



MEETING OF: June 13, 2017

TITLE: Approval to Use Cooperative Contracts for Procurements \$250,000 and Above

ITEM #: 14

Information:

Study:

Action: X

PURPOSE:

To obtain Governing Board approval for procurements from cooperative purchasing contracts that, in the aggregate for fiscal year 2018, may exceed \$250,000.

DESCRIPTION AND JUSTIFICATION:

Governing Board Policy DJ - Purchasing Procedures, delegates authority to the administration for awards of transactions less than \$250,000. 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 at the beginning of the fiscal year, knowing that the aggregate District spend may exceed \$250,000 during the fiscal year. Board approval will assure that using sites and the procurement staff can move with speed and fidelity to meet the urgent needs of sites for the small dollar goods and services that support the educational process. 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.

A list of cooperative contracts that are anticipated to come close to or exceed the \$250,000 threshold is attached. Included on the list are the current fiscal year expenditures for each contract. The current expenditures are the estimated amount of what the volume will be for fiscal 2018. The cooperative contracts the District uses are primarily with the State of Arizona, Mohave Educational Services Cooperative (MESC), Strategic Alliance of Volume Expenditures (SAVE) and National IPA/The Cooperative Purchasing Network (NIPA/TCPN), Government Services Administration (GSA), but also may include cooperative contracts with several other cooperative and/or governmental entities.

Each cooperative contract is reviewed to ensure compliance with the State of Arizona School Procurement Rules and to determine if the competitive process/pricing/terms/conditions are fair and reasonable. The Purchasing Department maintains a Due Diligence folder for each cooperative contract.

Most goods and services purchased using cooperative contracts are included in the District's annual budget. Technology Services cooperative purchases typically are included in the District's Technology Plan. Operations cooperative purchases typically are included in the Operation's Budget for Fiscal 2018.

Kevin Startt, Director of Purchasing, will be present at the Board Meeting to answer questions regarding this agenda item.

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 Dept/Site Budgets



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	5/25/2017
Name	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
 FY 18 Cooperative Contract List
 List of Cooperative Agencies

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET