



MEETING OF: June 26, 2018

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TITLE: Approval to Use Cooperative Purchasing Contracts for Cumulative Purchases \$250,000 and Above

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ITEM #: 7

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Information:

Study:

Action: X

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PURPOSE:

To obtain Governing Board Approval for cumulative purchases from cooperative purchasing contracts that, in the aggregate for fiscal year 2019, may exceed \$250,000.

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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 aggregated District spend may exceed \$250,000 during the fiscal year. Board approval will assure that using sites and departments and the procurement staff can move with speed and fidelity to meet the urgent needs of the District for small dollar purchases of goods and services necessary to support the educational process. Any single procurement that is \$250,000 or more will still need to be brought to the Governing Board for specific approval via a separate agenda item.

Cooperative purchasing contracts are a type of cooperative arrangement, often among school districts and other public entities, to pool demand to get lower prices from suppliers of goods and services. Cooperative contracts can also be used by public entities to reduce costs associated with procurement.

A list of cooperative contracts that are anticipated to come close to or exceed the \$250,000 threshold is attached. The expenditures amounts are what is anticipated to be the cumulative spend for the upcoming fiscal year 2019. The cooperative contracts that the District uses are primarily with the State of Arizona, Mohave Educational Services (MESD), Strategic Alliance of Volume Expenditures (SAVE), National IPA/The Cooperative Purchasing Network (NIPA/TCPN), Government Services Administration (GSA), but also may include cooperative purchasing contracts with several other cooperative and/or governmental entities.

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

Most goods and services purchased using cooperative contracts are included in the District's annual budget. District sites/departments may use discretionary funds out of their own budgets to make small purchases from these vendors under cooperative purchasing contracts.

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the agenda the use of cooperative purchasing contracts.

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BOARD POLICY CONSIDERATIONS:

Governing Board Policy DJ - Purchasing Procedures

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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:

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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 site budgets



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

Date 6/4/18  
I certify that funds for this expenditure in the amount of \$as needed are available and may be:  
Authorized from current year budget  
X Authorized with School Board approval  
Code: Fund:

INITIATOR(S):

Kevin Startt, Director of Purchasing	6-1-2018
Name	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
 <a href="#">Coopertive Contracts Listing FY 19</a>
 <a href="#">Lost of Cooperative Agencies</a>

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET