

Administrative Procedures for Cooperative Purchasing
(Attachment for Policy No. 613)

PURPOSE

The School District of Philadelphia (“District”) is committed to securing goods and services using District funds from reputable and responsible suppliers in a fair and competitive manner, in accordance with applicable federal and state laws, regulations and guidance, and in the best interests of the District.

GUIDELINES

The Board of Education (“Board”) has authorized the Office of Procurement Services (“Procurement Services”) to oversee decisions concerning when a program office may utilize cooperative/joint purchasing agreements.

The basic criterion for selection of a procurement contract for a cooperative/joint purchasing agreement include:

1. Whether the contract was awarded by a public entity;
2. Whether the public entity followed its legally-required procurement process; and
3. Whether the item and/or service being purchasing was included in the awarded bid.
 - a. A frequent issue is whether items and/or services were included in the bid as an ancillary service or part of the core contract.
 - b. Using a cooperative purchase for ancillary services is prohibited. Ancillary services are not stand-alone services, they must be in conjunction with products offered under the contract.

District contracts, including those entered via a cooperative agreement, unless otherwise specified by the Procurement Services, must comply with contracting and compliance requirements governing its procurement of supplies, services and construction. This includes, but is not limited to:

1. Post-contract award compliance reviews, monitoring, and reporting throughout the life of the contract and all agreements; and
2. Disclosing M/WBE contractors and submitting M/WBE utilization plans on contract and workforce diversity, and maintaining that compliance, if applicable, as set forth in Policy 104.1.

Program offices seeking to make purchases through cooperative/joint purchase agreements shall follow the guidelines in the Procurement Manual regarding, among other things, the process for approval and selection of joint partners and cooperative agreements, and required documentation.