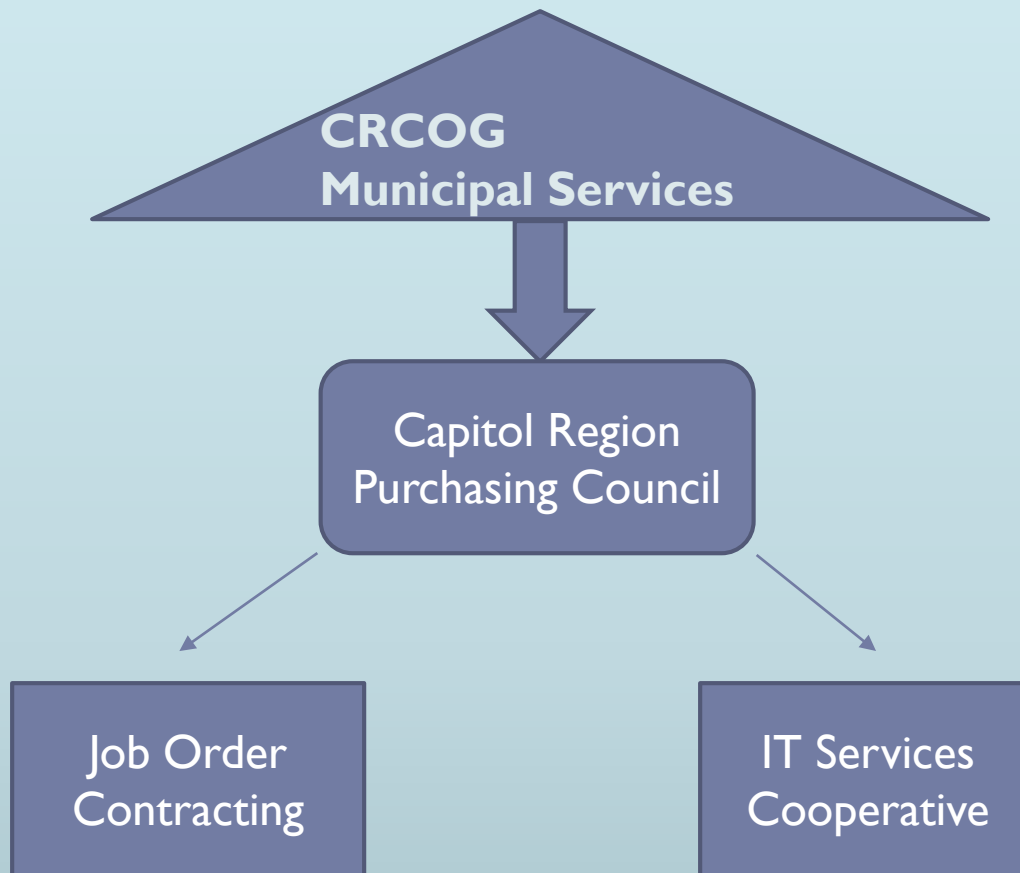


Doing It Better, Together

Leveraging Cooperative Procurement and IT Solutions

CRCOG's Municipal Services Department oversees three programs to assist CT municipalities and organizations



A cooperative purchasing program should have the following qualities:

- ▶ Voluntary
- ▶ Member Control
- ▶ Auditable processes
- ▶ Autonomy and Independence

Coops can provide unique advantages that save members time and money

▶ Money Savings

- ▶ Often leads to advantageous pricing
- ▶ Aggregates spend of participating entities for economies of scale
- ▶ Savings on administrative costs can be significant
- ▶ Extends reach of your procurement arm

▶ Best Practices

- ▶ Combined know-how/experience
- ▶ Expertise

▶ Strategic

- ▶ Increases purchasing power
- ▶ Some coops provide spend analysis to identify ways to leverage purchasing to achieve other goals or identify rogue spend

Coops also have some limitations

- ▶ Pricing is not always optimal
- ▶ Less flexibility
- ▶ May reduce opportunities for local, small businesses
- ▶ Could you do better on your own?

There are four commonly used models of cooperative purchasing

Joint Solicitation

- ▶ Procurement of combined entities
- ▶ Participants commit to resulting contract

“Piggybacking”

- ▶ Procurement conducted by one or more entities is released
- ▶ Contract language allows other entities to purchase off resulting contract

Models of coops, cont.

Third Party Aggregator or Broker Model

- ▶ External organization works with entities to establish contracts
- ▶ Contracts are for products/services with broad appeal
- ▶ Consolidates buyer market
- ▶ Promotes contracts

