



TECHNICAL BULLETIN No. 005

TITLE: **Cooperative Procurement**

REVISION: **Number 5**

DATE(s): **Current Version: August 19, 2021** Previous Version: September 1, 2017

I. Authority

A. Applicable Arizona Revised Statute(s)

A.R.S. § 41-2511 Authority of the Director

AR.S. § 41-2512 Delegation of authority or functions by the Director

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

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

B. Applicable Administrative Code

A.A.C. R2-7-201 State Procurement Administrator: Duties and Qualifications

A.A.C. R2-7-202 Delegation of Procurement Authority to State Governmental Units

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

A.A.C. R2-7-1003 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. Authorization to 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 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 due diligence has been performed and documented as referenced in R2-7-1003(B).

- C. Authorization 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. Contracts awarded as a sole source or without competition are not available for cooperative purchasing.

A purchase from a cooperative contract is intended to address a 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 Administrator to discuss the feasibility of establishing a statewide contract.

If it has been determined 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), the determination shall be uploaded into the state's eProcurement system and available for public view.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 19th day of August, 2021, unless otherwise revised or repealed.



ED Jimenez (Aug 19, 2021 12:55 PDT)

Ed Jimenez, State Procurement Administrator