

STATE OF COLORADO  
DEPARTMENT OF PERSONNEL & ADMINISTRATION  
State Procurement Office

633 17<sup>th</sup> Street, Suite 1520 • Denver, Colorado 80202 • (303)866-6464

Email [BIDS.Help@state.co.us](mailto:BIDS.Help@state.co.us) Fax (303)-866-6016  
SPO website: <http://www.colorado.gov/dpa/dfp/spo/index.htm>

**STATE OF COLORADO  
COOPERATIVE PURCHASING AGREEMENT FOR  
PUBLIC BENEFIT NON PROFIT ENTITY**

Pursuant to Colorado Revised Statutes § 24-110-101 et. seq. and the Colorado State Procurement Rules, the State Purchasing Office (hereinafter referred to as SPO), and the following named public benefit nonprofit entity, \_\_\_\_\_ (hereinafter called the “Nonprofit Organization”) hereby enter into this Cooperative Purchasing Agreement (hereinafter called the “Agreement”), the purpose of which is for undertaking purchasing activity that each party is authorized by law to perform, upon the following terms and conditions:

- (1) The Nonprofit Organization must be a registered entity with the Office of the Colorado Secretary of State and in “Good Standing”. The Nonprofit Organization maintains a tax exempt status under 26 U.S.C. Sec. 501 (c) (3) with the Internal Revenue Service and receives local, state or federal government funds. Public Funding Source(s) include:

Please indicate your current public funding source(s):

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Federal agency name	Contact	Telephone no.
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State agency name	Contact	Telephone no.
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Local government agency name	Contact	Telephone no.
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- (2) The qualified Nonprofit Organization is certified as a Local Public Procurement Unit by the SPO pursuant to C.R.S. § 24-110-207.5 as evidenced by the State Purchasing Director’s signature on this form.
- (3) The SPO contracts for various goods and services through competitive solicitations on behalf of Colorado State agencies and other public procurement units within the state. Such contracts are cooperative purchase agreements and referred to as “State Price Agreements”. Additionally, the SPO has authorized certain contracts as external procurement activity and such contracts have also been designated as State Price Agreements. A listing of all State Price Agreements along with the pricing and, terms and conditions of each, may be found on the SPO website at: <http://www.gssa.state.co.us/SPAgree>.
- (4) The Nonprofit Organization, once qualified as a local public procurement unit by the SPO, may purchase goods and services covered by the State Price Agreements on the same terms and conditions as the state agencies, except that the contractor has the right to modify payment terms based on their credit assessment of the Nonprofit Organization. Purchases by the Nonprofit Organization may be made by a purchase order or other form of contract issued by the Nonprofit Organization to the state contractor. The Nonprofit Organization accepts full responsibility for payment for any goods and services it purchases under a State Price Agreement.
- (5) The Nonprofit Organization agrees that any and all purchases from State Price Agreements will be made only for the direct use of the Nonprofit Organization in furtherance of its stated nonprofit purpose as stated in its IRS Determination Letter as amended. At no time shall the Nonprofit Organization use the goods purchased from the State Price Agreements for the purposes of resale.

- (6) This Agreement is effective for a one year period beginning with the date signed by the State Purchasing Director and may be renewed on an annual basis after submission of a new Cooperative Purchasing Agreement form.
- (7) This Agreement is subject to immediate cancellation by the SPO if the Nonprofit Organization is not in compliance with the terms of this Agreement.
- (8) This Agreement shall be effective on the later of the two signature dates appearing below.
- (9) Any notice, demand or other communication required or permitted to be given under this Agreement shall be made to the parties at the addresses provided below.

Mail : agreement, proof of 501(c)3 tax-exempt status, Secretary of State Good Standing Certificate to:

State of Colorado, Department of Personnel & Administration, State Purchasing Office,  
633 17<sup>th</sup> Street, Suite 1520, Denver, Colorado 80202

**Nonprofit Organization contact information:**

Contact Person (To whom contract documents and related communications are to be mailed or faxed).

Cooperative member Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St. Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number \_\_\_\_\_

Federal Id #: \_\_\_\_\_ Email Address: \_\_\_\_\_

The undersigned has read and understands and agrees to the terms and conditions of this agreement and this Authorized Signatory for the Nonprofit Organization confirms the signor is authorized to enter into this Agreement on behalf of the Nonprofit Organization.

**Nonprofit Organization Authorized Signature:** (Applicant must provide an authorized signature)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**State Purchasing Office:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

State Purchasing Director or designee \_\_\_\_\_

**FOR SPO USE ONLY (Completed by SPO, this page will be returned to you in executed copy)**

SPO has assigned you number, \_\_\_\_\_. Please provide this number when ordering from contracts or communicating with SPO.