

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-22
Subject: COOPERATIVE PURCHASING GUIDELINES	Date of Issue: 7/1/99
Preparing Office: Office of the Superintendent	Amended: 9/22/16

I. Policy 205

II. Procedures

A. Cooperative purchasing is defined in Section 5-112 of the *Annotated Code of Maryland* as a county board's participation in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations. The intent of cooperative purchasing is to promote efficiencies and economies of scale.

B. Cooperative Purchasing Methods

1. Participation in Bids with Others or as Part of a Cooperative Organization

Information, such as mailing lists, bid specifications, and terms and conditions may be shared for a cooperative bid where all parties are identified as possible purchasers. An award of the Frederick County Public Schools (FCPS) portion of the bid is made by the Board of Education in accordance with section II. F. 5. of FCPS Regulation 200-07.

2. FCPS Names Other Agencies

FCPS reserves the right to extend the terms and conditions of a solicitation to any and all other agencies within the State of Maryland, as well as any other federal, state, municipal, county or local governmental agency under the jurisdiction of the United States and its territories.

3. FCPS Utilizes Another Jurisdiction's or Agency's Contract

The Purchasing Department may utilize a contract officially awarded by another governing authority or agency, as long as the contracted vendor agrees to honor all terms, conditions, and prices established in the contract for purchases made by FCPS. Procedures for documentation and award are outlined below.

- a. Proof of advertising in accordance with state law.
- b. Proof of an award by the jurisdiction's approval authority.
- c. Technical bid specifications including terms and conditions, and addenda, if applicable.
- d. A statement of current prices and/or cost structure.
- e. Verification that the contract includes provisions for use by another agency.

C. The Chief Financial Officer has approval authority for purchases made from another jurisdiction's or agency's contract without restriction as to total amount.

D. At the Chief Financial Officer's discretion, the Superintendent and/or Board of Education may be informed of cooperative purchases.

APPROVED:

original signed by

Theresa R. Alban
Superintendent of Schools