



Buyboard National Purchasing Cooperative

#	Cooperative Organization Questions	Response
1	Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?	Yes, if the public entity has the authority to execute the National Purchasing Cooperative Interlocal Participation Agreement to establish membership. The Cooperative does not have any local representation in Arizona.
2	What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?	The Cooperative is an administrative agency of cooperating local governments created in accordance with Maryland and Rhode Island state statutes. The Cooperative is administered by the National School Board Association (NSBA) and Texas School Board Association (TASB), both of whom are non-profit organizations. The National Purchasing Cooperative was formed in 2010.
3	Does your organization conduct its own procurements with in-house personnel or does it enlist a public agency to conduct the procurement? If a public agency is utilized, please identify that agency or agencies and briefly explain how those agencies are selected.	All the procurement functions are conducted by employees of the Texas Association of School Boards and presented to the National Purchasing Cooperative Board of Directors for award.
4	If your organization handles all of the contracting functions in-house please explain if you periodically have a 3rd party audit firm review your internal contracting procedures.	An internal control review was recently performed by Protivity on TASB processes and controls relating to the Cooperative to determine operating effectiveness and control design. In addition, an annual financial audit is conducted.
5	What governing procurement laws does your organization follow in the soliciting, evaluating and awarding of cooperative contracts? (Please be specific.) Also, what state is noted as the legal venue within your contracts for dispute resolution?	Procurement requirements are followed for the State of Texas. The contracts are governed by and construed according to the laws of the State of Texas, including the Uniform Commercial Code (UCC) as adopted in the State of Texas as effective and in force on the date of the contract.
6	Does an agency need to register or sign an agreement with your organization in order to purchase from your contracts? If so, please attach the registration form or agreement. Also, is the agency charged a fee to join your cooperative organization?	Membership with the Cooperative is established by execution of the National Purchasing Cooperative Interlocal Participation Agreement. (See Attached). There is no membership fee to join the Cooperative.
7	Where can your organization's cooperative solicitations and resultant contracts be viewed? Describe what documentation is available at this site.	The Request for Proposal documents as well as proposal tabulation sheets once awarded by the Board are posted on the BuyBoard site, www.buyboard.com . No password is required for access. Vendor submitted response documents are available to members via email or on-line within the BuyBoard application once logged in as an authorized user.

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8	Do you periodically perform audits to ensure your contractors are fulfilling the contracts to include charging the correct price? If so, please briefly describe your internal audit program and explain if that program includes any benchmarking to ensure pricing stays competitive over the term of agreement.	The Cooperative to date has not conducted any audits of vendors records to ensure compliance, but maintains the right to do so as indicated in the RFP terms and conditions. Price increases are not accepted without sufficient information directly from the manufacturer dictating the change in the price structure. The Cooperative reserves the right to accept or reject any or all requested price recalculation as it deems to be in the best interest of and to provide best value to Cooperative members.
9	What is the total employee count for your cooperative organization? How many employees perform specific contracting functions (solicitation development, bidding, evaluation and awarding of contracts)?	20 full time TASB employees are directly involved in the functions of the National Cooperative. Four of these employees are directly involved in the procurement process.
10	Describe your approach to customer service and include any response time commitments.	BuyBoard Cooperative staff are available by phone or email Monday thru Friday from 8am to 5pm central time. The Cooperative has no policy on response time commitments.
11	How do you generate your bidders' list for any particular solicitation and what steps do you take to ensure Arizona companies are included in your notice?	The BuyBoard Cooperative has system for vendors to easily register at no cost to receive email notifications of proposal invitations for any of the commodities/services the vendor selects. Vendors can register at anytime and currently over 20,500 vendor registrations are contained in the vendor database. As entities join the cooperative we encourage them to communicate with vendors they use to register with the BuyBoard.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	Members are encourage to communicate with the BuyBoard staff about issues/ concerns regarding vendor performance. If a member is having difficulty with a vendor, BuyBoard staff make contact with the vendor in an effort to assist in resolving the issue. Information regarding ongoing vendor performance issues are documented by staff and an annual evaluaton is complied which includes annual purchase volume, overall vendor performance, and a continued best value representation for Cooperative members.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	Membership with NIGP.
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	The Cooperative documents members purchase orders/transactions in the BuyBoard application for bid compliance and audit purposes. Various purchase volume reports are available to document and commuicate the usage of contracts.