

## Cooperative Purchasing Links:

Cooperative procurement, whereby two or more entities purchase from the same supplier or suppliers under a single competitive process, is a cost effective and administratively efficient tool available to most public agencies. Source: NIGP which strongly supports cooperative purchasing and provides the following resources to assist its members.

### *Selected Ohio Websites:*

SOUTHWEST OHIO PURCHASING FOR GOVERNMENT <http://swop4g.org/>

FRANKLIN COUNTY CONTRACTS <http://www.franklincountyohio.gov/commissioners/prch/contracts.cfm>

INTER-UNIVERSITY COUNCIL OF OHIO <http://www.iuc-ohio.org/>

MONTGOMERY COUNTY <http://www.mcoho.org//services/purchasing/index.html>

STATE OF OHIO CONTRACTS <http://www.procure.ohio.gov/proc/index.asp>

### *Contact the purchasing agent assigned to the commodity/service you want to purchase at:*

CITY OF COLUMBUS [http://finance.columbus.gov/content.aspx?id=552&menu\\_id=578](http://finance.columbus.gov/content.aspx?id=552&menu_id=578) (select "Contact Purchasing Staff")

THE OHIO STATE UNIVERSITY <http://purchasing.osu.edu/> (select "category/buyer listing" tab)

### *GSA Website:*

GOVERNMENT SERVICES ADMINISTRATION (GSA) <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

*NIGP.org* <http://www.nigp.org/eweb/> *Links to Purchasing Cooperatives:*

[Baltimore Regional Cooperative Purchasing Committee \(BRCPC\)](#)

[H-GAC Cooperative Purchasing Program](#)

[HGAC Energy Purchasing Corporation](#)

[Kansas City Regional Purchasing Cooperative \(KCRPC\)](#)

[National Joint Powers Alliance \(NJPA\)](#)

[Public Sourcing Solutions](#)

[Southeast Florida Governmental Purchasing Cooperative](#)

[Unified Purchasing Cooperative of the Ohio River Valley](#)

[U.S. Communities](#)

[Washington School Information Processing Cooperative \(WSIPC\)](#)

NOTE: SEE ALSO: [NIGP U.S. Public Procurement Cooperatives 2009 Report](#)  
at NIGP.org – you must be a member of NIGP to access this information.

## FREQUENTLY ASKED QUESTIONS

*Q. What is the purpose of the Cooperative Purchasing Program?*

A. The purpose of the program is to leverage spend across all entities to obtain deeper volume discounts.

*Q. If we join, do we have to make all of our purchases through the program?*

A. Participation is voluntary. Purchasing from DAS contracts is an option to save you money and time. You may select which contracts to utilize depending upon the needs of your particular entity.

*Q. How many members are currently enrolled in the program?*

A. More than 1,900 Ohio entities currently participate.

*Q. How much do entities spend on cooperative contracts annually?*

A. Member entities spend nearly \$180 million annually.

*Q. When can I begin using the cooperative purchasing program?*

A. You can expect to receive your membership certificate in five business days once we receive your signed resolution, enrollment form and annual membership fee.

*Q. What reporting is necessary?*

A. As a participating member, your entity's usage of DAS contracts will need to be submitted to our office quarterly. The online form, available from our Web site, makes quarterly reporting quick and easy. Your timely reporting enables our office to track what is being purchased from DAS contracts as well as to leverage our spend and obtain greater volume discounts.

### OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

General Services Division  
Office of Procurement Services  
Cooperative Purchasing Program  
4200 Surface Road, Columbus, Ohio 43228

**TED STRICKLAND**, Governor  
**HUGH QUILL**, Director

**GENERAL SERVICES DIVISION**  
JEFFREY WESTHOVEN, Deputy Director

**DAS OFFICE OF PROCUREMENT SERVICES**  
TERRY TYLER, Chief Procurement Officer

**OhioDAS**  
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General Services Division

phone: 614.644.8495 | fax: 614.752.9299 | [das.ohio.gov/CooperativePurchasing](http://das.ohio.gov/CooperativePurchasing)



