

THANKS!

to the supporters of NCPP



Cooperative Partners:



Strategic Supplier Partners:



NCPP Vision

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

NCPP Mission

Elevate the advocacy, collaboration and education for cooperative procurement so its strategic value is widely recognized and promoted by government and educational leaders.

The National Cooperative Procurement Partners (NCPP) Association is leading the way in elevating the discussion, advocacy and educational content on cooperative procurement. Working collaboratively to bring all the “partners” in procurement together - cooperatives, strategic suppliers, affiliated organizations and public procurement professionals - its goal is to produce meaningful educational tools to support public procurement agencies and become the “go to” resource for cooperative procurement.

JOIN TODAY!

www.ncppassociation.org

ROADMAP TO A Cooperative Procurement Strategy

YOUR AGENCY

- Identify and understand your client's needs. Know where you are going!
- Will choosing this route make purchasing easy and efficient?
- Do you have the legal authority to use cooperative agreements?
- What is the funding source – local, state, or federal? Is using a cooperative allowable with the funding source?
- Is your Legal Counsel, Board or Council familiar with the concept of cooperative purchasing?
- Has your agency successfully utilized cooperative purchasing in the past? Have you educated your agency on the proper use of cooperative contracts?
- Have you considered diversity participation? Local preference? Social Goals? Political landscape? Made in USA, if that is a priority?
- What's your customers estimated use or market basket? Does it meet the minimum spend requirements of the cooperative contract or its offered rebates?

BAKE OFF!

Compare contracts side-by-side. Are there multiple contracts for the same product or supplier? Is it possible to use a 3rd party system for comparison? Bake them off!



ARE WE THERE YET?

CHECK IT OFF YOUR LIST

- Legally allowable?
- Board or City Council approval?
- Cooperative checks out?
- Contract – valid vehicle?
- Supplier – Thumbs up?
- Advantageous Pricing? Best Value for Agency?

ROADMAP TO A Cooperative Procurement Strategy

THE CONTRACT

- Does the awarded contract contain the specific solution you require? Is it a single vendor award or was it awarded to multiple suppliers?
- When was the contract awarded, and when does it expire?
- Was the solicitation advertised – where and how?
- 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, or ceiling-based pricing?
- Can the terms and conditions of the contract be amended to meet the needs of your Agency?
- How is the Indemnity clause and insurance handled?
- Who served on the evaluation committee? Employees of the cooperative organization, subject matter experts or members of other agencies?
- How is contract use monitored? Are usage reports available? Are there any minimum spend requirements?
- Is there a rebate on the contract and is it tiered? How is that paid? Can it be credited against the contract pricing?
- Does the cooperative have a process for vendor issues or disputes?
- Does the contract allow you to support local business by utilizing the awarded manufacturers dealer network?

EVALUATION OF COOPERATIVE ORGANIZATION

- How long has this cooperative organization been operating and what is their industry reputation?
- Does Your Agency have to register as a member to use the contracts? Is there a fee?
- Does the cooperative conduct its own procurement process or use another agency as the lead?
- Does the solicitation process follow procurement laws and best practices in soliciting, evaluating, and awarding contracts?
- Has the lead agency or cooperative organization received any 3rd party audits, peer review or achieved awards for their contracting process?
- Customer service standards for the cooperative – how quickly do they respond to questions/requests?
- Does their website contain accessible and thorough documentation? Is contact information provided to readily conduct more in-depth research?
- Is the cooperative a member of a national cooperative association that sets high ethical values and standards for its members?

STRATEGIC PLANNING KEY

For leveraging your team's best talents and time, does it make sense to take a percentage of your Agency's annual expiring contracts, or bids, and research cooperatives that might fill the need instead?

For more information about Cooperative Procurement, visit [NCPPAssociation.org](https://www.ncppa.org)