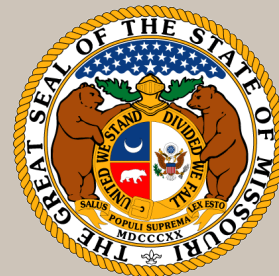




# STATE OF MISSOURI COOPERATIVE PROCUREMENT PROGRAM MANUAL

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## Introduction

The Office of Administration's Division of Purchasing (Purchasing) is pleased to provide this Cooperative Procurement Program Manual to all current and potential Cooperative Procurement members. The State of Missouri's Cooperative Procurement Program is an excellent avenue for Missouri local government agencies, political subdivisions and quasi-public governmental bodies to save dollars when making required purchases. It is the State of Missouri's intent this manual be used by local government agencies, political subdivisions and quasi-public governmental bodies as a working tool to establish and maintain membership in the program.

The Cooperative Procurement Program is a voluntary program, and each local government, political subdivision or quasi-public governmental body determines the extent of its participation. Purchasing, has established all rules, regulations and procedures in accordance with its policies and the law.

The State of Missouri is implementing MissouriBUYS, an eProcurement solution that automates the procurement and purchasing processes, enables a more strategic approach to procurement for the State, and fully integrates and interfaces with the State's current financial system. Information and details about MissouriBUYS and how the new eProcurement solution can benefit local government agencies, political subdivisions and quasi-public governmental bodies are also included in this manual.

## History

Missouri statutes authorize the Division of Purchasing to provide procurement services through a cooperative purchasing program to local government agencies, political subdivisions and quasi-public governmental bodies. The Division of 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 local government entities, political subdivisions and quasi-public governmental bodies participating in the State of Missouri's Cooperative Procurement Program.

By 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 eligible entities can secure the price advantage of large volume purchasing. The advantages of cooperative purchasing usually result in reduced costs, derived from leveraged usage volumes and a broader supplier base, thus increasing price competition. These advantages are not limited to actual dollar savings. Indirect savings are realized through the elimination of administrative duplication by saving time and manpower in processing

requisitions for bids, securing qualified suppliers and securing more favorable terms and conditions for the resulting contract.

Each member issues their own purchase orders, accepts delivery and makes payments to suppliers directly. An entity's participation in one contract with a supplier under the Cooperative Procurement Program does not require participation in subsequent procurements. Participation is strictly voluntary.

## Benefits of Using Missouri's Statewide Contracts and Cooperative Contracts

- Expertise – 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.
- Better pricing – Missouri's political subdivisions, local government agencies and quasi-public governmental bodies can often save dollars by purchasing from State of Missouri contracts and taking advantage of the State's expansive buying power in volume purchasing to contract for the lowest and best prices with qualified suppliers.
- Over 100 statewide contract categories (over 300 individual contracts) are available to use for a wide variety of routinely-used commodities, services, and technology-related products/services.
- Buy faster – local government agencies, political subdivisions and quasi-public governmental bodies can meet their needs faster by purchasing from existing, competitively bid state contracts rather than taking time to bid themselves.
- Secure favorable contract terms that an individual local government, political subdivision or quasi-public governmental body may not be able to secure on its own.
- No cost to participate in the Cooperative Procurement Program – the cost of maintaining the Cooperative Procurement Program is borne by Purchasing.
- Using MissouriBUYS will enable members to easily access and view statewide contract catalogs online and place orders for products and services electronically.

Purchasing strongly encourages the use of statewide contracts and cooperative contracts by local governments, political subdivisions and quasi-public governmental bodies as a direct path to getting the products and services your entity needs (however, it is recommended you confirm with your entity's legal counsel that there is no preclusion within your organization to using the contracts).

