



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 005

TITLE **Cooperative Procurement**
REVISION **Number 3**
DATE **September 1st, 2017**

I. Authority

A. Applicable Statute

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|------------------------|---|
| <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 Cooperative purchasing authorized; definitions |
| <u>A.R.S § 41-2632</u> | |
| <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 statewide or multi-agency purchases.

The State Procurement Office will not initiate a participation addendum against an awarded cooperative contract unless the due diligence as referenced in R2-7-1003 (B) has been performed and documented.

- C. Authorized Use to Purchase from a Cooperative Contract. 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 purchasing.

A purchase from a cooperative contract is intended to address a one-time need that cannot be satisfied through an established statewide contract. If the agency has a recurring need for a good/service, the agency chief procurement officer shall either address that need within its delegated authority or notify the State Procurement Office to discuss the feasibility of establishing a statewide contract.

Determination that use of 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.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 1st day of September, 2017 unless otherwise revised or repealed.



Ashoke Seth

State Procurement Administrator