



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 005

TITLE **Cooperative Procurement**
REVISION **Number 2**
DATE **May 22, 2015**

I. Authority

A. Applicable Statute

<u>A.R.S. § 41-2511</u>	Authority of the director
<u>A.R.S. § 41-2512</u>	Delegation of authority or functions by the director
<u>A.R.S. § 41-2632</u>	Cooperative purchasing authorized; definitions
<u>A.R.S. § 41-2634</u>	Public procurement units in compliance with chapter requirements

B. Applicable Administrative Code

<u>A.A.C. R2-7-201</u>	State Procurement Administrator: Duties and Qualifications
<u>A.A.C. R2-7-202</u>	Delegation of Procurement Authority to State Governmental Units
<u>A.A.C. R2-7-1001</u>	Approval to Enter into a Cooperative Purchasing Agreement
<u>A.A.C. R2-7-1002</u>	Cooperative Purchasing Agreement Administered by an Agency Chief Procurement Officer
<u>A.A.C. R2-7-1003</u>	Purchasing from a Cooperative Contract

II. Definitions

- A. Cooperative Purchasing. A procurement conducted by, or on behalf of, more than one public procurement unit. [Source: A.R.S. § 41-2631]
- B. Participating Addendum. A document executed against an awarded Master Price Agreement (MPA) utilizing Arizona State-specific terms and conditions.
- C. Public Procurement Unit. A local public procurement unit, the department, any other state or an agency of the United States. [Source: A.R.S. § 41-2631]

III. Policy

- A. Purpose. The purpose of this policy is to ensure proper utilization of authorized cooperative purchasing contracts.
- B. Authorized Use to Enter into a Cooperative Agreement. The State Procurement Office shall function as the central point of access for the authorization of cooperative contracts and participating addenda. Only contracts approved and

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adopted by the State Procurement Office will be available for purchases. Once the State Procurement Office executes a participating addendum against a cooperative contract, purchasing from the selected contractor may occur.

The State Procurement Office will not initiate a participation addendum against an awarded cooperative contract unless it has been involved in the competitive process utilized to establish the contract. Specifically, the following conditions must be met:

1. Intent to participate signed by the state; and,
2. Notification of solicitation opportunity to vendors registered in ProcureAZ.

- C. Authorized Use to Purchase from a Cooperative Contract (Piggybacking). An agency chief procurement officer may purchase from a cooperative contract that was awarded through full and open competition, including use of source selection methods equivalent to those specified in Article 3 Parts A through D of the Arizona Procurement Code. Cooperative contracts awarded as a sole source or without competition are not available for piggyback purchasing.

Determination that piggybacking from a cooperative contract is in the best interest of the state along with documentation supporting the criteria in A.A.C. R2-7-1003(B) and (C) shall be uploaded into ProcureAZ and available for public view. Purchase orders shall indicate the Special Purchase Type "Piggyback" on the General Tab.

A piggyback purchase from a cooperative contract is intended to address a one-time need. If the agency has a recurring need for a good/service, the agency chief procurement officer shall either address that need within delegated authority or notify the state procurement office to discuss the feasibility of establishing a statewide cooperative contract.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 22nd day of May 2015, unless otherwise revised or repealed.



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State Procurement Administrator