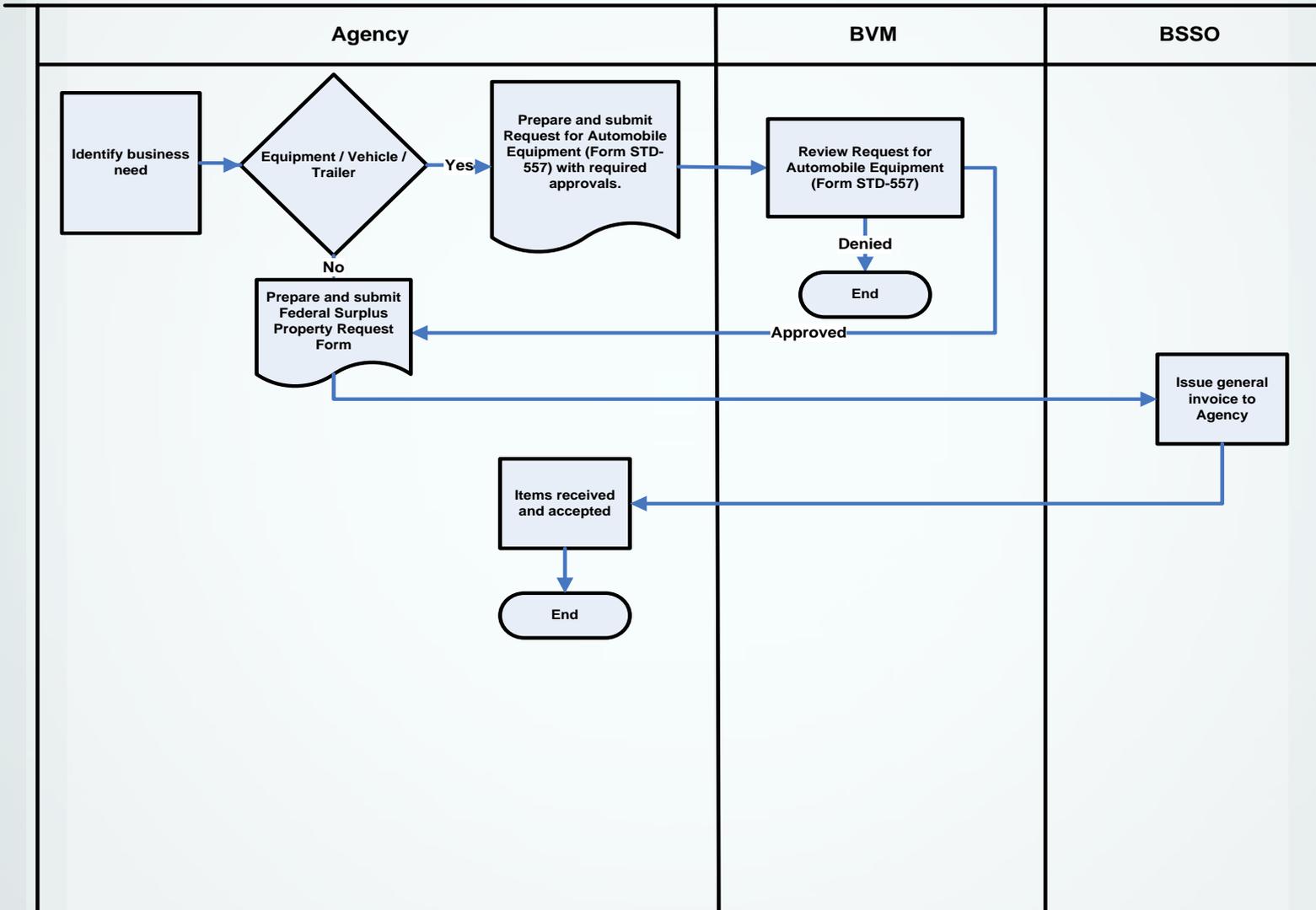
- GSA state and local resources
  - A list of GSA resources available to the following entities can be found at <http://www.gsa.gov/graphics/fas/WildlandFireSheet.pdf>.
    - State and local governments
    - State and local fire fighting organizations
    - State and local law enforcement agencies
    - Schools and nonprofit educational organizations
    - Nonprofit educational and health institutions
    - Nonprofit and public programs for the elderly
    - Public airports



