



# DREAM IT, FIND IT, LOVE IT!

How to Make Co-ops Work for You

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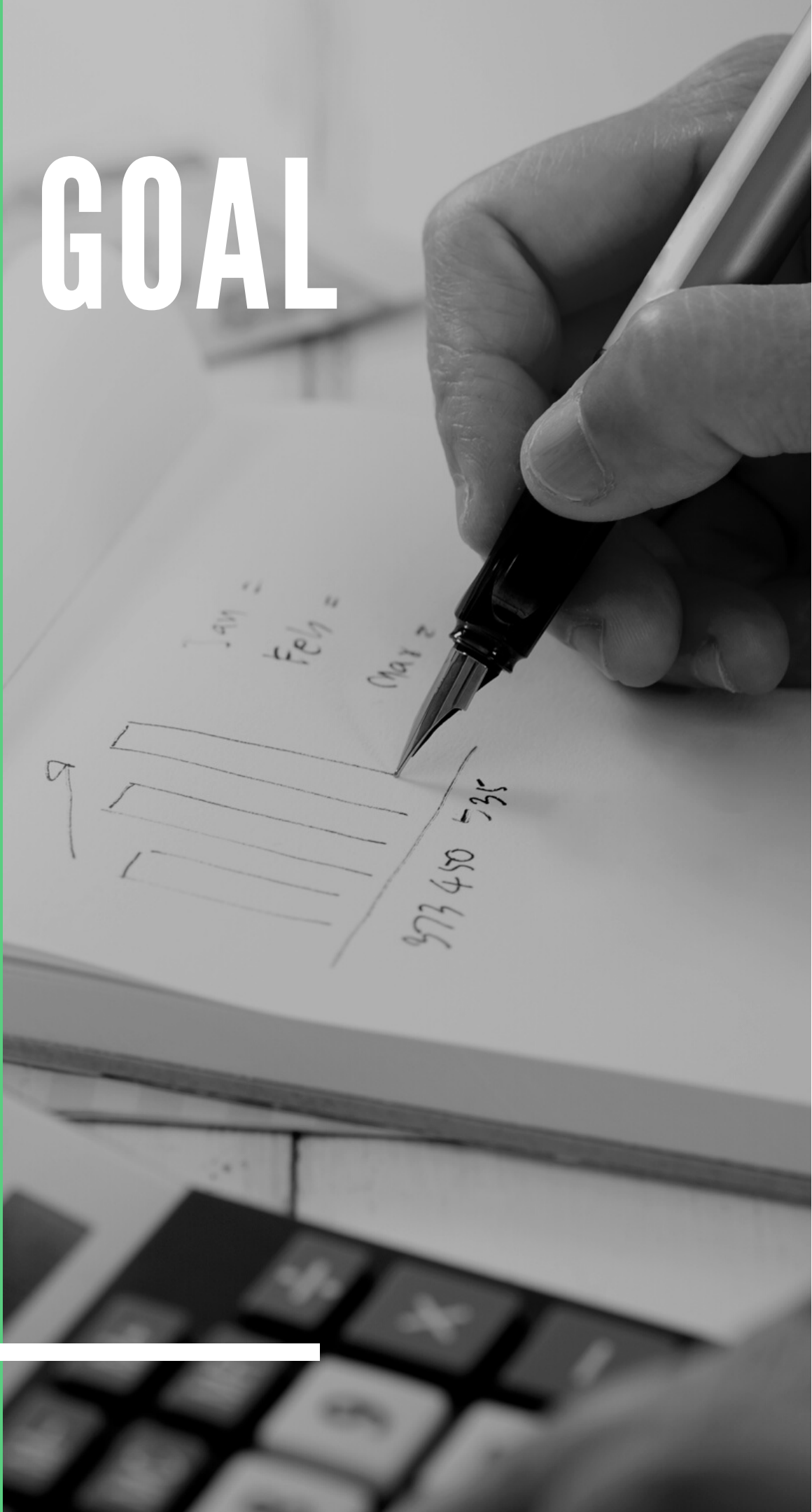
# DISCUSSION OUTLINE

