

Steps to Implement Cooperative Purchasing in School Districts

1

EVALUATE CURRENT PROCUREMENT PRACTICES

Conduct a comprehensive review of existing procurement methods, identifying areas where cost savings and efficiency improvements are needed.

3

SELECT THE RIGHT COOPERATIVE PURCHASING ORGANIZATION

Compare the services, product ranges, and fee structures of various co-ops, choosing one that best aligns with the district's specific needs and goals.

5

NEGOTIATE AND AWARD CONTRACTS

As the co-op has solicited bids and awarded contracts, the district performs due diligence to confirm compliance with local procurement and payment approval requirements.

7

MAINTAIN COMMUNICATION WITH THE CO-OP

Regularly communicate with the co-op to stay updated on new contracts and opportunities, and participate in co-op meetings and events to share experiences and learn best practices.

2

RESEARCH COOPERATIVE PURCHASING ORGANIZATIONS

Investigate different co-ops and their offerings by assessing their reputation, compliance with state laws, and contract options. Consider case studies or testimonials from other school districts to inform your decision.

4

INTEGRATE COOPERATIVE PURCHASING RESOURCES INTO THE PROCUREMENT WORKFLOW

Register the school district with the selected co-op, train procurement staff on using co-op tools and resources, and update procurement policies and procedures to include co-op options.

6

MONITOR AND EVALUATE PERFORMANCE

Continuously track the cost savings and efficiency gains achieved through cooperative purchasing, gather stakeholder feedback to identify any issues or areas for improvement, and adjust strategies and processes based on the findings.