

Cooperative Purchasing:

Teamwork Leads to Discounts (Wins)

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STRATEGIC SOURCING UNIT*



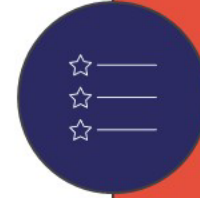
Agenda

1. How are cooperative contracts established?
2. Accessing Contract Info
3. Centralization's Effects on Cooperative Purchasing
4. Cooperative Purchasing Badge - 2026
5. Q&A



WHAT IS COOPERATIVE PURCHASING?

As outlined in MCA 18-4-402, DOA “may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies or services with one or more public procurement units...”



● Eligibility for Cooperative Purchasing

(2) “Local public procurement units”

- Counties, cities, towns, subdivisions, tribal government, other entities that expend public funds.

(3) “Public procurement unit”

(4) “State public procurement unit”

- State department, agency, or official that expends public funds for the procurement of supplies and services.

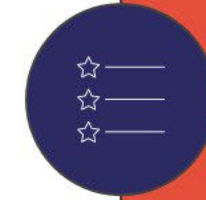
(5) “Tribal procurement unit”

- Tribal government, tribal entity, or official of a tribal government located in Montana that expends tribal funds...”

-18-4-401

***SPSD requires that any non-state buyers hold a Memorandum of Understanding outlining responsibilities as a buyer.**

Strategic Sourcing Unit's Roles



- Conduct solicitations to create enterprise solutions
- Administer multi-award contracts like a QVL
- Utilize cooperative contracts sourced by other entities, i.e., states and other cooperative purchasing entities
- Connect buyers to shopping options

Government Purchasing Organizations



Participating Addendum?

✿ Search Cooperative Contracts

Does NASPO ValuePoint, Sourcewell, Omnia, E&I, etc. have portfolios that fits your agency's scope? If so, who else has a need, and how much do we anticipate spending?

✿ Intent to Participate

Can the vendors who responded to the ITP provide the volume and value that the state needs?



Statewide Contract?

✿ Volume Pricing

Can we get better volume pricing with our own solicitation?

✿ Qualified vendor list

Would these products/services be better with a broad range of options from different vendors?

Upcoming Statewide Contracts



Document Management



Enterprise Solution for Event Planning Software
(Again)



Artificial Intelligence Solutions

● Agency-Led Solicitations

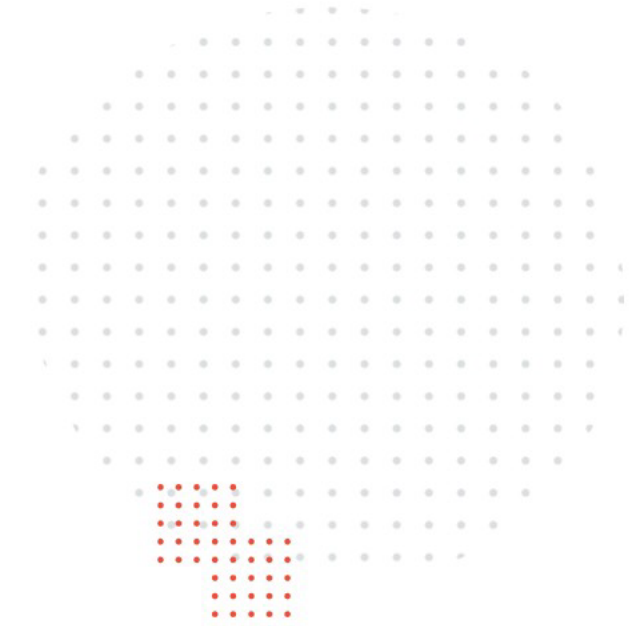
Agencies:

Part 1: Define the Need

- **Activity:** work with your agency colleagues to come up with product/service contract need.

Part 2: Build the solicitation materials:

- **Activity:** walk around the room with your “money” and indicate like-minded purchases for your agency.



SPSD: Refines the solicitation materials, publicly posts the RFP or IFB, and works with the vendors on contract formation.

