



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

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## TECHNICAL BULLETIN No. 005

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TITLE **Cooperative Procurement**  
REVISION **Number 1**  
DATE **October 1, 2011**

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### I. Authority

A. Applicable Statute

A.R.S. § 41-2632 Cooperative purchasing authorized

A.R.S. § 41-2634 Public procurement units in compliance with chapter requirements

A.R.S. § 41-2635 Contract controversies

B. Applicable Administrative Code

A.A.C. R2-7-1001 Approval to Enter into a Cooperative Purchasing Agreement

A.A.C. R2-7-1002 Cooperative Purchasing Agreement Administered by an Agency Chief Procurement Officer

C. Applicable Technical Bulletins

SPO Technical Bulletin No. 001 Delegation of Procurement Authority

### II. Definitions

A. Cooperative Contract. A contract established for the use of more than one public procurement unit.

B. Cooperative Purchasing. Procurement conducted by, or on behalf of, more than one public procurement unit whereby quantities and requirements are collectively combined resulting in overall best value.

C. Participating Addendum. A document executed against an awarded Master Price Agreement (MPA) utilizing State specific terms and conditions.

D. Public Procurement Unit. A local public procurement unit, the department, any other state or an agency of the United States.

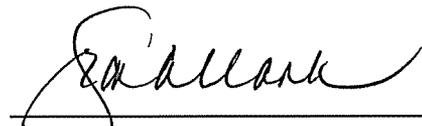
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### III. Policy

- A. Purpose. The purpose of this policy is to ensure proper utilization of authorized cooperative purchasing contracts.
- B. Authorized Use. The only cooperative organization authorized for use by State of Arizona Governmental Units is the Western States Contracting Alliance (WSCA). Since WSCA is an alliance of State governments, the State Procurement Office shall function as the central point of access for the authorization of WSCA PAs. Only those WSCA contracts approved and adopted by the State Procurement Office will be available for purchases. Once a Participating Addendum (PA) is executed by the State Procurement Office against a WSCA contract award, purchasing from the selected contractor(s) may occur.
- C. Participation. The State Procurement Office will not initiate a PA against an awarded WSCA 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;
  2. Notification of solicitation opportunity to vendors registered in ProcureAZ;
  3. Representation on the sourcing team.

### IV. Effective

This Technical Bulletin is hereby authorized and effective this 1<sup>st</sup> day of October, 2011, unless otherwise revised or repealed.



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Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M  
State Procurement Administrator