

# Cooperative Purchasing

Sourcewell at your service



Together,  
we are  
Sourcewell



# Cooperative Purchasing

Sourcewell creates national cooperative contract purchasing solutions on behalf of its member agencies. Cooperative contracts offer both time and money savings for users by consolidating the efforts of numerous individually prepared solicitations into one national, cooperatively shared process—taking advantage of the aggregation of volume from members nationwide.

# Welcome to Sourcewell

We understand the value of cooperative purchasing, as well as the importance of providing the best solutions for our members.

## We have a lot in common

### We serve with purpose.

We are a government agency powered by state statute to serve our public-sector membership. Our employees are passionate about service and committed to helping our members succeed so they can fulfill their own public service missions. We invest in regional programs and national partnerships benefiting our members.

### We are independent.

As a self-supporting government agency, we, with oversight from our board of publicly elected officials, are able to develop timely, market-driven solutions for members. Not beholden to shareholders, we move decisively to serve members.

### We are trailblazers.

We are a market leader with a track record of innovation and growth across all services. Our strong buying power and solid reputation help us bring world-class brands, and well-regarded programs to our membership.

### We pay attention to the fine print.

We have standardized our processes and technology around best practices and value the same high procurement standards you have for your team.

### We value our relationship with you.

We want our relationship with you to last. We are committed to understanding your needs and providing the comprehensive selection of solutions that will make you successful today and long into the future.

# Membership

## Advantages of being a member

### Efficiency

Cooperative contracts are solicited and ready to use — ensuring best use of time and money. The formal contracting process is satisfied on your behalf, as if you completed the procurement process yourself. Our proven process eliminates low-bid, low-quality results.

### Cooperative Spirit

Work with an organization established for the purpose of serving members with solutions and service. All contracts are non-exclusive, no obligation, and offer ability to propose supplemental terms and conditions.

### Local Purchasing

Purchase with national contracts at your local dealer. Choice of quality equipment, products, and services at nationally leveraged volume pricing.

### Transparency

All the documentation you need is right at your fingertips – with a complete procurement file posted on our website.

### Innovative Stewardship

Sourcewell contracts offer options for premiere quality and best value. The terms and conditions of the Sourcewell contract cannot be changed. However, custom, or additional, terms and conditions are acceptable between the customer and vendor at the purchase-order level.

# Join and Purchase

## For more information

Contact our membership team:

877-585-9706

[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

## Become a member

Fill out an online or paper application. A membership legal agreement is available if needed.

After submitting your application, you will receive a Sourcewell member ID number electronically and a welcome packet by mail.

## Make a purchase

Browse our catalog of nationally awarded vendors online.

Contact the vendor directly and inform them of your interest in using the Sourcewell contract OR use our expertise — contact our membership team. We want to be your guide.

Sourcewell's creation was authorized by Minnesota law as an Educational Service Cooperative Unit, Independent School District #924, to serve education, government, and nonprofit entities with solutions, as outlined in Minn. Stat. 123A.21, subd. 7, which are more efficiently delivered cooperatively than by each entity individually. As a service cooperative, Sourcewell is a governmental unit of the State of Minnesota, all Sourcewell employees are government employees.

Sourcewell is governed by an eight-member board made up of county commissioners, city councilmembers, mayors, or school board members.

## How it Works

Cooperative purchasing is procurement conducted by, or on behalf of, one or more governmental units for use by other governmental units.

Sourcewell is committed to serving member agencies by researching common needs and solutions. The result is an opportunity to purchase the very best products, equipment, and services through nationally solicited contracts.

## Competitive Procurement Process

Sourcewell's procurement process is continuously being refined to meet the changing needs of our members. Sourcewell's process is completed in accordance with Minnesota law. Sourcewell determined the use of an RFP benefits members more than the use of an Invitation for Bid (IFB). The use of an RFP allows vendors to decrease pricing based on volume.

Sourcewell follows a procurement process that includes:

### Identify member needs and research solutions

Sourcewell identifies areas of need through daily member interactions and advisory committees, and then researches the best approach for each offering.

### Board of directors approves proposed solicitations

Draft and publicize solicitations by advertising Requests for Proposals (RFPs) in various print newspapers nationwide and on multiple websites

### Pre-proposal conferences followed by receipt of sealed responses

### Evaluate responses

Evaluation begins at the proposal opening by determining the responsiveness of each proposal. The final evaluation is conducted using the scoring criteria defined in the RFP.

### Recommendation to Chief Procurement Officer (CPO)

### Award vendors

Upon approval by the CPO, the recommended vendor is awarded a four-year contract term with the potential for an additional one-year extension at the discretion of Sourcewell. Members have the ability to propose supplemental terms and conditions to the Sourcewell contract to meet their local requirements.

### Posting and reviewing approved contract documents

A complete procurement file is maintained by Sourcewell, and contract documentation is posted on our website for review by our members. Our procurement specialists periodically review documentation for compliance and effectiveness. Sourcewell considers price and product change requests based on contract terms.

