



Purchasing Association of Cooperative Entities (PACE)

#	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, PACE is available for Arizona entities. We do not currently have representation in Arizona.</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>PACE is a cooperative service of Education Service Center, Region 20 in San Antonio, Texas. We are a non-profit, local government in Texas. Established in May of 2010.</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>All competitively bid procurements are done with in-house ESC-20 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>We do have 3rd party annual audits of ESC-20 with PACE being part of that.</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>The governing law is from the state of Texas with additional T&C to assist in being responsive to EDGAR Federal requirements. Texas is the listed venue.</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>An agency would need to become a member of PACE with an interlocal agreement to use the solicitations. There is no fee to be a 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.	Information is posted on the PACE web site and additional information is available when signed into the PACE site. Other required information is available via email request.
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 allow our members to ensure that they are getting the agreement prices by posting as many prices as possible on our member sign in to the PACE web site.
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 7 staff members that work with our ESC-20 Cooperatives. 4 primarily perform the contracting functions.
10	Describe your approach to customer service and include any response time commitments.	We exist to provide services to our members. As a non-profit, that is our goal as an organization. To insure that our members are as knowledgeable as needed about the cooperative process and the contract awards. Also to assist the members in dealing with the awarded vendors.
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?	All solicitations are advertised in USA Today nationally it assist in finding interested vendors. There is also a vendor registration on the PACE web site where interested vendor can sign up to receive solicitations. PACE staff also conducts internet searches to find additional vendor to solicit.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	PACE does monitor member and vendor transactions. Members are encouraged to report any negative performance issues to the Cooperative.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	PACE or ESC-20 is not a member or partner with any cooperative coalitions/associations.
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	PACE does monitor member and vendor transactions.