



Houston Gavelston Area Council (H-GAC/HGACBuy)

#	Cooperative Organization Questions	Response
1	<p>Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?</p>	<p>Yes. Our contracts are available to units of local government nationwide. Currently, there are several entities in Arizona that have used our program.</p>
2	<p>What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?</p>	<p>H-GAC is a regional planning commission in the state of Texas. It is a unit of local government and a political subdivision of Texas. The cooperative purchasing program know as (HGACBuy) has been in operation since 1974.</p>
3	<p>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.</p>	<p>HGACBuy conducts its own solicitations, evaluations, awards and contract management with in-house staff.</p>
4	<p>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.</p>	<p>H-GAC/HGACBuy is audited annually by a 3rd party CPA firm.</p>
5	<p>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?</p>	<p>HGACBuy follows municipal purchasing statute, specifically Texas Local Government Code, Chapter 252. The legal venue for our contracts in Texas.</p>
6	<p>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?</p>	<p>Yes. We require entities to complete a Interlocal Contract to become a member of the cooperative, thus gaining access to the contract portfolio of the program; Texas Local Gaovernment Code, Title 7 Chapter 791. There is no fee for membership however, we assess an administrative fee to our contractors when sales are made through a contract. In the case of motor vehicle, the administrative fee is passed on to the member.</p>

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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.	Currently, that information is available on directory called "ProcureSource". It contains the specification/solicitation, legal notices, pre-bid sign-in sheet, tabulation summary, recommendation and award, executed contract.
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.	We issue "order confirmations for each purchase made through our contracts. The process involves comparisons of quotes and purchase orders to contract pricing and other terms. We also compare pricing to other coop pricing for similar products and services as a part of our contract compliance.
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 professional staff of 23.
10	Describe your approach to customer service and include any response time commitments.	An outstanding customer experience is our goal. We strive to provide at the least a cursory response within the same business day. Ultimately, our goal is to win in the "ZMOT" and customer service is essential to our program's success.
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?	We develop our bidders list through 1)industry research for leaders in product field, 2)vetted vendor requests 3)end user requests.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	Elvaluation is made through staff review of pricing compliance, adherence to delivery schedules, quality of customer service. We sample survey members who have purchased through the program and document/score the response to be included in an overall performance matrix.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	We are member of NIGP.
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	Contractually, vendors make quarterly reports of all activity under our contracts. We compare those reports to recorded transactions (order confirmations) within our database. Discrepancies are then resolved. Contractors reporting no activity are then placed on alert status and considered for contract termination.