Brief Introduction  
Importance of the procurement function  
Common pitfalls of bidding  
Improvement strategies  
Cooperative purchasing  
How to choose a cooperative purchasing group

**TODAY'S  
HIGHLIGHTS**

# PUBLIC PROCUREMENT GOAL

- Compliance
- Ensure public funds are spent properly
- Allow fair and open competition
- Transparency
- Good value



**"OPPORTUNITY IS MISSED BY MOST  
PEOPLE BECAUSE IT IS DRESSED IN  
OVERALLS AND LOOKS LIKE WORK."**

**- THOMAS EDISON**

“An investment in knowledge pays the best interest.”  
- Benjamin Franklin

# COMMON BIDDING PITFALLS

- Lack of skilled purchasing staff
- Lack of solid procedures
- Poorly defined responsibilities
- Poorly written specifications
- Poor communication
  - Procurement process
  - Requirements
  - Roles of team members



## INVITATION TO BID (ITB)

- DETAILED SPECIFICATIONS
- PRICING READ ALOUD AT PUBLIC BID OPENING
- REVIEW IS BASED ON WHETHER BID COMPLIES WITH REQUIREMENTS AND SPECIFICATIONS
- AWARD TO LOWEST RESPONSIVE AND RESPONSIBLE BIDDER
- SUPPLIES, MATERIALS, EQUIPMENT, CONSTRUCTION RELATED
- RIGID

## REQUEST FOR PROPOSAL (RFP)

- SPECIFICATIONS LESS PRECISE, SOLUTION-BASED
- PROPOSALS/PRICING NOT PUBLICLY READ ALOUD
- REVIEWED BY EVALUATION TEAM WITH SME'S AND OFTEN INCLUDES DEMOS OR INTERVIEWS
- AWARD BASED ON BEST VALUE, "PRICE AND OTHER FACTORS"
- SOFTWARE, TECHNICAL SOLUTIONS, SERVICES
- FLEXIBLE

VS

## REQUEST FOR QUALIFICATIONS (RFQ)

- USED TO SOLICIT VENDOR AND CONTRACTOR QUALIFICATIONS
- TYPICALLY USED AS A SCREENING STEP TO ESTABLISH A POOL OF VENDORS
- THIS IS A TWO-STEP PROCESS, THE RFQ WILL DESCRIBE THE COMPANY OR VENDOR'S GENERAL QUALIFICATIONS.
- WILL NOT INCLUDE SPECIFIC DETAILS OR PRICE PROPOSALS

## COOPERATIVE PURCHASING (CO-OP)

- PRE-NEGOTIATED CONTRACTS
- USES BUYING POWER OF NUMEROUS MUNICIPALITIES TO OFFER SAVINGS ON PRODUCTS AND SERVICES
- PROVIDE COST EFFECTIVE SOLUTIONS TO MUNICIPALITIES
- ALL BIDS MUST BE PUBLICIZED SO THAT ALL VENDORS HAVE AN OPPORTUNITY TO RESPOND
- ALL BIDS ARE EVALUATED AND AWARDED BASED UPON THE TOTAL OFFER

“Don’t tell me where your priorities are. Show me where you spend your money and I’ll tell you what they are.”

– James W. Frick

# Solicitation Process

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## Critical Components of Process Through Traditional Bidding

Clearly written and  
non-restrictive  
specifications

Communication  
ONLY through  
contracting officer

Share same  
information with ALL  
bidders

Include Subject  
Matter Experts (SME)  
in process (writing of  
specifications &  
review

# Bidding Improvement Strategies

WHAT CAN  
MUNICIPALITIES  
DO?

