



# Cooperative Purchasing Fact Sheet

Revised on 9/21/2007

[www.gsa.gov/cooperativepurchasing](http://www.gsa.gov/cooperativepurchasing)

Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act to allow for "Cooperative Purchasing."

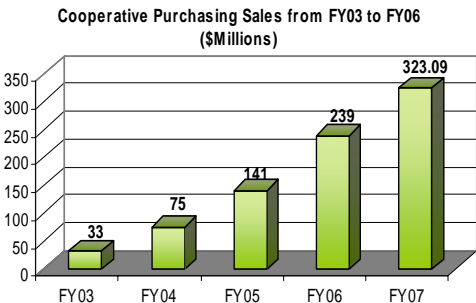
Cooperative Purchasing allows for the Administrator of General Services to provide states and localities access to certain items offered through the General Services Administration's Schedule 70 Information Technology (IT) and Consolidated Schedule contracts (formerly Corporate Contracts) containing information technology Special Item Numbers (SINs).

The information technology available to state and local governments includes automated data-processing equipment (including firmware), software, supplies, support equipment, and services.



## Facts

Logo:	
Solicitation Number:	FCIS-JB-980001-B
Effective Date:	5/12/2003 (Schedule 70 Solicitation-Refresh #11)
Latest Solicitation Date:	6/13/2007 (Refresh #21)
Number of Vendors Participating:	3,360 (Total: 5,289)



## Features of the Schedule 70

GSA Schedule 70 offers a variety of features, including—

- Blanket Purchase Agreements
- Contractor Team Arrangements
- Price Reductions/Spot Discounts
- New Technology
- Continuous Open Seasons
- Evergreen Contracts
- Purchase Card Acceptance
- Environmental Programs/Identification
- Section 508 information for electronic and information technology.



## Eligible State and Local Governments

The General Services Administration Acquisition Manual (GSAM), Part 538.7001, Definitions offers the following definition of state and local governments:

- 50 states of the United States;
- Counties;
- Municipalities;
- Cities;
- Towns and townships;
- Tribal governments;
- Public authorities (including public or Indian housing agencies under the United States Housing Act of 1937);
- School districts;
- Colleges and other institutions of higher education;
- Council of governments (incorporated or not);
- Regional or interstate government entities; or
- Any agency or "instrumentality" of the preceding entities (including any local educational agency or institution of high education) and legislative and judicial departments qualifies.

The term does not include contractors of or grantees of state or local governments.

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## Schedule 70 Offerings

**The following is a list of Special Item Numbers (SIN) on the Schedule 70 Solicitation:**

132-3	Leasing of Product
132-4	Daily / Short Term Rental
132-8	Purchase of Equipment
132-12	Maintenance of Equipment, Repair Service and/or Repair/Spare Parts
132-32	Term Software License
132-33	Perpetual Software License
132-34	Maintenance of Software
132-50	Training
132-51	Professional Information Technology Services
132-52	Electronic Commerce Services
132-53	Wireless Services
132-60	Access Certificates for Electronic Services (ACES) Program
132-61	Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
132-62	HSPD-12 Product and Service Components

## Usage

**State and Local:** voluntary, no obligation to use the schedule

**Vendors:** voluntary, they decide whether to participate and accept at requirement level

## How Cooperative Purchasing Works

The entire program is voluntary, for the buyer as well as the contractor. Although GSA will assist in learning how to use Schedule 70, the U.S. Government is not a party in the contract. Exact procedures may vary according to each state and local government. In general, Cooperative Purchasing involves you following these steps:

1. **Research your acquisition using GSA's online tools, GSA Advantage!<sup>®</sup> and e-Library**
2. **Tailor requirements to needs without conflicting with existing GSA Terms and Conditions**
3. **Solicit offers from selected schedule contractors**
4. **Evaluate the options and make your selection in accordance with stated evaluation criteria**

## Ordering Procedures

State and local government entities are encouraged to use GSA's Schedule Ordering Procedures (FAR 8.4) to ensure the benefit of receiving the best value from GSA Schedule contractors. State and local entities may include terms and conditions required by statute, ordinance, regulation, or order to the extent that these terms and conditions do not conflict with the terms and conditions of the GSA Schedule contract.

Orders placed by state and local entities against the GSA Schedule 70 or Consolidated Schedule contracts become their own contracts.

State and local government entities may issue Blanket Purchase Agreements (BPA) under the Schedule contracts. In order to qualify as a GSA Schedule BPA, the competition underlying the award of the BPA must be conducted in accordance with GSA Schedule ordering procedures.

Exceptions:

1. Prompt Payment
2. Disputes
3. Patent Indemnity

5. **Issue/make award/order**
6. **Receive your products or services from the contractor**
7. **Pay the contractor according to the contract agreement**
8. **GSA receives an Industrial Funding Fee directly from the contractor.**



## Training Available

Visit [www.gsa.gov/centerforacquisitionexcellence](http://www.gsa.gov/centerforacquisitionexcellence) and click on the Cooperative Purchasing link under "Other GSA Topics." **If you have additional questions, please call IT Customer Service at (703) 605-2700.**

## Point of Contact Information

**Cooperative Purchasing Team Leads:**  
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**For inquiries or further information, please contact:**  
**Schedule 70 Customer Service:**  
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**Also, please visit our websites:**  
[www.gsa.gov/cooperativepurchasing](http://www.gsa.gov/cooperativepurchasing)  
[www.gsa.gov/itcenter](http://www.gsa.gov/itcenter)