



Southeast Florida Governmental Purchasing Cooperative

#	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?	No, "Regional Only"
2	What is the legal formation of your cooperative organization (public, non-profit, for profit, etc.)? How long have you been established?	Established 7/21/1991
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.	CoOp Agencies volunteer to be lead agency on soliciations and the resulting 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.	Periodically via Agency audits by the State of Florida
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?	Depending on agency, could be the City Commission, Agency Board of Trustees, etc.
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?	Needs to register as a participating agency when soliciation is being developed; other agencies can join only during contract renewal.

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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.	https://www.nigpsefl.org/
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.	Lead agency handles contract administration.
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)?	Approximately 30-40 agencies; numbers fluctuate.
10	Describe your approach to customer service and include any response time commitments.	Varies from contract to contract.
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?	Lead agency handles bidders / proposers lists.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	Via written documentation and/or surveys, as determined by lead agency.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	NIGP
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	Lead agency handles contract administration.