



Taking a ROAD TRIP

WITH COOPERATIVE PROCUREMENT

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NCPFP

*The Professional Association for
Cooperative Procurement*





**Tripadvisor's highest-rated,
most-loved overall places
for 2022:**

- 1. Dubai, United Arab Emirates**
- 2. London, United Kingdom**
- 3. Cancún, Mexico**
- 4. Bali, Indonesia**
- 5. Crete, Greece**
- 6. Rome, Italy**
- 7. Cabo San Lucas, Mexico**
- 8. Istanbul, Turkey**
- 9. Paris, France**
- 10. Hurghada, Egypt**



WHAT was your favorite vacation... and WHY?





THE PLANNING!

WHERE – WHEN – HOW





Top Reasons for Choosing the Cooperative Path



ROADMAP TO A Cooperative Procurement Strategy

BEFORE YOU GET STARTED - YOUR AGENCY

- Identify and understand your customer's needs.
- How will you be buying?
- Do you understand your legal authority to use cooperative agreements?
- If your legal counsel concurs with the concept of cooperative purchasing, why your agency successfully utilized cooperative purchasing in the past?
- Take your team or council to work together in the use of cooperatives, either in pre-approved bids.
- Have you considered diversity participation?
- Assess preferences.
- Analyze cost or political landscape?

BACK OFF!

- Compare contracts side-by-side.
- Mitigate contracts for the same product? Take them off!

THE CONTRACT

- Did the award or contract document say you're doing it your way?
- Do you have the capacity to fulfill your Agency's needs?
- Can the terms and conditions of the contract be adjusted to meet the needs of your Agency mutually?
- How is contract termination or any change orders handled?
- Are there penalties on the contract for it not being done?
- Have you read the contract for any clauses that might be a problem for you?
- Do you have a process for handling any disputes?

ANALYSIS AND EVALUATION OF COOPERATIVE ORGANIZATION

- How long has this cooperative organization been operating?
- Does your Agency have to register as a Member to use the contract? Is there a fee?
- Does the cooperative conduct its own procurement process or use another agency as the lead?
- What are the criteria for selection - who can bid?
- What procurement law does the cooperative follow in soliciting, evaluating and awarding contracts?
- Are there code books for the cooperative's products and pricing?
- What is the level of customer service in response to questions?
- Does the website contain accurate and thorough documentation?
- Is contact information provided to readily contact more in depth assistance?
- Is the cooperative a member of any national cooperative associations?
- What other values and standards for the members?

ARE WE THERE YET?

CHECK IT OFF YOUR LIST

- Legally sound?
- Cooperative created?
- Contract - valid?
- Supplier - reliable?
- Agreements - pricing?
- Bid - value for agency?

STRATEGIC PLANNING

- Do you want to be a percentage of your Agency's procurement?
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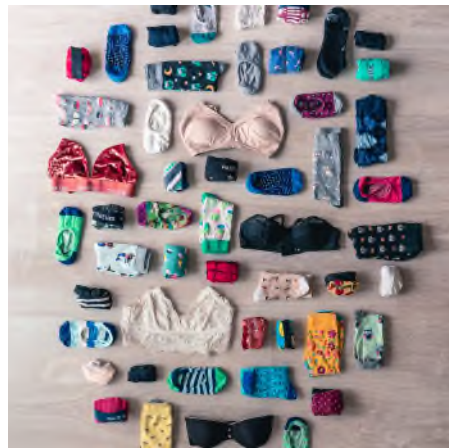
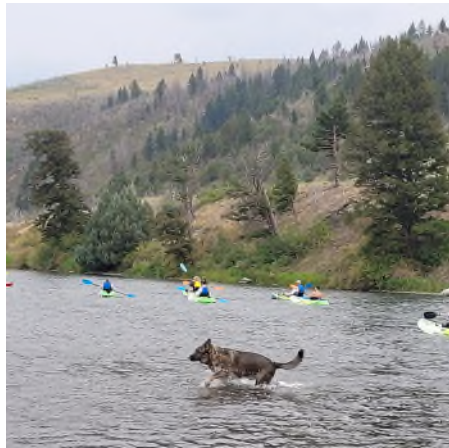


Before You Get Started...

- Your entity's rules or policies?
- Is Your Legal Counsel familiar with the concept?
- Does Your Board have to approve?
- Do you need to consider specific criteria such as local preference, disadvantaged business participation, social goals and political landscape?

hit the **ROAD**

What Are Your Must-Haves on Vacation?





WHAT ARE YOUR MUST HAVES WHEN
USING A COOPERATIVE CONTRACT?



