

<i>City of Commerce</i> Finance	Purchasing	SOP	713
Subject: Use of Cooperative Agreement SOP		Version No	1.0
		Effective Date	5/3/11

1.0 Purpose

The purpose of a Cooperative contract or agreement are agreements made between government and businesses created in order to lower the costs of procuring goods and services that multiple government entities commonly need.

2.0 Scope

The City of Commerce has the ability to utilize an active agreement from another agency that has been formally solicited by a Cooperative/Consortium in which the City of Commerce is an active member. A Cooperative/Consortium is an association of two or more individuals, companies, organizations or governments with the objective of participating in a common activity or pooling their resources for achieving a common goal. Cooperative/Consortium procurement agreements are usually based on the combined requirements of multiple organizations. It is a best practice to consider the use of Cooperative/Consortium procurement agreements, on a case-by-case basis, and only after proper due diligence has been performed.

By utilizing a Cooperative/Consortium agreement, the City of Commerce has the ability to gain an economy of scale advantage, lower administrative costs, obtain higher quality products/services, standardize products, increase competition, and obtain more favorable terms and conditions. Prior to using a Cooperative/Consortium agreement, attention should be given to ensuring legal compliance, open competition, and effective/efficient use of time and resources. Dependent on need, proper procedures and protocol for utilization of a Cooperative/Consortium agreement will be based on thresholds for approvals by the Purchasing Manager and or City Manager. If Council approval is required, appropriate agreement and agenda item will be created and presented to the Council for review.

3.0 Authorized Purchasing Cooperative/Consortium Contracts

Authorized purchasing cooperative contracts for use by the City of Commerce may include but not limited to the following:

- National Cooperative Purchasing Alliance (NCPA)
- National IPA-The Cooperative Purchasing Network (TCPN),
- Sourcewell (Formerly NJPA)
- The Interlocal Purchasing System (TIPS)
- Western States Contracting Alliance (WSCA NASPO)
- GSA Cooperative Purchasing Program
- U.S. Communities
- Other State cooperative agreements

4.0 Authority

The City Manager, Directors and Purchasing Manager are authorized to utilize cooperative contracts that are beneficial to the City. Purchasing thresholds are applied on a case-by-case basis to award the vendor.