

- Shall coordinate purchases with the Purchasing Department for competitive procurement if no approved vendor exists for the particular purchase.
- Shall process all requests for procurements that costs or aggregate to a cost of \$50,000 or more through the Purchasing Department for Board approval.
- Shall only initiate and approve purchase requisitions that are within their approved budget and ensure proper account coding.
- Shall only make purchases within authorized expenditure limits and in accordance with the District's purchasing procurement card policies and procedures.

All employees

- Shall strictly adhere to the Board policy and this manual to control procurement activities.

SECTION 8: Cooperative/Interlocal Agreement Purchases

A centralized purchasing function can also be performed on a regional level through a cooperative/interlocal agreement among districts or the regional education service center. Cost savings through a regional centralized purchasing function are achieved through both discounted prices and administrative cost savings to individual districts. If the district participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids. *Local Government code 791.001, 791.011, 791.025 (b(-f); Atty Gen. Op. JC-37 (1999)*

The most common cooperative/interlocal agreements utilized by our district are as follows. Additionally, each of these cooperatives maintains websites to awarded contract and vendors that we can purchase from. Contact the Purchasing Specialist for assistance.

Texas Association of School Boards (TASB BuyBoard)

The Texas Local Government Purchasing Cooperative was created to increase the purchasing power of government entities throughout Texas and to simplify their purchasing by using a customized electronic purchasing system, called the BuyBoard. Each product and service on the BuyBoard has been competitively bid and awarded based on Texas Statutes, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b). The website is www.buyboard.com

2013 Purchasing Cooperative

Educational Technology

The 2013 Purchasing Cooperative assists member districts in reducing costs and improving the quality of technology-related purchases. The cooperative solicits bids for Year 2000 compliant items. Product categories include: Apple microcomputer products, MS-DOS microcomputer products, business office equipment, educational software, network hardware services, and other educational technology products and services requested by member districts and approved by the Executive Committee.

General Supplies

The 2013 Cooperative assists districts in reducing costs and improving the quality of the products purchased. The cooperative solicits bids for office and computer supplies, paper supplies, art supplies, PE supplies, custodial supplies, reproduction supplies, lawn and garden supplies, fire extinguishers, graphing calculators and floor care products and machine pads. The general supplies bid covers the areas of athletic equipment, band instruments, carpet/flooring, first aid and medical supplies, maintenance, merchandise, playground equipment, and uniforms.

The website is www.esc20.net/.

TEXAS 20 Purchasing Cooperative

The TEXAS 20 Food Purchasing Cooperative is a dynamic group offering procurement services for school food service programs. It uses the collective buying power of its members securing the best price on a variety of items. Training, resources and exceptional customer service are also provided to help manage members' child nutrition programs. The website is <http://programs.esc20.net/>.

Purchasing Association of Cooperative Entities (PACE)

The Purchasing Association of Cooperative Entities (PACE) is designed to give its members additional awarded contract tools to assist their entities in meeting bidding requirements, saving valuable staff resources. PACE finds vendors to assist members in meeting their operation goals and save funds when obtaining best value supplies.

PACE was created by Education Service Center, Region 13 in Austin, Texas and Education Service Center, Region 20 in San Antonio, Texas. PACE is administered by Education Service Center, Region 20. Education Service Center, Region 20 was established by the Texas Legislature in 1967 to assist school districts and charter schools in improving efficiencies and student performance. Region education service centers are non-regulatory, intermediate education units. Texas Education Code, Chapter 8, gives each school district the opportunity to voluntarily be served by and participate with a regional educational service center.

PACE welcomes public and government entities, including cities, counties, independent school districts, higher education institutions, non-profit agencies, political subdivisions, and others. The website is www.pacecoop.org.

OMNIA (formerly TCPN and National IPA and US Communities)

OMNIA is available for use by all public and private schools, colleges, universities, cities, counties, and other government entities in the State of Texas. Participation by government entities can provide the legally required competition for contracts for commonly purchased items thereby saving the individual entity the cost of going through the competitive process. Vendors are

competitively solicited and publicly awarded. The website is <https://www.omniapartners.com/publicsector>.

ESC-Region 19 Purchasing Allied States Cooperative

The ESC-Region 19 Purchasing (Allied States Cooperative) is a national governmental purchasing cooperative which competitively bids and awards contracts to local, regional, and national vendors in compliance with local, state, and federal procurement laws and regulations.

The ESC-Region 19 Purchasing (Allied States Cooperative) contracts are available to public schools, charter schools, private schools, community colleges, universities, cities, counties, other governmental agencies, and non-profits.

No fees are charged to the ESC-Region 19 Purchasing (Allied States Cooperative) members. As a member, your entity deals directly with the vendor who can provide the goods and/or services you may require. The savings for members are realized through dealing with vendors who have been evaluated and verified to provide a quality product or service at a competitively bid price in compliance with bidding requirements. The website is www.alliedstatescooperative.com.

The Interlocal Purchasing System (TIPS)

TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the Region 8 Education Service Center located in Pittsburg, Texas.

TIPS serves state and local governments as well as non-profit organizations. No fees are charged to members. The website is www.tips-usa.com.

Choice Partners Cooperative

Choice Partners a division of Harris County Department of Education (HCDE), is national cooperative offering procurement and contract solutions to meet government purchasing requirements. Interlocal government-to-government agreements are between HCDE and the government entity wishing to use the Choice Partners cooperative contract.

Staff at Choice Partners complete the legal, competitively bid government procurement process so you can act immediately to access the contract you need, saving time and money on the bidding process and purchase. Contract procurement services are offered for education, facilities, food, supplies and services, and technology.

Choice Partners national cooperative provides quality services, legal procurement and contract solutions for governmental entities, including school districts, private and charter schools, colleges and universities, municipalities, counties and nonprofits. The website is www.choicepartners.org.

Texas Procurement

The Texas Comptroller's Statewide Procurement Division connects vendors with state purchasers and contract opportunities. The website is <https://comptroller.texas.gov/purchasing/>.

1. Texas Smart Buy
<http://www.txsmartbuy.com/>
2. **TXMAS** – Texas multiple award schedule (TXMAS) contracts that have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. As the responsible federal entity, the General Services Administration's (GSA) Federal Supply Service awards Federal Supply Schedule contracts by competitive procurement procedures for more than 50 schedules that cover multiple commodities and services. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price allowable. TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local government entity, may negotiate a lower price for the goods or services offered on a schedule contract. A "best value" purchase can be made by following the TXMAS purchasing procedures.
<https://comptroller.texas.gov/purchasing/contracts/txmas/>

Sourcewell (formerly National Joint Powers Alliance)

Sourcewell operates under the authority outlined in Minnesota Statute 123A.21. The Alliance offers participating members contract purchasing benefits through nationally leveraged, competitively solicited contracts. All RFP respondents understand that these contracts shall be used by member governmental, educational and non-profit agencies throughout the United States. Participating Members have no financial or organizational liability. The website is <https://www.sourcewell-mn.gov/>.