

# GPPCS Guidelines for Cooperative Contracts

## Survey

- Send email through GPPCS to conduct survey: Include at a minimum, your email address, description of contract, timeline for response to express interest, estimated annual expenditures, submit vendor list, open to everyone or limited to upfront participation, identify if you want help with the evaluation.
- Please use only the official GPPCS email list and not one that you created.
- Send Email through SAVE to see if there is an interest if you determine this would be beneficial for your District, may not be depending on contract type and whether or not delivery, regions will be an issue for Contractor.
- Please use only the official SAVE e-mail list and not one that you created.
- If applicable, send out solicitation to all Districts that opted in upfront for input on scope of work, special terms and conditions, evaluation criteria, price sheet, and any other attachments.
- Identify what's important to your District. Ask what needs to be in the scope to meet your District needs.
- Explain what method you will use to issue the solicitation (e.g. AZ Purchasing, Procure AZ, District managed bid system, etc.).
- As a courtesy to the lead agency, Districts that opt in should contact their vendors to explain where to find the solicitation information (e.g. AZ Purchasing, Procure AZ, District managed bid system, etc.).
- Participating districts should respond with volume and any other information needed for the solicitation.

## Governing Board

- If your District requires it, write governing board agenda for award including who evaluated and explain award recommended including what, why, and whom (e.g. Executive Summary).

## Award Notification

- If Contract was done for Districts who opted in upfront, notify those Districts of contract award.
- Send the bid matrix summary only to GPPCS to be added to master contract list. Information to include, name of lead District, description, buyer contact info, award date, expiration date, maximum extension date, contract number and any comments relevant to the award.
- Notify GPPCS through email upon contract award. Indicate when due diligence will be available.

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## Due Diligence

After award, provide the following due diligence information to GPPCS/SAVE to post on their website. If unable to provide “due diligence” submit in PDF format, attach word / excel documents electronically and/or mail a copy.

- Solicitation Document
- Amendments, (if applicable)
- E-mail and telephone number of the buyer or contact at your agency
- Offer submitted by awarded contractor (if file is too large, indicate available upon request or send separately) At a minimum, include the offer and acceptance page and the pricing page(s)
- RFP determination, (if applicable)
- Date contract begins
- Final expiration date of contract
- Best and Final (if applicable)
- Confidentiality issues / determinations (if applicable)
- Exceptions to terms and conditions (if applicable)
- Any other negotiation factors (if applicable)
- Governing board approvals (call for and award)
- If more than one vendor awarded, create excel spreadsheet with vendor contact information, prices, the area of the GPPCS contract covers (if applicable) and tabulation with areas (categories) awarded.  
At a minimum, this information should include Vendor name, address, contact name, phone and fax number, email address, contract number and what was awarded.
- Evaluation summary (spreadsheet if applicable), basis of award decision
- Notice of intent / vendor list / any form of advertising done.
- Copy of the time/date stamp.

## Contract Renewals

- Each year contract is renewed, forward Contract extension. Include Final expiration date.
- Provide any new pricing.
- Provide governing board approval for extensions.