

**State of Missouri
Division of Purchasing
Cooperative Procurement Program**



Frequently Asked Questions

What is a cooperative purchasing program?

Missouri statutes authorize the Division of Purchasing (Purchasing) to provide procurement services through a cooperative purchasing program to local government agencies, political subdivisions and quasi-public governmental bodies. Purchasing conducts procurement processes for products and services routinely used by all state agencies. The resulting contracts are referred to as “Statewide Contracts.” They require the contractor to sell not only to all state agencies, but also to all eligible local government entities, political subdivisions and quasi-public governmental bodies participating in the State of Missouri’s Cooperative Procurement Program. The Program is an excellent avenue for eligible and approved entities to save dollars when making required purchases. The program is voluntary, and each local entity determines the extent of its participation.

What is a cooperative procurement?

In accordance with Sect. 34.046, RSMo, Purchasing may participate in a cooperative purchasing agreement to procure products or services in accordance with a contract established by another governmental entity provided that such contract was established in accordance with the laws and regulations applicable to the establishing governmental entity.

Who is eligible to become a member of the State of Missouri’s Cooperative Procurement Program?

In accordance with Missouri State Statutes, the authorized legal authority for entities meeting eligibility criteria as a local government, political subdivision, or quasi-public governmental body can apply to become a member of the Cooperative Procurement Program. It is recommended that entities confirm with their legal counsel that there is no preclusion at the local level to participate in the program and to use the available contracts. Additional information regarding eligibility requirements can be found in the Cooperative Procurement Program Manual available on Purchasing’s website (<https://oa.mo.gov/purchasing/cooperative-procurement-services>).

What can be purchased through the state’s Cooperative Procurement Program?

The State of Missouri’s statewide contracts are accessible on the MissouriBUYS Contract Board (<https://missouribuys.mo.gov/contractboard>) and can be used by eligible, approved Cooperative Procurement Program members to purchase products and services. From office supplies to consulting services to vehicles and everything in between, buyers will be able to use MissouriBUYS (when fully implemented) to electronically purchase the products and services they need. Contracts have been converted to online catalogs which enables easy online ordering of products and services

in a retail-like shopping experience (place items in cart, checkout). Purchasing intends to expand its base of statewide contracts to include more high volume spend areas. University, local government, political subdivision and quasi-public governmental buyers are encouraged to contact Purchasing regarding additional statewide contracts that may be needed.

What are the benefits of becoming a Cooperative Procurement Program member?

By becoming a member and participating in the program, local government agencies, political subdivisions, and quasi-public governmental bodies are able to secure a greater return for the expenditure of public funds and smaller users can secure the price advantage of large volume purchasing. Instead of investing resources into researching or hiring consultants for specialized expertise that may be needed for a particular procurement, local governments, political subdivisions and quasi-public governmental bodies can take advantage of the state's expertise investment. Eligible program members can save dollars by making their purchases from State of Missouri contracts since the State utilizes its expansive buying power in volume purchasing to contract for the lowest and best prices with qualified suppliers. Over 100 statewide contract categories (over 400 individual contracts) are available to use for a wide variety of routinely-used commodities, services, and technology-related products/services.

How do you become a member of the Cooperative Procurement Program?

To be considered for approval to participate in the State of Missouri's Cooperative Procurement Program, the authorized legal authority for the local government, political subdivision or quasi-public governmental body must complete and submit the online "Cooperative Procurement Program Membership Application" located at <https://oa.mo.gov/purchasing/procurement-program-membership-application>. Once membership approval is confirmed, the local government, political subdivision or quasi-public governmental body is eligible to make purchases using Missouri's statewide and cooperative contracts. The 'Statewide Contract Search' link can be found on the MissouriBUYS Contract Board (<https://missouribuys.mo.gov/contractboard>) or on Purchasing's website at <https://oa.mo.gov/purchasing>. It is recommended that entities confirm with their legal counsel that there is no preclusion at the local level to participate in the program and to use the available contracts.

How do eligible, approved Cooperative Procurement Program members use contracts?

The State of Missouri's statewide and cooperative contracts are open to local government agencies, political subdivisions and quasi-public governmental bodies who are members of the state's Cooperative Procurement Program. Statewide contracts have gone through a competitive procurement process that legally satisfies the bidding requirements contained in Chapter 34 of the Revised Statutes of Missouri. Besides establishing statewide contracts, Purchasing also takes advantage of public procurement cooperative contracts such as NASPO ValuePoint contracts. If your entity has legal authority to use contracts established and/or approved by the State of Missouri, you

are welcome and encouraged to use these contracts as a path to getting the products and services your entity needs.

Eligible, approved Cooperative Procurement Program members can make purchases using Missouri's statewide contracts listed on the MissouriBUYS Contract Board (<https://missouribuys.mo.gov/contractboard>) or on Purchasing's website at <https://oa.mo.gov/purchasing>. After reviewing the statewide contract information, Cooperative Procurement Program members may place their purchase order for the products/services identified on the contract directly with the contractor in accordance with contract instructions. The purchase order(s) must contain the State of Missouri's contract number, as shown on the contract (i.e. C201002001), and a complete description of the item(s) ordered including brand, model, unit of measure and unit price.

When MissouriBUYS is fully implemented, Cooperative Procurement Program members can have the ability to access statewide and cooperative contracts and place orders electronically for products and services using the online catalogs in MissouriBUYS.