# Process Maps

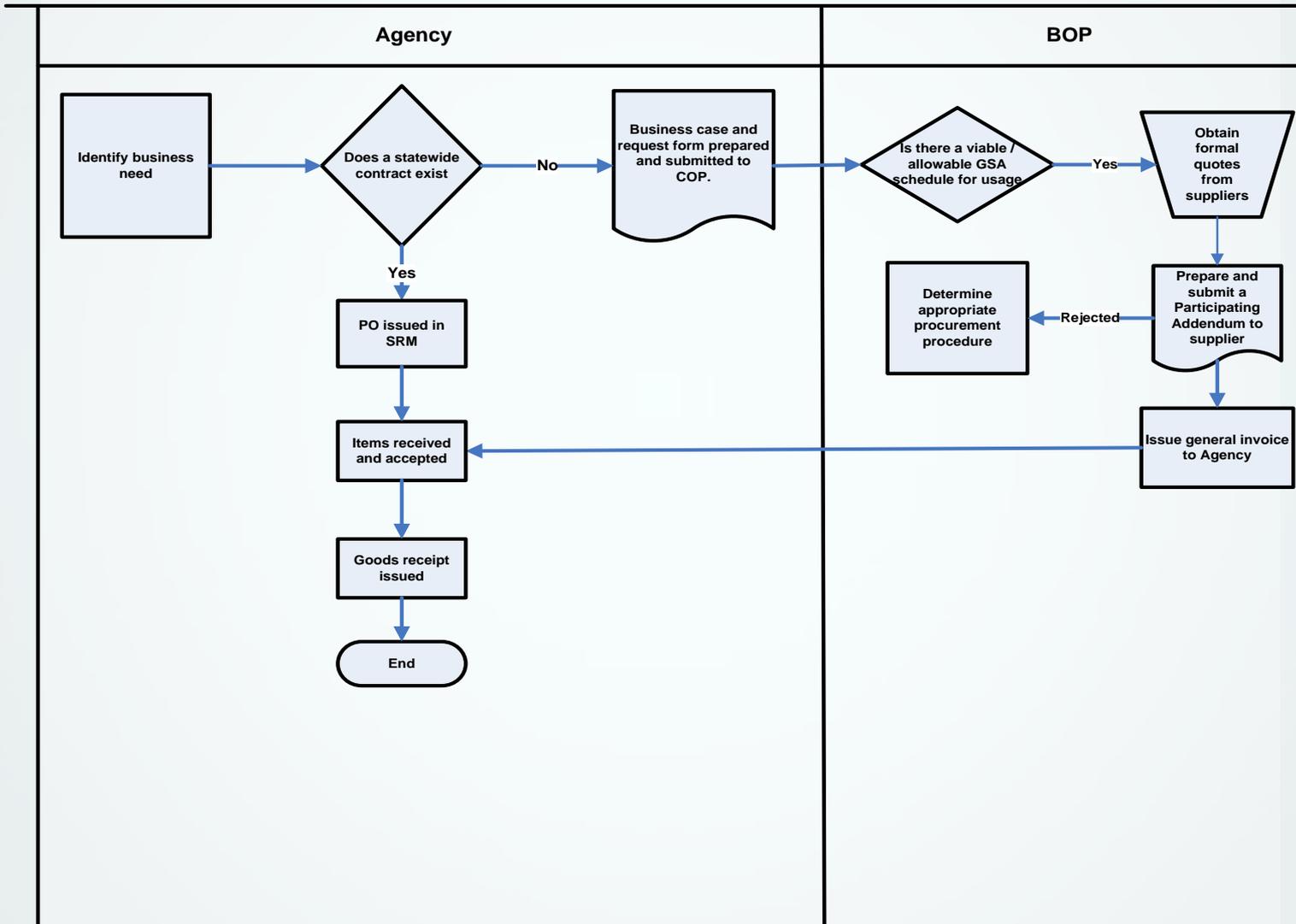


## Federal Surplus Property Program Purchases



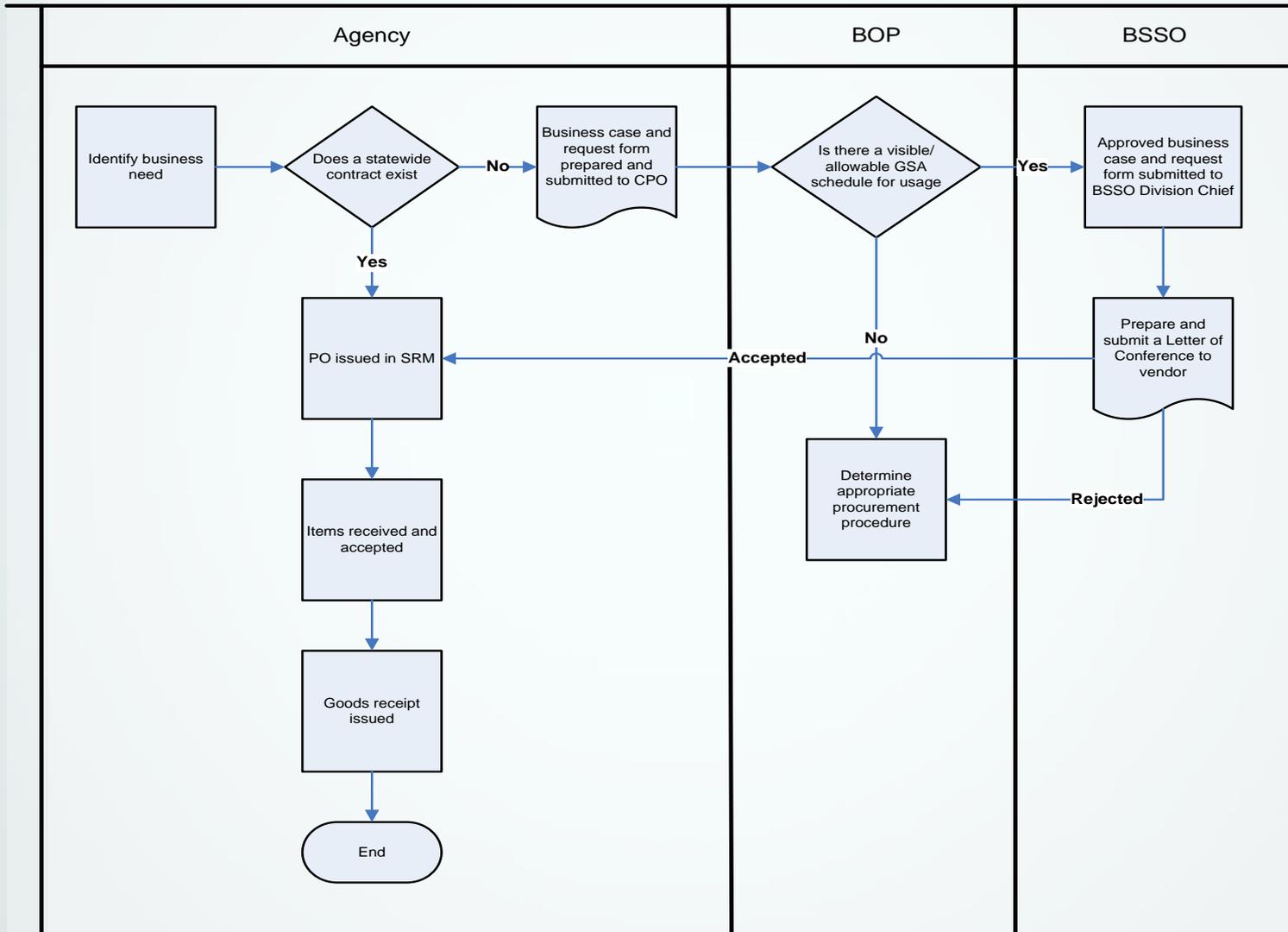


## GSA Program Purchases





## Counterdrug Program (1122) Purchases





# Summary



Thank you for viewing the Cooperative Purchasing course. You are now able to:

- ✓ Define Cooperative Purchasing
- ✓ Describe the requirements involved in procuring items from the GSA contracts
- ✓ Describe the items listed on the various GSA Schedules
- ✓ Describe the Disaster Recovery Program



- Select the link below to complete on online Zoomerang survey.

<http://www.zoomerang.com/Survey/WEB22ED263WGLG/>



Select Close and Save Progress to  
Record your Completion

Thank you!