

**Part I Chapter 28**  
**Cooperative Purchasing**  
**(Including Purchasing from GSA Schedule Contract)**

- A. General.** Commonwealth agencies are authorized to procure from cooperative purchasing agreements established by other states, local governments, or the federal government, including General Services Administration (GSA) schedule contracts, provided:
1. The cooperative purchasing agreement or GSA schedule contract allows states or state agencies from another state to utilize the contract.
  2. The contracting federal, state, or local government agency entered into the cooperative purchasing agreement complied with its statutory and regulatory requirements in awarding the agreement to the contractor.
  3. There is no existing requirements contract for the item that the Commonwealth agency is seeking to procure.
  4. The Department of General Services approves the proposed procurement from a cooperative purchasing agreement as the best value based upon available information including price, availability and return on investment.
- B. Requirements.** When an agency decides to procure from a cooperative purchasing agreement, it must:
1. Determine whether or not an existing Agency or Department of General Services statewide requirements contract is already in place for the needed material or service. If a requirements contract is already in place, that contract must be used.
  2. The Agency must determine what cooperative purchasing program is most appropriate for the purchase and determine which suppliers in the program can provide the items.
  3. The Agency must establish a business case for why procurement through the competitive bidding method or competitive proposals method should not be pursued. **This requirement is not necessary for Federal Surplus Property purchases.**
    - a. 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 of the Bureau of Procurement (or designee). See Part II Chapter 21 for procedures on preparing a business case.
    - b. The business case will ensure compliance with Section 1908 of the Commonwealth Procurement Code, which prohibits Commonwealth agencies from entering into cooperative purchasing agreements for the purpose of circumventing the Commonwealth Procurement Code.
    - c. 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 Chief Procurement Officer of the Bureau of Procurement (or Designee).

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

**C. GSA Federal Purchasing Programs.**

**1. Counter Drug, Homeland Security and Emergency Response Program (1122).**

- a. The "1122 Program" affords state and local governments the opportunity to purchase law enforcement equipment through federal supply schedules, provided that the Commonwealth agency will use the equipment in the performance of counter-drug, homeland security and emergency response activities.
- b. Agency must submit an approved business case, request form and proof of proper intended use to the Bureau of Supplies and Surplus Operation (BSSO), Federal Surplus Program Division Chief.
- c. 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.
- d. Purchase orders are required for all purchases and the purchase orders are issued by Agency.
- e. A General Invoice or an Accounts Receivable Invoice will be generated by BSSO for program service charge. Consult the DGS website for current service charges: [1122 Program Service Charges](#).

**2. GSA Federal Supply Schedules.**

**a. Schedule 70.**

- (1) Under the Cooperative Purchasing Program, state and local government entities may purchase a variety of Information Technology (IT) products, software, and services from contracts awarded under [GSA Federal Supply Schedule 70](#), Information Technology.

- (2) Additional IT items can be purchased from contracts under the [Consolidated \(formerly Corporate Contracts\) Schedule](#) (OOCORP) containing IT special item numbers.

**b. Schedule 84.**

- (1) State and local government entities may also purchase 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 from contracts awarded under [GSA Federal Supply Schedule 84](#).
- c. Bureau of Procurement (BOP) obtains formal quotes from suppliers regardless of dollar amount of the purchase.
  - d. Bureau of Procurement (BOP) logs into the [GSA Advantage website](#) and place orders using this on-line method.
  - e. Purchase orders are required for all purchases.

**3. Disaster Recovery program.**

- a. Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks. Disaster Recovery 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.
- b. When disasters are declared by the President of the United States of America and purchases must be made in conjunction with said declaration the requirement to prepare and submit a business case is void.
- c. The agency is required to provide the DGS, Bureau of Procurement, Chief Procurement Officer with a copy of the emergency declaration and notification of its intent to procure needed items/services.
- d. Additional information for [emergency/disaster procurements](#) can be found on the DGS portal.
- e. BSSO will validate requesting agencies ability to participate in the 1122 Program and provide letter of concurrence to the GSA supplier.
- f. Purchase orders are required for all purchases and the purchase orders are issued by the purchasing agency.
- g. The agency is required to document all purchases made under the emergency declaration and provide a detailed report of these purchases to the DGS, Bureau of Procurement, Chief Procurement Officer.

- h. A General or an Accounts Receivable Invoice will be generated by BSSO for program service charge.

**D. GSA state and local resources.** A list of GSA resources available to 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, and public airports can be found at the following website <http://www.gsa.gov/graphics/fas/WildlandFireSheet.pdf>. To view detailed information on Law Enforcement Excess Property Program (1033) visit the following website <http://www.justnet.org/Pages/1033.aspx>.

GSA Advantage Site Tutorial. Select the link, and then select State and Local Government Tutorial.

[https://www.gsaadvantage.gov/advgsa/advantage/information/tutorial.do?BV\\_UseBVCookie=Yes](https://www.gsaadvantage.gov/advgsa/advantage/information/tutorial.do?BV_UseBVCookie=Yes)

**E. Definitions.**

1. Schedule: A collection of contracts with suppliers for products and services within a defined category.
2. Schedules e-library: Provides information on contracted suppliers, what products and services are available and the suppliers' participation level in GSA programs.

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**References:**

1. [BOP-005, Agency Request for Review of Purchase from Federal Cooperative Purchasing Agreement](#)
2. [STD-557, Request for Automotive Equipment](#)
3. [1122 Program Service Charges](#)
4. [GSA Schedule 70, Federal Supply](#)
5. [GSA Schedule 00CORP, Consolidated \(formerly Corporate Contracts\)](#)
6. [GSA Schedule 84, Federal Supply](#)
7. [GSA Advantage](#)
8. [Emergency/Disaster Procurements](#)
9. [GSA National Wildland Fire Program](#)
10. [JustNet](#)