



Washinton School Information Processing Cooperative (WSIPC)

#	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 - WSIPC's Purchasing Partner Program is available to public entities in Arizona. No we have no local representation.</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>WSIPC is a public non-profit cooperative. The cooperative was established in 1967.</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>WSIPC contracts with the vendor to provide a service or product. The school, district, or public agency works directly with the vendor, referencing WSIPC's Contract number to procure the goods or services.</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>WSIPC is audited by the Washington State Auditors Office (SAO) annually. Internal controls are reviewed as part of the audit and we provide complete RFP and contract documentation upon request.</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>WSIPC follows Washington RCW 39.04.270 and RCW 28A.335.190. King County, Washington is the legal venue for dispute resolution.</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>No, bid documents include language that allows for interlocal purchasing by schools, districts or public agencies. In some cases, an interlocal agreement may need to be executed for organizations outside of WSIPC's primary service area (Washington, Oregon, Alaska, Idaho, and Montana) to purchase through a WSIPC bid contract. No administrative or service fee is charged to the agency to participate.</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.	The WSIPC Purchasing Program partner information can be viewed at http://www.wsipc.org/catalog/partners#filter=* In addition to an overview of the product/service and contact information, all bid documents and due diligence is available online.
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.	In most cases, members purchase directly from vendors. Bid contracts, including pricing, are accessible to members to ensure that vendor pricing is consistent with the bid documents. WSIPC performs ongoing competitive pricing to provide K-12 education pricing for services at the lowest-possible price and highest value. We strive to maintain competitive pricing in the face of ongoing changes in the marketplace over the life of the Contract(s). WSIPC has cancelled contracts in the past when sales volumes indicate that pricing is no longer competitive.
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)?	WSIPC has 89 employees. The Business/Accounting Office manages the contract functions for the agency. There are approximately 3-5 staff that are involved in the contracting process across the agency however this is only a small component of their overall job function.
10	Describe your approach to customer service and include any response time commitments.	WSIPC performs the bid solicitation, evaluation and contracting process to ensure that quality and competitive pricing exists for our members. Members 'self serve' off these contracts and directly contact vendors for their purchases.
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?	WSIPC publicizes bid solicitations in the local newspapers as required by the RCW. Additionally, bid documents are included on WSIPC's website. Account managers also distribute bid information out via vendor distribution lists.
12	How do you evaluate contractor performance? Do you have a process that allows agencies to report vendor deficiencies?	Vendors submit quarterly sales reporting to WSIPC. These reports are reviewed and evaluated to ensure accuracy. Additionally, advisory boards exist to ensure that WSIPC receives feedback related to products, services, and purchasing contracts.
13	Indicate any national cooperative coalitions/associations to which your organization is a member.	NCBA/CLUSA https://www.ncba.coop/ ASAE https://www.asaecenter.org/
14	How do you track the usage of contracts to ensure you are accurately conveying order volume within your solicitations?	Vendors submit quarterly sales reporting to WSIPC. Sales volumes are tracked over multiple years to evaluate volumes for future solicitations.