



# Goodbuy Purchasing Cooperative

| # | Cooperative Organization Questions   | Response   |
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| 1 | Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?   | All of the GoodBuy Purchasing Cooperative's contracts are available for any school district, university, college, non-profit organization, or city/county governmental agency to utilize free of charge across the United States. Our offices are located in Corpus Christi, Texas, and there are no satellite facilities located elsewhere. However, we are more than willing to travel regularly to areas where our members or vendors need us. In addition, we have a signed Resolution from the Arizona State Legislature allowing GoodBuy to do business in the State of Arizona. |
| 2 | What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?   | GoodBuy Purchasing Cooperative is a program of the Education Service Center, Region 2 which is considered to be a governmental entity with the State of Texas. We also carry a 501 C3 designation. In 2017, the program will celebrate its 25th anniversary.   |
| 3 | Does your organization conduct its own procurements with in-house personnel or does it enlist a public agency to conduct the procurement? If a public agency is utilized, please identify that agency or agencies and briefly explain how those agencies are selected. | All procurement and purchasing activities associated with GoodBuy Purchasing Cooperative are handled in-house and governed by the ESC2 Board of Directors.   |
| 4 | If your organization handles all of the contracting functions in-house please explain if you periodically have a 3rd party audit firm review your internal contracting procedures.   | On an annual basis.  |
| 5 | What governing procurement laws does your organization follow in the soliciting, evaluating and awarding of cooperative contracts? (Please be specific.) Also, what state is noted as the legal venue within your contracts for dispute resolution?                    | All State of Texas procurement laws, EDGAR (Education Department General Administrative Regulations), Texas Education Agency FASRG, Texas Government Code, Education Code and our local government codes.  |
| 6 | Does an agency need to register or sign an agreement with your organization in order to purchase from your contracts? If so, please attach the registration form or agreement. Also, is the agency charged a fee to join your cooperative organization?                | A membership form is required for all members who want to join the GoodBuy Purchasing Cooperative. Depending on the authority required to allow this to happen may require an Interlocal Agreement between us and the prospective agency and/or a Board Resolution be adopted and passed. There are no fees to members at any time to join or continue participation in our program.   |

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| 7  | Where can your organization's cooperative solicitations and resultant contracts be viewed? Describe what documentation is available at this site.  | Specific contract information and related records are kept on file at the Education Service Center, Region 2's offices located at 209 N. Water St., Corpus Christi, TX 78401 in Room 2-022. They are readily available for inspection or when a Public Information Act request is submitted. The contracting document, all bid announcements and advertisements, award tabulation documentation, and proposer's submissions are available in paper and/or electronic form.  |
| 8  | Do you periodically perform audits to ensure your contractors are fulfilling the contracts to include charging the correct price? If so, please briefly describe your internal audit program and explain if that program includes any benchmarking to ensure pricing stays competitive over the term of agreement. | Vendors are able to set their pricing according to what they choose to offer our members. Members submit their purchase orders or invoices received for payment from our vendors, which is then reconciled against monthly sales reports each vendor provides when doing business with our members in any given month. These documents are reconciled with one another to ensure adherence to contract award specifications.  |
| 9  | What is the total employee count for your cooperative organization? How many employees perform specific contracting functions (solicitation development, bidding, evaluation and awarding of contracts)?   | We have a team of three employees, two of which are actively engaged in contract awards, management and evaluation.   |
| 10 | Describe your approach to customer service and include any response time commitments.  | We guarantee a response by phone, e-mail or in person that is no later than 24 hours after the question/issue/concern/comment is received, if not sooner. Customer service surveys are conducted annually to obtain information and feedback that is the voice of the customer with relevant changes made to our program. The team of GoodBuy Purchasing Cooperative serves as subject matter experts in Texas and federal procurement law to clarify and simplify confusing concepts/language for our members and vendors alike. |
| 11 | How do you generate your bidders' list for any particular solicitation and what steps do you take to ensure Arizona companies are included in your notice?   | Currently, GoodBuy Purchasing Cooperative has 54 categories/commodities which are advertised on an annual basis. Half of the categories are advertised in March, the remainder are advertised in October. As per the Texas Education Agency (TEA) ads are placed in the local newspaper (Corpus Christi Caller-Times) for two consecutive weeks. Invitations to bid are also sent to all vendors who have registered an interest in the specific commodity being advertised.  |
| 12 | How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?  | Members are encouraged to report any vendor issues to us as they experience them. If a Member is unable to reach a resolution with any of our vendors, we step in to serve as Mediator to ensure a win-win and favorable outcome to both parties. We have a system of controls in place that allows us to revoke an award from any Vendor that does not comply with our Terms & Conditions. Major deviations given in vendors' proposals from our Terms & Conditions are not accepted.  |
| 13 | Indicate any national cooperative coalitions/associations to which your organization is a member.  | None as of yet. We are looking to partner with the National Cooperative Business Association, National Association of State Procurement Officials, National Association of State Procurement, National Cooperative Purchasing Alliance and National Association of Counties.  |
| 14 | How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?   | Contract values for the current contract year are predicated based on historical volumes ordered by members through the various vendors awarded any given contract with the GoodBuy Purchasing Cooperative. As a part of our annual surveying of our members, we specifically ask how their purchasing habits have changed compared to the previous year, as well as determining if they are using our contracts to make purchases.   |