



MEETING OF: March 10, 2015

TITLE: Approval to Use a Cooperative Contract for Purchases in Excess of \$250,000

ITEM #: 16

Information:

Study:

Action: X

PURPOSE:

To obtain Governing Board Approval for purchases from a cooperative purchasing contract that, in the aggregate for fiscal year 2015, may exceed \$250,000.

DESCRIPTION AND JUSTIFICATION:

Governing Board Policy DJ - Purchasing Procedures, delegates authority to the administration for awards of transactions of \$250,000 or less. However, the District typically makes multiple small purchases that, over the course of the fiscal year, may exceed \$250,000. Approval to use these cooperative purchasing contracts is requested from the Governing Board knowing that the aggregate District spend may exceed \$250,000 during the fiscal year. All single transactions that exceed \$250,000 will still need to be brought to the Governing Board for specific approval via a separate agenda item.

The current Board Approved cooperative contract for office supplies expired on 2/28/2015. The proposed cooperative contract for office supplies was awarded on 12/11/14 effective on 3/1/2015. The attached list shows the current fiscal year expenditures for office supplies and the expected expenditures for the current fiscal year. The cooperative contract the District uses for office supplies is with The Cooperative Purchasing Network (TCPN), The cooperative contract has been reviewed to ensure compliance with the Arizona School Procurement Rules and to determine if the pricing/terms/conditions are fair and reasonable and in the best interests of the District. The Purchasing Department maintains a Due Diligence electronic folder for this cooperative contract. An Executive Summary is attached for further information.

All goods purchased using this cooperative contract are included in each site's annual budget.

Kevin Startt, Director of Purchasing, will be present at the Board Meeting to answer questions regarding the procurement process.

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ - Purchasing Procedures

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X _____	District Budget
X _____	State/Federal Funds
X _____	Other _____
<u>Budget Cost</u>	<u>Budget Code</u>
As Needed	Various

Budget Certification (for use by Office of Financial Services only):

Date _____

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget



Authorized with School Board approval

Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing		2/20/2015
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
 Executive Summary
 Cooperative Contracts for GB Approval