## Membership Requirements for Cooperative Procurement Program

A local government agency, political subdivision or quasi-public governmental body wishing to participate in the Cooperative Procurement Program must meet the following requirements to assist the State of Missouri in maintaining good vendor relations and continuing our ability to provide contract availability to our members:

1. The entity must meet eligibility criteria as a local government, political subdivision, or quasi-public governmental body in accordance with Missouri State Statutes.
2. The online “Cooperative Procurement Program Membership Application” must be completed and submitted electronically by an authorized representative of the local government, political subdivision or quasi-public governmental body. Review and approval of the application by Purchasing will enable the local government, political subdivision or quasi-public governmental body to participate in the program.
3. The local government, political subdivision or quasi-public governmental body must purchase products and services utilizing State of Missouri contracts *for public use only*. Purchases from State of Missouri contracts for personal use or consumption by any individual, public employee or official are strictly prohibited, unless the contract specifically states otherwise.
4. A local government, political subdivision or quasi-public governmental body should immediately inspect all receivables purchased from State of Missouri contracts to verify compliance with the contract. Purchasing requests notification in writing by a local government, political subdivision or quasi-public governmental body of problems with suppliers failing to meet contractual specifications.
5. If requested by Purchasing, the local government, political subdivision or quasi-public governmental body must provide details of products/services ordered under Purchasing’s Cooperative Procurement Program and statewide contracts.

## Guidelines for Cooperative Procurement Program

1. 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>.

- a) Once the application is submitted, the entity will receive an immediate online confirmation, as well as an email confirmation, that their application has been submitted to Purchasing.
  - b) If there are any questions about the application, or if additional information is needed, Purchasing will contact the entity via email.
  - c) Purchasing will review the membership application and, if the entity meets eligibility requirements, Purchasing will contact the local government, political subdivision or quasi-public governmental body via email to acknowledge membership approval within two weeks of application submission.
2. Once approval is confirmed, the local government, political subdivision or quasi-public governmental body is eligible to make purchases using Missouri's statewide contracts. Awarded statewide contract information is available as follows:
- **STATEWIDE CONTRACTS:** All Statewide Contracts awarded by Purchasing can be found on the MissouriBUYS Contract Board along with its associated contract documents. A statewide contract notification summary document for each statewide contract is available by selecting the 'Statewide Contract Search' button located at the top of the Contract Board or by selecting the 'Statewide Contract Search' link on Purchasing's website at <https://archive.oa.mo.gov/purch/contracts/>.
  - **PUBLIC RECORD INFORMATION:** Public record information regarding Purchasing's awarded contracts (including the solicitation documents, awarded and non-awarded solicitation responses, evaluation documents, and contract documents) is accessible on the MissouriBUYS website by clicking on 'Awarded Bid and Contract Document Search' in the Related Links box on the I Sell to Missouri and I Buy for Missouri webpages. The 'Awarded Bid and Contract Document Search' link is also accessible on Purchasing's website at <https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>.
3. To place orders:
- a) After reviewing the statewide contract information, members of the State of Missouri's Cooperative Procurement Program 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.

- b) When MissouriBUYS is fully implemented, cooperative procurement members can have the ability to access statewide contracts and place orders electronically for products and services using the online catalogs in MissouriBUYS.
4. NOTE: Members should be sure to order the correct items from the vendor offering those items. A Notice of Award may have multiple contracts and vendors listed; vendors are distinguished by the last three digits of the contract number. (i.e. ABC Co.'s contract number might be C101037001; ACME Co.'s contract number then would be C101037002, etc.)
5. There are no membership fees to join the State of Missouri's Cooperative Procurement Program.
6. Cooperative Procurement members may choose which statewide contracts they wish to use. Members are not obligated to purchase from all contracts.
7. Purchasing requests notification in writing by a local government, political subdivision or quasi-public governmental body of problems with suppliers failing to meet contractual specifications.

## MissouriBUYS



MissouriBUYS is a secure, web-based statewide eProcurement system (<https://missouribuys.mo.gov>) being implemented by the State of Missouri with its partner, Perfect Commerce, using their Web**Procure** application. The MissouriBUYS system includes vendor (self-service) registration and profile updates, solicitations (both formal and informal), consolidated public Bid Board and public Contract Board, online bidding for vendor responses, and order management (requisitions, purchase orders, contracts, catalogs, receipts, invoices). MissouriBUYS is a user-friendly, one-stop shop for procurements (from request to invoice) by state government agencies and will be a one-stop shop for local governments and political subdivisions when fully implemented.

## Benefits of MissouriBUYS to Local Governments and Political Subdivisions

Once fully implemented, the MissouriBUYS technology will enable local governments and political subdivisions to:

- Use the State's eProcurement functionality without having to invest in additional eProcurement technology.

