BEFORE YOU GET STARTED — YOUR AGENCY
- Identify and understand your customer’s needs. Know where you are going.
- Do you understand your legal authority to use cooperative agreements?
- Is your Legal Counsel familiar with the concept of cooperative purchasing?
- Has your agency successfully utilized cooperative purchasing in the past?
- Does your Board or Council have to approve the use of a cooperative, as in a pre-approved list?
- Have you considered diversity participation? Local preference? Social Goals? Political landscape?

ROADMAP TO A Cooperative Procurement Strategy

BAKE OFF!
Compare contracts side-by-side. Multiple contracts for the same product? Bake them off!

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?
- If there’s 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 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?
- Was the solicitation advertised — where and how?
- What procurement laws does the cooperative follow in soliciting, evaluating and awarding contracts?
- Has the lead agency or the cooperative resolved any 3rd party audits, peer review or achieved awards for their contracting process?
- What is the level of customer service to response to questions, concerns or requests for information?
- 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 any national cooperative association that has high ethical values and standards for its members?

ARE WE THERE YET?
DELIVERY OF GOODS & SERVICE
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