Choosing the Right Cooperative

- What type of competitive process was used? Does it adhere to public procurement rules?
- Where was it advertised and how many responses were received?
- Do you have to register as a member to use the contract? Is there a fee?
- Can you obtain a copy of all solicitation documents – RFP, evaluation, awarded contract
- Will they provide a list of comparable entities who are also using this contract?

MOVIE
CLIP

F HD



Contract Review

- Does the contract have the specific solution?
- Award Date? Expiration?
- Does supplier have capacity to serve your entire organization?
- How is pricing addressed?
- Can Terms and Conditions be amended to meet your needs?
- What are value-added services?
- Can social goals be achieved?
- Is there a rebate? How is it paid?





Broaden Your Horizons





**Need
Directions?**

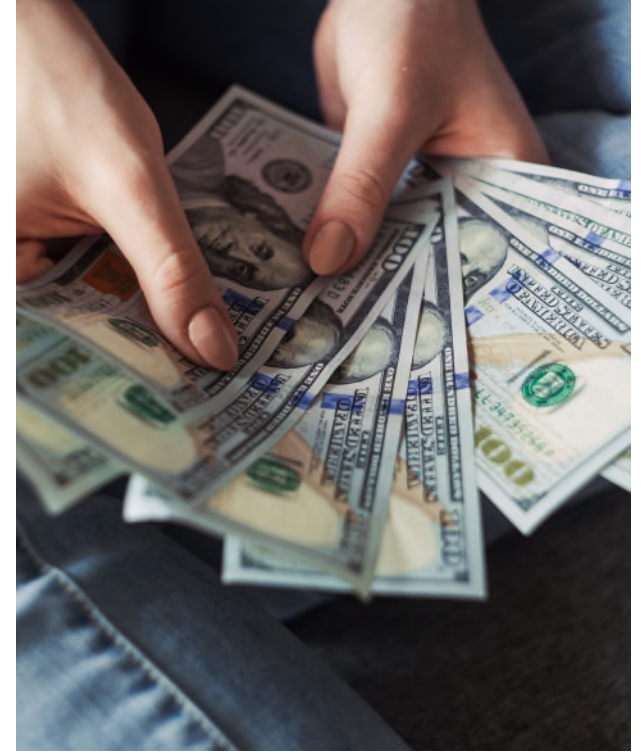




Cancelled Contract



Sole Source or No Bid



Leveraged Representation

ISSUES – HOW DOES COOPERATIVE
PROCUREMENT HELP?

Planning Your Cooperative Route...

- Expiring Contracts
- Research Cooperatives
- Emergencies Contracts
- Vendor Selections
- Education and Collaboration with Decision-Makers
- Updated Policies for future use of cooperative contracts



What I Learned As a Nomad...



NCPPOrganization.org

To support all stakeholders in leveraging and utilizing a cooperative procurement strategy to best serve the public good



BEFORE YOU GET STARTED YOUR AGENCY

Identify and understand your customer's needs.
How are you going to get there?
Do you understand your legal authority to enter into cooperative agreements?
Is your legal counsel familiar with the concept of cooperative purchasing?
Has your agency successfully utilized cooperative purchasing in the past?
How is your board or Council likely to approve the use of a cooperative, and are they pre-approved?
Have you considered diversity participation?
Local preference?
Political landscape?

BAKE OFF!

Are contracts side-by-side?
Are contracts for the same product?
Bake them off!

ROADMAP TO A Cooperative Procurement Strategy

THE CONTRACT

- Does the awarded contract contain the specific solution you require?
- When was the contract awarded, and when does it expire?
- 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 from list, or ceiling based pricing?
- Can the terms and conditions of the contract be amended to meet the needs of your Agency? Indemnity clause?
- How is contract use monitored? Are usage reports available?
- Is there a rebate on the contract? How is that paid? Can it be credited against the contract pricing?
- Does the cooperative have a process for vendor issues or disputes?

ANALYSIS AND EVALUATION OF

- How long has this cooperative organization been in existence?
- Does your Agency have to register as a member?
- Does the cooperative conduct its own procurement or does it use another agency as the lead?
- Was the solicitation advertised - when and where?
- What procurement laws does the cooperative follow when evaluating and awarding contracts?
- Has that lead agency or the cooperative conducted audits, peer review or achieved awards?
- What is the level of customer service? Are there concerns or requests for information?
- Does their website contain accessible information?
- Is contact information provided to facilitate in-depth research?
- Is the cooperative a member of any industry associations that have high ethical values and standards?