

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-22
Subject: COOPERATIVE PURCHASING GUIDELINES	Date of Issue: 7/1/99
Preparing Office: Office of the Superintendent	Amended: 6/25/08

I. Policy 205

II. Procedures

A. Four (4) primary methods of making cooperative purchases include:

1. Participation in Bids with Others or as part of a Cooperative Organization

Information, such as mailing lists, bid specifications, and terms and conditions, may be shared for a cooperative bid where all parties are identified as possible purchasers. This type of cooperative bidding is usually done with other school systems, the Washington Area Council of Governments (COG) or the Frederick County Government. Participants rotate as the lead agency initiating the contract. An award of the FCPS portion of the bid is made by the board of education in accordance with section II. F. of regulation #200-7.

2. FCPS Names FCC and FCG or Others as Potential Riders

Frederick Community College and various agencies of the Frederick County Government may be named as possible authorized purchasers. An award of the bid and all purchase transactions on their behalf are made directly by each entity. An award of the FCPS portion of the bid is made by the board of education in accordance with section II. F. of regulation #200-7.

3. FCPS is Named as a Potential Rider by Another Jurisdiction or Agency

The FCPS purchasing officer must have advanced knowledge of all other jurisdictions' bids in which FCPS is to be named as a potential rider and provide our explicit approval. Procedures for documentation and award are outlined below.

4. FCPS Utilizes Another Jurisdiction's or Agency's Contract

Occasionally a contract from another jurisdiction is made known to us. The bid may not have explicitly anticipated FCPS as a possible rider or include our specific requirements. However, the contracted vendor agrees to honor all terms, conditions, and prices established in the contract for purchases made by FCPS. Procedures for documentation and award are outlined below.

B. When the purchasing department opts to utilize a contract officially awarded by another governing authority or agency, the following records may be requested from the named contract administrator:

1. Proof of advertising in a newspaper of general circulation in the jurisdiction's county or other medium, in accordance with state law. The contract will only be used if it complies with the legal advertising requirement.
2. Verification that lowest responsible bidder was awarded the contract, in accordance with state law.
3. Proof of an award by the jurisdiction's approval authority.
4. Technical bid specifications.
5. Confirmation of current prices by the jurisdiction's named contract administrator.
6. Summarization of terms, conditions, and delivery requirements.
7. Verification that the contract includes provisions for use by FCPS.

- C. Any of the following means may be utilized to verify competitiveness of price:
 - 1. Call vendors who may have offered pricing on previous bids to check prices.
 - 2. Use faxes, voice mail, and e-mail to obtain informal quotations.
 - 3. Check price postings from other contracts/suppliers on the Internet.
 - 4. Evaluate prices by applying consumer price indices (CPI) and producer price indices (PPI) to prices from previous offers.
 - 5. Obtain a copy of the bid tabulation and/or award recommendation to verify that the lowest bid in a competitive pool of bids was awarded.
 - 6. Obtain written verification from the contractor/manufacturer that the price does not exceed pricing available elsewhere on other similar contracts.
- D. Documentation will be retained in the purchasing department for a period of not less than five (5) years.
- E. Currently, there is no preference for local vs. non-local suppliers. However, the purchasing department retains the right to deny use of another jurisdiction's or agency's contract where the commodity or service may be obtained efficiently and economically from local sources.
- F. The executive director of fiscal services has approval authority for purchases made from another jurisdiction's or agency's contract without restriction as to total amount. This allows for purchases to be made on a timely basis and provides flexibility in ordering some commodities where appropriate.
- G. A report of purchases made from other jurisdictions' contracts which exceed the \$25,000 threshold will be provided to the superintendent and the board of education for information and review upon request.

Approved:

Original signed by

Linda D. Burgee
Superintendent