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EMPLOY SKILLED  
PROCUREMENT  
STAFF

HAVE CLEARLY  
DEFINED PROCESS

SELECT PROPER  
SOLICITATION TYPE

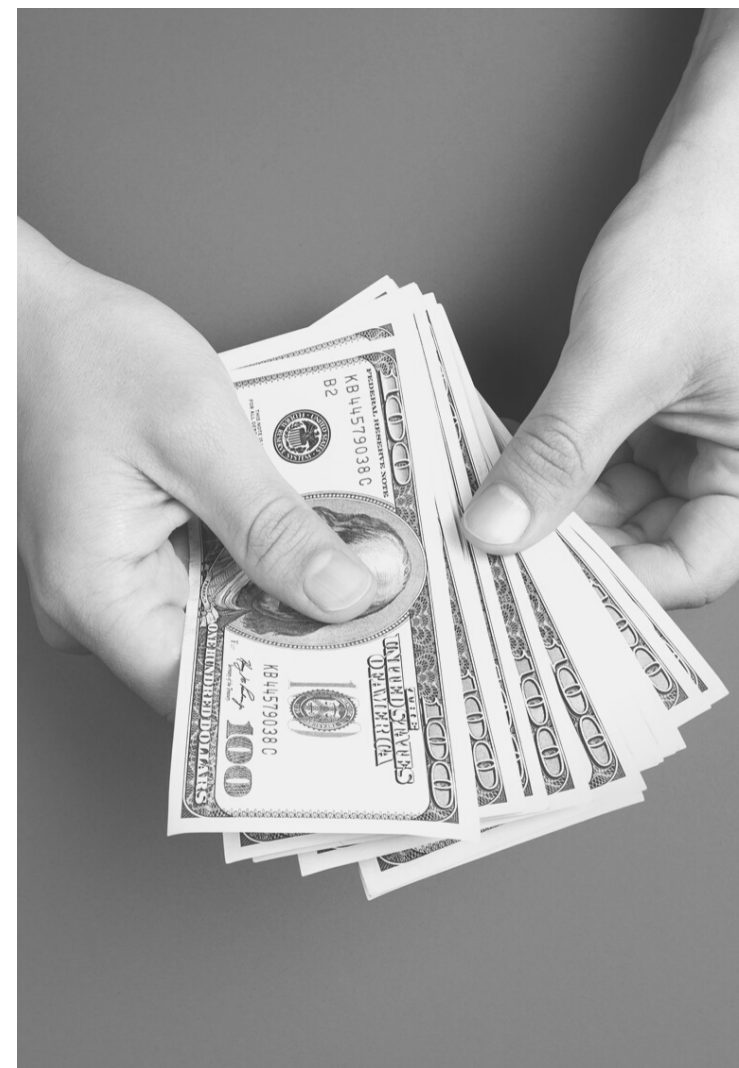
INVOLVE RIGHT  
STAFF (SUBJECT  
MATTER EXPERTS)





## **BENEFITS OF COOPERATIVE PURCHASING**

- Save time
- Save MONEY (bid process & price savings)
- Don't have to manage overall contract
- Turnkey Proposal
  - Can't separate out services from projects



“Too many people spend money they  
earned...to buy things they don't want...to  
impress people that they don't like.”

– Will Rogers



# SEVERAL TYPES OF CO-OPS



## TRUE CO-OPS

Two or more organizations combine their requirements and solicit bids or offers for goods or services.

## PIGGYBACKING

One or more organizations represent their requirements and include an option for other organizations to "ride" or "bridge" the contract as awarded.

## THIRD PARTY AGGREGATORS

An organization brings together multiple organizations to represent their requirements and manage the resulting contract or contractor.



Identify available contracts



Due diligence



Meet state statutes?



Save money

**“MONEY IS ONLY A TOOL. IT WILL TAKE YOU WHEREVER YOU  
WISH, BUT IT WILL NOT REPLACE YOU AS THE DRIVER.”  
- AYN RAND**

**SELECT THE RIGHT  
CO-OP GROUP**