- Post bid opportunities on the MissouriBUYS Bid Board which increases visibility of the entity's bids to the State of Missouri's registered vendors who may not have previously sought out local government and political subdivision bids (thereby increasing potential competition).
- Notify vendors of bid opportunities through automatic email notices.
- Allow vendors to submit online bid responses to the local entity (paper bids also allowed).
- Easily access/view statewide contract catalogs online and place orders electronically for products and services from the statewide contract catalogs in a retail-like online shopping experience (place items in cart, checkout).
- Post contract awards on the MissouriBUYS Contract Board.
- If local government entities need to connect their current financial management system to the MissouriBUYS eProcurement system, the state's contract has rates to accommodate.

## [MissouriBUYS Bid Locator Tool](#)

The State of Missouri offers a premium service featuring political subdivision and local and federal government bid opportunities in MissouriBUYS in one convenient location. The Bid Board hosts bid opportunities posted by State of Missouri agencies, and the Bid Locator Tool locates these state agency bids along with bids posted by local and federal governmental entities and political subdivisions in Missouri including cities, counties, school districts, universities and many others.

The Bid Locator Tool search engine on the Bid Board crawls websites throughout Missouri helping vendors find additional bid opportunities without having to search multiple sites which saves time for the vendor. By using the "FILTERS" box to conduct a search by keyword, locations, timeframes, etc., vendors can quickly identify relevant bid opportunities and be redirected to the political subdivision or governmental entity's bid posting web page for additional details. Users do not have to be registered in MissouriBUYS to use the Bid Locator Tool. In addition, local governments and political subdivisions are able to use this tool to view other entities' solicitations.

Additional advantages of using the MissouriBUYS Bid Locator Tool are:

- Instant access to new bid opportunities and contracts.
- Save searches and set email alerts for future opportunities.



- Being redirected to the local government/political subdivision’s web page. Based off the search criteria entered (keyword, location, etc.), users can select the bid or contract that interests them and be redirected to the entity’s bid posting web page for additional details.
- Free access to bid and contract listings.

## Relevant Websites

State of Missouri, Division of Purchasing	<a href="https://oa.mo.gov/purchasing">https://oa.mo.gov/purchasing</a>
State of Missouri’s Cooperative Procurement Program	<a href="https://oa.mo.gov/purchasing/cooperative-procurement-services">https://oa.mo.gov/purchasing/cooperative-procurement-services</a>
State of Missouri’s Cooperative Procurement Program Membership Application	<a href="https://oa.mo.gov/purchasing/procurement-program-membership-application">https://oa.mo.gov/purchasing/procurement-program-membership-application</a>
Purchasing’s Notification of Statewide Contracts Listing (includes the statewide contract notification summary document for each statewide contract)	<a href="https://archive.oa.mo.gov/purch/contracts/">https://archive.oa.mo.gov/purch/contracts/</a>
Purchasing’s Awarded Bid & Contract Document Search (public record information regarding Purchasing’s awarded contracts, including the solicitation documents, awarded and non-awarded solicitation responses, evaluation documents, and contract documents)	<a href="https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search">https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search</a>
MissouriBUYS, State of Missouri’s eProcurement System	<a href="https://missouribuys.mo.gov/">https://missouribuys.mo.gov/</a>
MissouriBUYS Bid Board (solicitations issued by Purchasing and state agencies)	<a href="https://missouribuys.mo.gov/bidboard">https://missouribuys.mo.gov/bidboard</a>
MissouriBUYS Contract Board (all Statewide Contracts awarded by Purchasing along with associated contract documents)	<a href="https://missouribuys.mo.gov/contractboard">https://missouribuys.mo.gov/contractboard</a>
MissouriBUYS Bid Locator Tool (bids posted by State of Missouri agencies and bids posted by local and federal governmental entities and political subdivisions in Missouri including cities, counties, school districts, universities and many others)	<a href="https://missouribuys.mo.gov/business-opportunities">https://missouribuys.mo.gov/business-opportunities</a>

If you have questions or encounter any problems, please contact Purchasing at [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov) or (573) 751-2387.