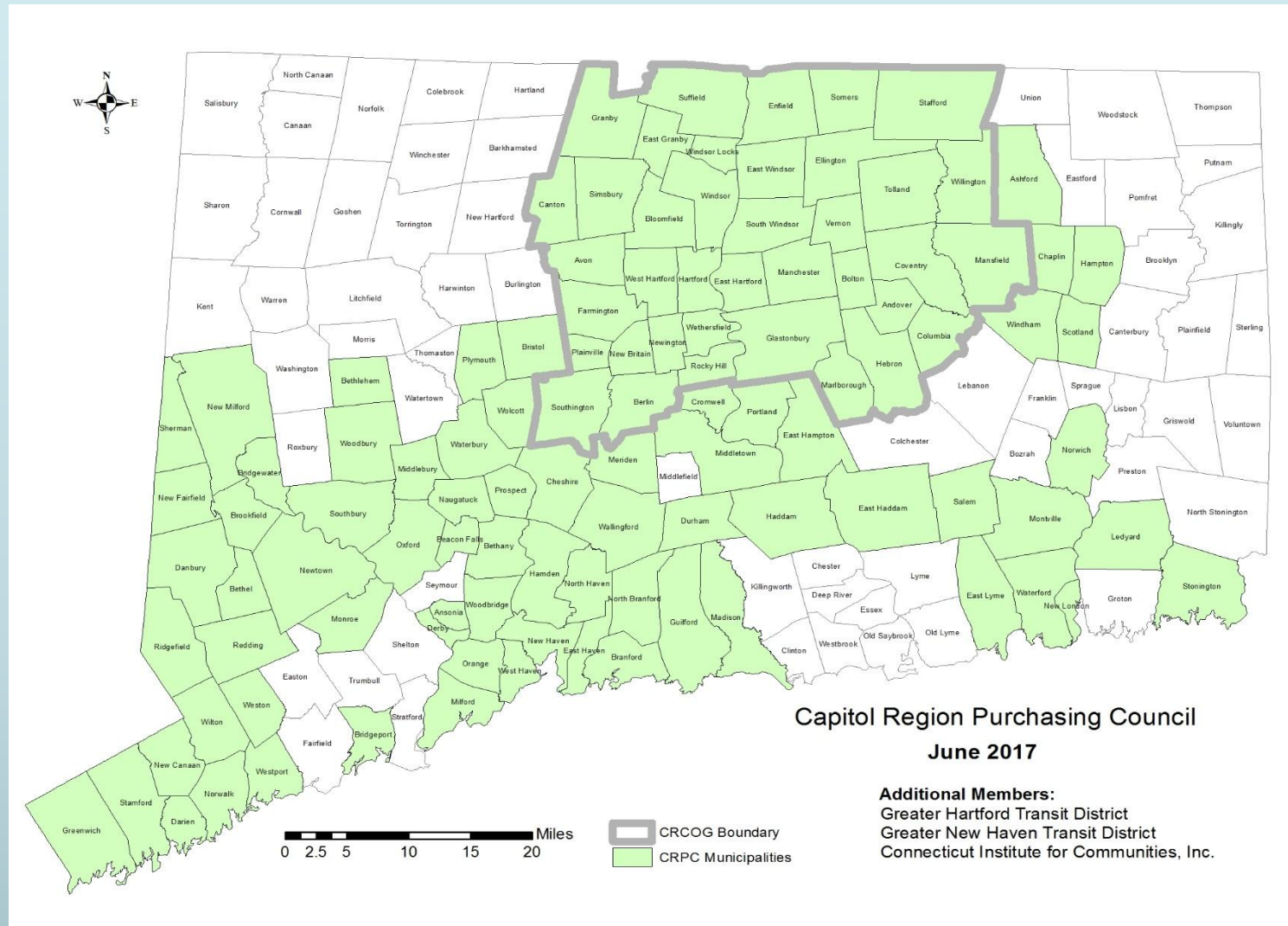
Multiple Award Schedules

- ▶ Contracts for similar/comparable goods
- ▶ More than one supplier
- ▶ Varying prices
- ▶ E.g., GSA

The Capitol Region Purchasing Council is a A Different Model

- ▶ **Hybrid**
- ▶ **Joint Solicitation + Piggybacking + Multiple Awards**
 - ▶ Joint solicitation allows flexibility
 - ▶ Members have input on bid specifications
 - ▶ Piggybacking allowed on most bids
 - ▶ Members have autonomy to make own awards, so multiple vendors can be awarded business

The CRPC currently has 111 members comprised of municipalities and other public entities



Capitol Region Purchasing Council Bids

▶ Annual and Biennial bids for:

- Treated Road Salt
- Sand for Snow and Ice Control
- Snowplow Blades
- Asphalt Pavement Crack Sealing
- Ladder Testing Services
- Protective Clothing for Fire Fighting
- Protective Accessories for Fire Fighting
- Gasoline
- Traffic Guidelines
- Stormwater Monitoring Services
- Catch Basin Cleaning and Disposal Services
- Rental and Servicing of Portable Toilets
- Grass Seed and Fertilizer
- Fuel Oil and Diesel
- Recycling Bins
- Police Ammunition and Fingerprinting Supplies

Our bidding process starts with specifications

- ▶ When a new bid is added, we start with specification research
- ▶ Get input from members and vendor community
- ▶ Each bid has general terms & conditions and bid specific terms and conditions
- ▶ We have general insurance requirements but can include individual member requirements as well
- ▶ Review of bid specs occurs every 2-3 years

CRPC Staff handles administrative functions so our members don't have to

- ▶ We advertise the bid as required for public entities
- ▶ We reach out to vendor community
- ▶ We answer questions from vendors
- ▶ We post addenda if required
- ▶ We open the bid and provide a bid tabulation
 - ▶ Bid tabulation is comprised of Invitation to Bid documents, responses from vendors, and a spreadsheet for pricing, including vendor notes
- ▶ We post the bid tabulation to our website and notify members that it is available

Our members review the materials

- ▶ After posting the bid, our members review materials
- ▶ They determine who is the lowest responsive, responsible vendor for their particular needs
- ▶ They issue a purchase order, which constitutes an award

Our role doesn't stop there

- ▶ CRPC staff act as mediator if there are problems/issues with fulfillment, delivery, quality, etc.
- ▶ We monitor legislative changes that might affect procurement or individual bids
- ▶ We share information about other cooperative procurement opportunities
- ▶ Host Annual Meeting with members
 - ▶ Discuss the fiscal year bids – problems & successes
 - ▶ Collect feedback for future procurement opportunities
 - ▶ Review participation and savings

In addition to annual and biennial bids, we have other cooperative programs

- ▶ **Energy Consortia**
 - ▶ Natural Gas Consortium
 - ▶ Electricity Consortium
- ▶ E-procurement system

- ▶ Crumbling Concrete Foundation RFQs