

PROCEDURE

Effective Date: March 20, 2015
Approved by:
Chief Procurement Officer

Authority: [LAC34: XIII.U525.C](#)

SeeAlso:
[POL-U501](#) 0 H W K R 0 K W H V K R U G V
3 U R F X * U R L R G V 6 H U Y L F H V

PRO-U525.C COOPERATIVE PURCHASING

This procedure applies to the use of cooperative purchasing agreements, when it has been determined by the CPO that using a competitively procured cooperative or buying organization is in the best interest of the University and is the most cost-effective method of procurement, considering the competitiveness of the solicitation and award process.

The University's practice is to use cooperative contracts to establish contracts that have significant spend and large volume commodities that can be consolidated to one or few suppliers and provide leveraged savings to all departments across the University. One-time utilization of cooperative contracts is not preferred.

Definitions:

CPO – Chief Purchasing Officer

Cooperative Purchasing – competitive procurement conducted by or on behalf of more than one public procurement units or by a public procurement unit with external procurement activity or by a private procurement unit.

Cooperative Buying Organization (CBO) – a public or private organization that offers goods or services to subscribing public or private procurement units from vendors located in the United States who have agreed to uniform terms, conditions and pricing in accordance with an agreement entered into by the participants pursuant to a competitive award process.

If the use of a cooperative contract is deemed appropriate the following process will be followed:

Action by:

Purchasing Agent
(User Department) AND/
OR Procurement Buyer
(Procurement Department)

Procurement Buyer
(Procurement Department)

Action:

1. Receives a request to utilize a Cooperative Contract as a University Master/Preferred Contract for goods/services.
2. Reviews the Public Notice for bids, to ensure a competitive audience was reached with the method of public notice.
3. Reviews the BID Solicitation, to ensure specifications were written to create a competitive bid from multiple vendors.

4. Review any Addendums to the BID, to ensure clarification was provided through the Bid process.
5. Review all Bids and Proposals received during the BID.
 - a. Dependent on the cooperative entity some will maintain a record of all proposals received for any given BID.
 - b. Other entities will only have a record of the actual bid for the awarded contract vendor. (To ensure the bid was competitive, the other bids must be reviewed.)
- 6.

Strategic Sourcing Analyst
and/or Procurement Buyer
(Procurement Department)

17. **Meets** with stakeholders from across the University to review the contract. Stakeholders are given an overview of the commodity, highlights of the new contract, the pricing analysis that was performed, and the overall value to the University.

Chief Procurement Officer

18. **Agrees** to terms and pricing with the supplier and routes the contractual participation agreement for signature by the CPO.

Strategic Sourcing Analyst
(Procurement Department)

19. **Receives** fully executed contractual participation agreement from supplier and sends a scanned copy of fully executed contractual participation agreement to the cooperative entity to maintain in the University file.

Procurement Buyer
(Procurement Department)

20. **References** exemption from Louisiana Administrative Code (LAC 34:XIII.525.C) on correspondence (requisition/purchase order) pertaining to this cooperative-related acquisition of goods/services.