



Appendix 5 – Purchasing Cooperatives

The Center is a member of the following purchasing cooperatives (reminder that websites change periodically so the detailed instructions listed below could change):

- 1 Government Purchasing Alliance administered by Pinal County Arizona, Scottsdale Arizona Unified School District, and Yavapai County Arizona
- Choice Partners Cooperative administered by the Harris County Department of Education
- Goodbuy Purchasing Program administered by Region 2 ESC
- Purchasing Association of Cooperative Entities (PACE) Regions 13 & 20 administered by Region 20 ESC
- Texas Association of School Board’s BuyBoard (BuyBoard)
- Texas Central Purchasing Network administered by Region IV (TCPN)
- TIPS/TAPS administered by Region VIII ESC
- State of Texas Correctional Institute (TCI)
- State of Texas Department of Information Resources (DIR)
- State of Texas Comptroller Texas Procurement and Support Services (TPASS) contracts
- State of Texas Institute for the Blind and Handicapped (TIBH)
- State of Texas Multiple Award Schedule (TXMAS) administered by the General Services
- U.S. Communities administered by a partnership between the Association of School Business Officials, the National Association of Counties, the National Institute of Governmental Purchasing, the National League of Cities and the United States Conference of Mayors

1. BuyBoard:

- <https://www.buyboard.com>
- To view the vendors participating in the BuyBoard program, on the home page select the link in the vendor section and then select “Vendors by State”
- To search the vendors for products and/or services they offer in the coop, select BuyBoard Login and login using User ID and Password. The User ID and Password set up for Region One is **the Center**.
- User can search by vendor or browse contracts. User will need to determine what the product/service may be classified as under the ‘browse contracts’ option (i.e. office supplies & equipment or paper & toner).
- Once you find the item or vendor, contact the vendor and ask for a quote, making sure their quote prices are BuyBoard prices.
- The department should not place the order through BuyBoard’s website.

- Once the quote is received, the department creates a purchase order requisition, details the quote or reference number on the requisition (either in the vendor comments, quote number field or in the body of the PO requisition). An example would be “Per TASB BuyBoard Quote #”. Attach the quote to the purchase requisition and submit to the business office once all online departmental approvals have occurred. Once the requisition is approved in the business office and is now a purchase order, the PO along with the quote will be faxed by the business office to BuyBoard or the vendor.
- Items/services should not be ordered before a purchase order requisition is approved.
- **EDGAR Compliance** – Statement on BuyBoard’s website regarding compliance
- **HUB Subcontracting** – to search Minority/Women-Owned Business Enterprise/HUB:
 1. Login
 2. Select Reports (dark blue area at top of page)
 3. Select Current Vendors
 4. Check the box for “Include MWBE Vendors Only”
 5. PDF file will be created, listing each MWBE vendor under each category

2. TCPN:

- <http://www.tcpn.org>
- By selecting contracts, user can browse all contracts or search by contract category.
- When browsing all contracts, the user can click on the contract title column or vendor column to sort the contracts or vendors in alphabetical order. Each contract has a related contract number that will need to be included on the PO requisition.
- When searching by contract category, select the category, and then select the sub-category. A list of vendors will display for the user to pick from.
- Once you find the contract title or vendor, contact the vendor and ask for a quote, making sure their quote prices are TCPN prices.
- Once the quote is received, the department creates a purchase order requisition, details the quote or contract number on the requisition (either in the vendor comments, quote number field or in the body of the PO requisition). An example would be “Per TCPN Contract #R141703. Attach the quote to the purchase requisition and submit to the business office once all online departmental approvals have occurred. Once the requisition is approved in the business office and is now a purchase order, the PO along with the quote will be faxed by the business office to the TCPN vendor.
- Items/services should not be ordered before a purchase order requisition is approved.
- **EDGAR Compliance** – legal department at TCPN/Region 4 to discuss
- **HUB Subcontracting** - to search Minority/Women-Owned Business Enterprise/HUB:

1. Select Contracts (dark blue area at the top)
2. Select Search All Current Contracts
3. Leave “Search With Results” blank
4. For Filters, select Texas, All Contract Ages, and Diversity Certified Vendors Only
5. Select vendor of choice
6. Select tab “Diversity Initiative”

3. TIPS/TAPS:

- <http://www.tips-usa.com/vlist.cfm>
- Select Texas from the drop-down box for “Select the State to Show Vendors Serving”, and select the Get Vendors button.
- A list of contracts displays and by clicking on the category, one can see a list of vendors awarded for that contract. Click on the desired vendor to see a list of all contracts the vendor has been awarded, including the contract numbers, and a contact list. Contact the desired vendor and ask for a quote, making sure their quote prices are TIPS/TAPS prices.
- Once the quote is received, the department creates a purchase order requisition, details the quote and contract number on the requisition (either in the vendor comments, quote number field or in the body of the PO requisition). An example would be “Per TIPS/TAPS Contract #3062515”. Attach the quote to the purchase requisition and submit to the business office once all online departmental approvals have occurred. Once the requisition is approved in the business office and is now a purchase order, the PO along with the quote will be emailed or faxed by the business office to the TIPS/TAPS coop or directly to the vendor.
- Items/services should not be ordered before a purchase order requisition is approved.
- **EDGAR Compliance** – will be listed on each vendor’s Contacts sheet if they are Federally compliant
- **HUB Subcontracting** - to search Minority/Women-Owned Business Enterprise/HUB:
 1. Select Contracts at top of page
 2. Select MWBE/HUB Contracts
 3. Select Texas and press Get Vendors
 4. Find category desired and click on it
 5. A vendor list will appear. Find vendor of choice.
 6. Select Contacts tab.

4. EPCNT:

- <http://www.epcnt.com>
- Select Bid Information.
- Under Bid Information, select EPCNT Awarded Bids.

- There is a list of bids for various categories that were hosted by various districts. If a category is desired, note the Bid Number and then select the link(s) under the Bid Information column. If a vendor listed is desired, contact the vendor, tell them Region 1 is a member of the EPCNT coop and ask for a quote making sure the pricing is per the Bid Number referenced earlier.
- Once the quote is received, the department creates a purchase order requisition, details the quote and bid number on the requisition (either in the vendor comments, quote number field or in the body of the PO requisition). An example would be “Per EPCNT Bid #68-15”. Attach the quote to the purchase requisition and submit to the business office once all online departmental approvals have occurred. Once the requisition is approved in the business office and is now a purchase order, the PO along with the quote should be sent to the vendor.
- Items/services should not be ordered before a purchase order requisition is approved.

5. DIR:

- <http://dir.texas.gov>
- DIR offers technology related products and services
- At the home page, type in the item to be searched on
- A list of contracts will appear and can be selected.
- Once selected, there will be a “How to Order” section displayed, detailing how to obtain the pricing information from that vendor as well.
- Once pricing is received, the department creates a purchase order requisition, details the DIR Contract Number on the requisition (either in the vendor comments, quote number field or in the body of the PO requisition). An example would be “DIR Contract Number DIR-TSO-3128”. Attach the pricing to the purchase requisition and submit to the business office once all online departmental approvals have occurred. Once the requisition is approved in the business office and is now a purchase order, the PO along with the pricing should be sent to the vendor.
- Items/services should not be ordered before a purchase order requisition is approved.

6. STATE OF TEXAS COMPTROLLER PURCHASING CONTRACTS – procedures are being developed to utilize the State contracts and will be communicated to Region 1 employees when finalized.