## Procurement Statutory Authority

Missouri State Statutes (Chapter 34, Chapter 37, and Chapter 67) authorize Purchasing to conduct, and local governments, political subdivisions, and quasi-public governmental bodies to participate in, a cooperative purchasing program with the State of Missouri.

34.046. Contract directly with other governmental entities for purchase of supplies. — The commissioner of administration may contract directly with other governmental entities for the purchase of supplies. The commissioner of administration may also participate in, sponsor, conduct or administer a cooperative purchasing agreement whereby supplies are procured 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.

(L. 1995 H.B. 562)

37.012. Commissioner may provide cooperative purchasing services — when. — The commissioner of administration may provide cooperative purchasing services to quasi-public governmental bodies, as defined in section 610.010, in the same manner as those services are provided to political subdivisions pursuant to section 67.360. However, this section shall not authorize the cooperative purchasing of investment and banking services.

(L. 1990 S.B. 808 & 672 § 3)

67.360. Political subdivisions, use of state procurement service authorized. The political subdivisions of the state of Missouri are authorized to utilize such services as may be provided by the state division of purchasing, within the limits of the appropriation of that state agency for this purpose. The governing bodies of the state's political subdivisions may require all offices and individuals of their political subdivision to conform to the requirements, as promulgated by the governing body of the political subdivision involved in the purchasing agreement entered into with the state agency. Governing bodies of all political subdivisions of the state are hereby authorized to enter into agreements with the state agency covering the purchase of materials, supplies and equipment meeting their legal needs and are authorized to delegate to the state agency such functions relating to the purchases as shall be covered by the cooperative agreement with the state agency.

(L. 1969 H.B. 228 § 4)

610.010(4)(f). Definitions --

(f) Any quasi-public governmental body. The term "quasi-public governmental body" means any person, corporation or partnership organized or authorized to do business in this state pursuant to the provisions of chapter 352, 353, or 355, or unincorporated association which either:

a. Has as its primary purpose to enter into contracts with public governmental bodies, or to engage primarily in activities carried out pursuant to an agreement or agreements with public governmental bodies; or

b. Performs a public function as evidenced by a statutorily based capacity to confer or otherwise advance, through approval, recommendation or other means, the allocation or issuance of tax credits, tax abatement, public debt, tax-exempt debt, rights of eminent domain, or the contracting of leaseback agreements on structures whose annualized payments commit public tax revenues; or any association that directly accepts the appropriation of money from a public governmental body, but only to the extent that a meeting, record, or vote relates to such appropriation.

(L. 1973 S.B. 1 § 1, A.L. 1977 H.B. 130, A.L. 1978 H.B. 882, A.L. 1982 H.B. 1253, A.L. 1987 S.B. 2, A.L. 1993 H.B. 170, A.L. 1998 H.B. 1095, A.L. 2004 S.B. 1020, et al.)

## [Additional Resources for Local Government Purchasing](#)

### **Missouri Department of Corrections**

#### **Missouri Vocational Enterprises**

1717 Industrial Drive

Jefferson City, MO 65109

Phone: (573) 751-6663

Toll Free: (800) 392-8486

Fax: (573) 751-4099

Website: <https://doc.mo.gov/mve/>

Email: [doc.mvecustomerservice@doc.mo.gov](mailto:doc.mvecustomerservice@doc.mo.gov)

### **State Surplus Property**

2846 Highway 179

Jefferson City, MO 65109

Phone: (573) 751-3415

Toll Free: (888) 295-7796

Website: <https://oa.mo.gov/general-services/surplus-property/state-surplus-property-program>

Email: [surplusmail@oa.mo.gov](mailto:surplusmail@oa.mo.gov)

Purchasing sincerely hopes that your entity finds the state's Cooperative Procurement Program both beneficial and rewarding. If you have questions or comments regarding the State of Missouri's Cooperative Procurement Program, please contact Purchasing at [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov) or (573) 751-2387.



## Cooperative Procurement Program

- Helping local governments fulfill their mission
- Take advantage of the state's purchasing power and eProcurement technology
- Use competitively-bid Statewide Contracts to quickly and easily order products and services
- No cost for eligible entities to join or participate in the program

State of Missouri  
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