18-4-402
Cooperative Purchasing
Authorized

Government Purchasing Organizations



NASPO & Other Cooperative Entities

Determining Participation

- Annual Forecasting Plans
- Multi-Agency Need/Requests
- Replacement PAs
- Spend Analysis

Cooperative Options

- National Association of State Procurement Officials
- MMCAP Infuse (State of MN)
- Sourcewell (State of MN)
- Omnia Partners
- E&I Cooperative Services

*SPSD will not enter into cooperative agreements with only individual agency interest.

Participating Addendum Request Form

Determining Participation

- Annual Forecasting Plans
- Multi-Agency Need/Requests →
- Replacement PAs
- Spend Analysis

State Procurement Services Division
Participating Addendum Request Form



MONTANA
DEPARTMENT OF
ADMINISTRATION

Agency Procurement Officer: _____

Agency: _____

Cooperative Contract Information

Supplier Name	_____
Contract Name/Number	_____
Cooperative Entity/Organization	_____

Business Need

Procurement Need for Participating Addendum	_____
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Other Interested Agencies:

- ☐ Department of Administration
- ☐ Department of Corrections
- ☐ Department of Environmental Quality
- ☐ Department of Fish, Wildlife, and Parks
- ☐ Department of Military Affairs/CFMO

- ☐ Governor's Office
- ☐ Historical Society
- ☐ Department of Justice
- ☐ Department of Labor and Industry
- ☐ Department of Livestock

*SPSD will not enter into cooperative agreements with only individual agency interest.

Intent to Participate Requirements



Required by ARM 2.5.610 COOPERATIVE PURCHASING



(4) An agency may participate in a cooperative contract if the following conditions are met:

the division provided adequate public notice of the solicitation; and the contract or purchase order includes all statutorily required terms and conditions.



If this has not been completed then we must provide notice by:



“providing notice of the intent to purchase from the cooperative contract and allowing interested vendors a reasonable time to submit a response to the notice.”

Participating Addendum (PA) Process



Accessing Contracts

Accessing Contracts

Strategic Sourcing will reorganize contract information to increase the availability of contract details and ordering instructions. Purchasing will flow through the eMACS and the new webpage resources.



eMACS Marketplace



SPSD Webpage & Searchability



Cooperative Contract Info

Accessing Contracts



eMACS Marketplace



The screenshot displays the eMACS Marketplace interface. On the left is a dark blue sidebar with icons for home, search, and other functions. The main content area features several tiles:

- MSC MRO Supplies** (Industrial Supply Co.)
- odp Office and Janitorial Supplies**
- STAPLES Office and Janitorial Supplies**
- Request Forms** (orange header) containing:
 - Online Solicitation/Sole Source Forms
 - Request Solicitation
 - Sole Source Request
- Exigency Declaration** (green header) containing:
 - Exigency Declaration
- Volume Purchasing** (yellow header) containing:
 - Volume Purchasing** (circled in red)
- My Resources** (blue header) containing:
 - My Resources ★
 - Product Release Library | eMACS@mt.gov
 - Site Map

On the right side, there are additional tiles for 'Equipment' and a 'Shopping Catalogs' section.

Accessing Contracts



eMACS Marketplace

Perplexity Licenses Sole Source

Form Number: 19405043
Request Status: Incomplete

Instructions

Details

Questions



Purchasing Option



Perplexity Purchase



Review and Complete

Discussion

Contract Request Workflow

Questions - Perplexity Purchase

▼ Perplexity Purchase Information

Select Agency Name ★

Department of Administration (DOA) Org 2



Enter Number of Licenses Required ★

20.00



Admin Email Account (Checkbox) ★



csantucci@mt.gov

★ Required

Accessing Contracts



eMACS Marketplace



SPSD Webpage & Searchability

**STATE PROCUREMENT**
State Financial Services Division

[Instructions](#)

Enter up to three Keywords to search on

Use the dropdown to filter further by Category

(All)

Contract Name	Contract Number	Second Party	Expires
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Accessing Contracts

eMACS Marketplace

SPSD Webpage & Searchability

Cooperative Contract Info

NASPO ValuePoint

PORTFOLIO MAP

OVERVIEW:
The State of Idaho in partnership with NASPO ValuePoint has awarded cooperative Master Agreements for Laboratory Equipment and Supplies.
The Master Agreements allow Participating Entities that include but are not limited to states and local governments, to purchase laboratory equipment and supplies from properly evaluated and awarded laboratory equipment and supplies manufacturers and distributors.
Portfolio product offerings: full line catalogs of lab equipment and supplies from distributors as well as microscopes, including parts and components (e.g. illuminators, condensers, eyepieces, objectives, filters, stands, arms, bulbs, power supplies, cases, dust covers, workbenches, cameras, monitors, keyboards, mouses, software, maintenance, and support etc.).

