Cooperative Contract Check List for Public Entities

Here are some best practice discussion points on how to determine which contract to use when quoting or bidding is required. The contents of this document are intended to assist professionals in the procurement process.

INSTRUCTIONS

1. On every procurement, a decision should be made to determine if the procurement requires quotes or formal solicitations.
2. If quotes are required, a procurement officer may also consider purchasing through a coop contract in lieu of quotes.
3. If a formal solicitation is required, consideration should be made for the following:
   A.) Utilize a cooperative contract
   B.) Bid out for a single entity contract
   C.) Bid as a lead entity for a cooperative contract
4. Beyond due diligence of determining whether a coop contract complies with the public entity’s bidding requirements, the public entity must determine which cooperative contract is most advantageous to utilize for each particular procurement.
5. Procurement officer should determine the purchase contract is cost effective based on price, quality, contractual terms and other relevant factors, and is the most advantageous to the public entity. 
   Document how the procurement officer arrived at the awarded vendor selected 
   (Requirement for School Districts ONLY; R7-2-1004)
6. A comparison of Coop Contracts may include but is not limited to:
   A.) Review historical data of similar commodity or services previously purchased.
   B.) Informal comparison of pricing against the various coop contracts available to the public entity.
   C.) Review of terms and conditions
   D.) Request formal written quotes when there are various coop contracts available to the public entity.
   E.) Requesting information from vendor regarding ALL of the vendor’s coop contracts available to the public entity.
   F.) Determine if the contract was awarded to the "least number of suppliers" needed to meet the needs of the District.

CHECKLIST

1. [ ] Will the contract pass the public entity due diligence process? Refer to this link located at aznigp.org for a list of coop programs surveyed by the Arizona State Capitol Chapter of NIGP.
2. [ ] Will the contract meet your entity's terms and conditions while providing the most advantageous overall offer? (Vendor may assist, be sure to state their assistance is for information seeking purposes only and does not guarantee spend.)
   - Delivery / Freight costs
   - Warranties?
   - Length of contract availability? (Will the contract expire before next order is needed?)
   - Is this contract for Service or for Materials/Commodities or is it for Both?
   - Training available? Is there a cost?
   - Maintenance Agreements required / available?
   - Service Agreements required / available?
   - Volume purchasing discount available?
3. [ ] Availability by timeframe and delivery zone.
4. [ ] Is pricing verifiable? Login or password required?
5. [ ] Availability of information needed: Is it easy to find or buried and requires searching? Is the contract information transparent?
6. [ ] Do the contract terms and conditions allow pricing to be negotiated?
7. [ ] Entity should consider interviews and presentations from different cooperative contracts when contracting for more complex procurements.
8. [ ] Entity should coordinate with end user for advice and experience with proposed vendors/services/commodities.
9. [ ] Timing and staff: Does the entity have time to perform a full procurement process or is service/commodity needed yesterday? Urgency for the needed service or commodity?