**OhioDAS**  
General Services Division

Office of  
Procurement Services  
Service · Support · Solutions

**COOPERATIVE  
PURCHASING  
PROGRAM**

BUY

## WHO IS ELIGIBLE?

Membership in the Cooperative Purchasing Program, which is administered by the Ohio Department of Administrative Services (DAS), is voluntary and open to all counties, cities, villages, townships, colleges and institutions of higher education, school districts, public libraries, transit authorities, parks, airport authorities, ambulance and fire districts, county and city hospitals, metropolitan housing authorities and other governmental entities through the enactment of the Cooperative Purchasing Act (O.R.C §125.04) of 1986.

## WHAT ARE THE BENEFITS OF MEMBERSHIP?

- Combined purchasing power results in volume discounts and administrative savings.
- Use of your formal bidding processes may not be necessary when utilizing DAS contracts.
- DAS negotiates terms and conditions favorable to Ohio governmental entities.
- You may post your procurement opportunities on the State Procurement Web site @ [ohio.gov/procure](http://ohio.gov/procure) to increase project exposure and expand competition.
- Receive assistance in resolving supplier compliance disputes on purchases made from DAS contracts.
- Access thousands of registered vendors who can increase your entity's sources of supply.

## WHAT IS THE COST OF MEMBERSHIP?

Annual membership fees are based upon population or by entity type as indicated below:

### CITIES, COUNTIES, TOWNSHIPS AND VILLAGES (Population based)

Up to 25,000 . . . . .	\$100
25,001 to 100,000 . . . . .	\$170
100,001 to 350,000 . . . . .	\$300
More than 350,000 . . . . .	\$420

Public library districts . . . . .	\$100
Public school districts . . . . .	\$100

Airport authorities . . . . .	\$235
Colleges and universities . . . . .	\$235
Conservancy districts . . . . .	\$235
Housing authorities . . . . .	\$235
Other regional or metropolitan districts . . . . .	\$235
Park districts . . . . .	\$235
Port authorities . . . . .	\$235
Private EMS districts. . . . .	\$235
Private fire companies. . . . .	\$235
Public fire districts . . . . .	\$235
Transit authorities . . . . .	\$235
All others . . . . .	\$235

## WHAT TYPES OF SUPPLIES AND SERVICES CAN BE PURCHASED FROM DAS COOPERATIVE CONTRACTS?

- Automotive Products, Vehicles and Services
- Communication Equipment and Services
- Computer Hardware, Software, Supplies and Services
- Emergency Response Supplies and Equipment
- Furniture, Furnishings, Accessories and Services
- General Hardware, Tools, Plumbing and Electrical Supplies
- Janitorial Supplies, Equipment and Services
- Maintenance, Repair and Operating Supplies
- Mowing Equipment
- Office Supplies and Machines
- Paper, Print Shop Equipment, Products and Services
- Photocopiers, Printers, Supplies and Services
- School and Library Supplies, Equipment and Services
- Waste and Water Treatment Supplies, Equipment and Services

## WHO TO CONTACT?

JEAN STEPHENSON, CPPO, C.P.M., A.P.P. | Cooperative Purchasing Manager  
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Program administration, Cooperative contract sourcing, Training

SHAVONNA NEAL | Cooperative Purchasing Specialist  
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Supplier compliance, Contract analysis, Outreach and training support

RENEE HINTE | Administrative Assistant  
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Contract assistance, Membership support, Program inquiries

## HOW TO JOIN?

To enroll in the DAS Cooperative Purchasing Program, visit [das.ohio.gov/CooperativePurchasing](http://das.ohio.gov/CooperativePurchasing) and follow these three easy steps:

- Submit a signed resolution
- Complete the enrollment form
- Submit the appropriate annual fee

Mail all documentation to the attention of the **Cooperative Purchasing Program, 4200 Surface Road, Columbus, OH 43228**. Upon receipt of your membership certificate, you will be able to purchase from hundreds of DAS contracts.