KEY BENEFITS:
This re-solicited NASPO ValuePoint portfolio will continue to provide users with a wide range of laboratory equipment and supplies including microscopes. The biggest key benefit is lifting the \$75,000 purchase cap that the previous portfolio had. Lab equipment purchases under the price cap made the process very challenging because of laboratory equipment and accompanying products needed for those operations. Users provided valuable feedback about the dollar amount restriction, and the Lead State and Sourcing Team took that into account.
In addition, the full-line catalog of products will benefit any public entity lab operation as they will be able to avoid the administrative burden on contracting with each manufacturer/distributor as well as contracting with experienced suppliers that specialize in inventory management, logistics, and delivery.

AWARD SUMMARY:

OFFEROR	BAND 1	BAND 2
Fisher Scientific	X	X
Midland Scientific		

PORTFOLIO TITLE: Laboratory Equipment and Supplies
LEAD STATE: Idaho

NASPO ValuePoint Keywords... [About](#) [Contracts](#) [Solicitations](#) [Supplier Portal](#) [eMarketPlace](#) [Ask ValuePoint](#)

Pulse [Monitoring Procurement Issues](#) **NASPO**

Portfolios > Laboratory Equipment and Supplies (2024 - 2032) > Fisher Scientific Company

[Laboratory Equipment and Supplies \(2024 - 2032\)](#)

Fisher Scientific Company

[Scope](#) [Pricing](#) [Download Model PA](#)

Fisher Scientific Company

Awarded Bands:

Band 1 – Full-line catalog of laboratory equipment and supplies.

Contractor Contact

Lonnie Davis
Lonnie.Davis@thermofisher.com
(706) 951-8257
<https://www.fishersci.com/us/en/home.html>

Awarded	Expiration	Renewal Limit
03/01/2024	02/28/2029	02/28/2032

Participating Addenda

State Participating Addenda

- Alabama
- Alaska
- Arizona
- Arkansas

Documents/Details

Master Agreement Documents	+
Pricing Documents	+
Product Documents	+



Shopping 101

Strategic Sourcing will be focused on oversight and verification.

The Cooperative Purchasing Badge will provide hands-on training, so procurement staff feel confident finding information and completing purchases.



**ID Contracts
& Get Pricing**



**Draft
Purchase
Order**



**Submit for Review
& Approval**

*Some purchases may require the use of PCard, invoicing, online ordering

Strategic Sourcing & Centralization

New Workflow

Strategic Sourcing Pinged

Assistance

Oversight/Review

Approve and/or Route

IT – HANDLES ALL IT CONTRACTING

- RFPs, QVLs, POC, IFBs
- Software
- Licenses
- Cooperatives



ITPR PROCESS & APPROVAL (SITSD)

HHS – HANDLES ALL HHS CONTRACTING

- RFPs, QVLs, IFBs
- Cooperatives
- IT Procurement – Routes to IT Flow

RFPs ALL OTHER (Non-HHS or IT)

- Handle all evaluations, scoring, etc.

