

#	Cooperative Organization Questions	Response
1	Are your organization's cooperative contracts available for use by Arizona public entities? If so, do you have any local representation?	Yes, all of the Keystone Purchasing Network (KPN)'s national contracts are available to all public entities in Arizona. We do not have any local representation at this time.
2	What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?	The Keystone Purchasing Network(KPN) is a program of the Central Susquehanna Intermediate Unit, #16 (CSIU), in Milton, Pennsylvania. We are a government agency, established as a political subdivision of the Commonwealth of Pennsylvania. Intermediate units were established by Pennsylvania Legislative Act of 1971. In 2009, KPN transitioned over from the PAEJPC(our former cooperative purchasing program) which was created in 1974.
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.	KPN is a program of the CSIU, a public agency, and we conduct all of the bidding for our national contracts.
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.	As a public agency in Pennsylvania, the CSIU is subject to an annual audit by a third party auditing firm and is also audited by the state auditors general's office every three years.
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?	We follow the statutes of the Commonwealth of Pennsylvania, and Pennsylvania is the legal venue for resolution of disputes. Specifically, KPN is a cooperative purchasing program operated by the CSIU under Chapter 19, Intergovernmental Relations, of the Pennsylvania Commonwealth Procurement Code, 62 Pa.C.S. §§ 1901 et. seq., or as the same may be amended from time to time (the “Cooperative Procurement Code”), which allows for school districts and other public entities, as well as other organizations eligible to participate under the Cooperative Procurement Code, whether such eligible organizations are located inside or outside of the Commonwealth of Pennsylvania.
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?	Yes, an agency needs to complete a one page membership application to join and use KPN's contracts or use the online registration. There is no fee required to join KPN.
7	Where can your organization's cooperative solicitations and resultant contracts be viewed? Describe what documentation is available at this site.	All solicitations and resultant contracts are available by request through a Dropbox link currently until a new website is created later this year to permit posting of all documentation.

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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.	Yes, we periodically review various contracts for price compliance by reviewing selected members purchase orders with current contract prices. We also have vendors send us price quotes to review for 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 total of 10 employees who perform various functions at KPN.
10	Describe your approach to customer service and include any response time commitments.	We pride ourselves on customer service in working closely with our members to acquire the products and services from our reputable vendors. If any problems occur we work closely with our members to make sure they get complete satisfaction. We respond to any request within 24 hours and most within several hours.
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 have over 1500 registered vendors on our bidding system with more registering daily. We advertise all of our bids on several electronic bulletin boards and in various regional and national newspapers. We recruit vendors at various regional and national trade shows which include the Arizona ASBO Conference and the AZ-NIGP Conference.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	KPN members are encouraged to contact us if they have any problems with any of our contract vendors. We do survey select members after they have made a large purchase to see how the purchase process went for them.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	The CSIU is a member of the Association of Educational Service Agencies, and a member of the Association of Educational Purchasing Agencies.
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	We track all contract sales in a database to be used in future bid solicitations.