COMMODITIES

STRATEGIC SOURCING

- Tracks and Plans for Future Strategic Buys
- Handles ALL Cooperative Buys

Partners with
STRATEGIC SOURCING
for Review & Approval

New Workflow pt. 2

Tracking Spend

Identified Enterprise Needs

Initiate Agency-Led RFPs/IFBs

IT – HANDLES ALL IT CONTRACTING

- RFPs, QVLs, POC, IFBs
- Software
- Licenses
- Cooperatives



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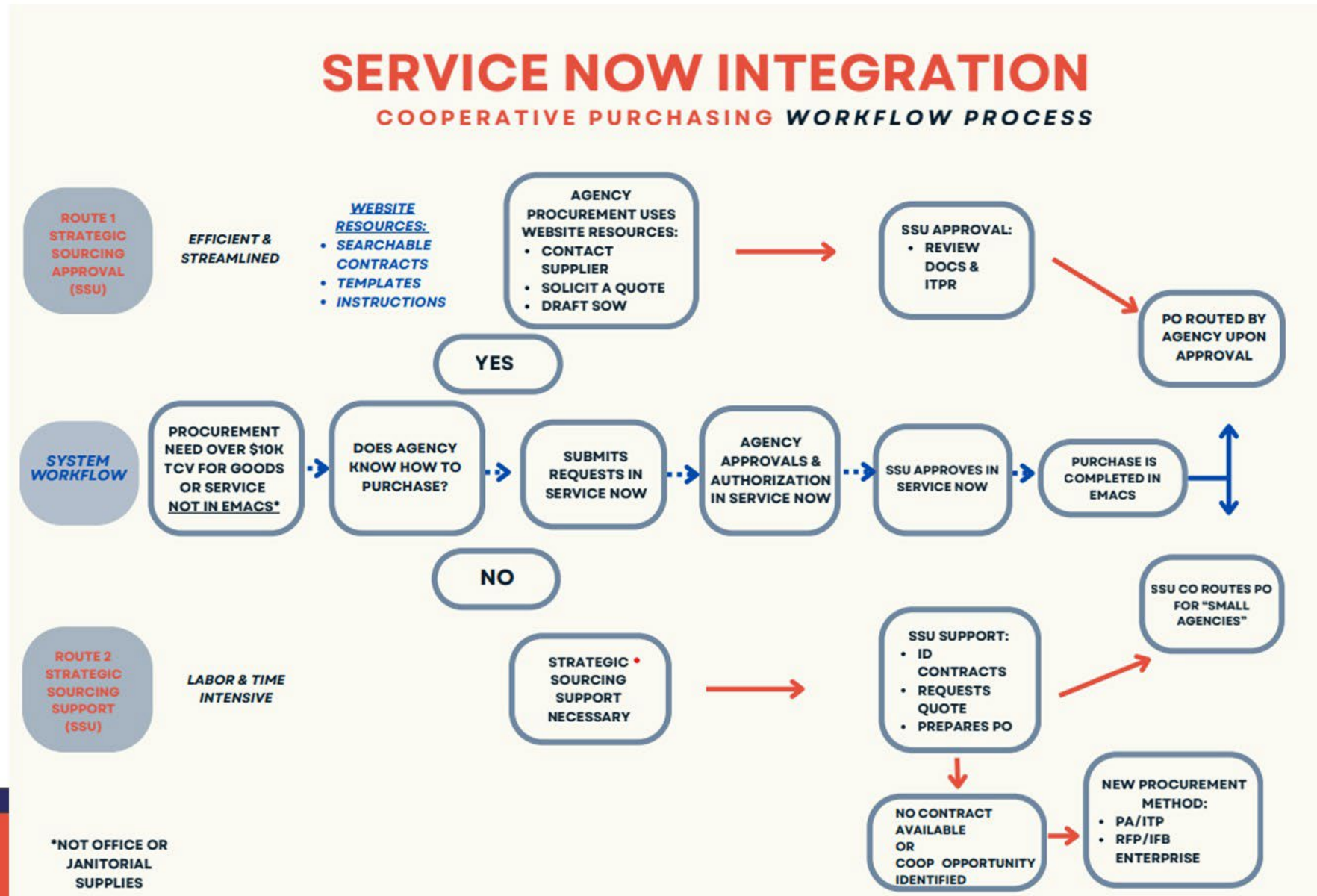
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Partners with
STRATEGIC SOURCING
for Review & Approval

What is That?!



COOP Purchasing Badge



Hands-On

Practice makes perfect.

- ServiceNow and eMACS Test Environments
- Preview of functionality before going live.



Purchasing Focused

Information will be focused on how to make purchases – this can differ depending on the service or good needed.



On-Going

As more contracts are stood up, more modules will be added for procurement and program staff.

Q&A



Recap

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