

BuyMore. SpendLess. BuySmart. WorkLess.

Sponsored by



What BuyBoard® can do for you

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

Value and choice

With a wide range of contracts available, members will find almost everything needed to support their organization. The BuyBoard philosophy has always been that members know best which products they need, and the choice of vendor is their decision to make.

Compliance and transparency

BuyBoard contracts have already been through a competitive procurement process, saving members the time and cost of preparing RFPs and bids. In many states, a purchasing cooperative enables public entities governed by competitive bidding requirements to take advantage of proposals awarded by a cooperative. This provides members compliance with local and state procurement requirements and a documented audit trail. Transparency in the procurement process is treated with a high degree of focus and is of paramount importance. All vendors are treated on equal terms and are on the same plane of competition.



Efficiency and cost savings

Because the competitive procurement process has been completed, members save time and resources that would have been spent preparing and conducting a formal RFP. Cost savings can be achieved through the competitive price of the product and the reduction of internal administrative time and effort.

Request for quotes (RFQ) application

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

Member governed

The Cooperative is governed by an eight-member board of directors representing members from different parts of the country. The board's only function is to govern the Cooperative and award all the contracts directly with no delegation of authority to staff.

Support of public education and local governments

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that sponsor the BuyBoard and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.

For more information, contact:

David Ricketts
david.ricketts@buyboard.com
913.424.5758

See anything you need?

- Aerial Lifts-Truck
- Ambulances
- Athletic, PE, and Gymnasium Supplies/Equipment
- Auction Services for Surplus Property
- Audiovisual Supplies/Equipment
- Automotive Supplies, Parts, and Tires
- Awards, Trophies, and Personal Recognition Products
- Building Maintenance, Repair, and Operations Supplies/Equipment
- Bus/Car Wash Equipment/Supplies
- Classroom Supplies and Equipment
- Cold Mix Asphalt
- Commercial Exercise Equipment
- Commercial Washers and Dryers
- Construction/Road and Bridge Equipment
- Copiers, Duplicators, and Supplies
- Copy and Print Services
- Cured-in-Place Pipeline Rehabilitation Products/Services
- Custodial and Lawn Care-Outsource Services
- Custodial Supplies/Equipment
- Ditching and Trenching Equipment
- Document Management Services
- Electric Vehicle Charging Stations
- Energy-Saving Lighting Retrofit Products/Services
- Fire and Security Systems and Monitoring
- Fire Fighting Supplies, Equipment, and Vehicles
- First Aid and Athletic Training Supplies/Equipment
- Flooring Products-Indoor and Outdoor
- Food Services Supplies/Equipment
- Fuel
- Fueling Systems including Propane
- Furniture-Church, Courtroom, Dormitory, Library, Office, School, and Science
- General Restoration and Disaster Services
- Grounds Maintenance Supplies/Equipment
- Highway Safety/Traffic Control Products
- Holiday Lighting and Decorations-Outdoor
- HVAC Supplies/Equipment
- Instructional Materials/Curriculum
- Irrigation Supplies/Equipment
- Job Order Contracting (JOC)
- Library Books/Supplies/Equipment
- Mobile Command/Emergency Management Vehicles
- Modular Buildings/Permanent Modular Buildings
- Modular Buildings/Walkways and Ramps
- Moving Services and Supplies including Portable Storage Units
- Musical Instrument Supplies/Equipment including Repair Services
- Office Supplies/Equipment
- Outdoor Lighting-Street/Landscape
- Paper and Toner-Office and Copier
- Parks and Recreation Supplies
- Pest Control Management Services
- Pipe-Bursting Equipment
- Police Motorcycles
- Public Safety Supplies/Equipment
- Radio, Communications, and Surveillance Supplies/Equipment
- Refuse Containers-Commercial and Residential
- Refuse Truck Bodies and Trailers
- Sand-Spreading Equipment
- School Buses and Parts
- Sewer Inspection and Cleaning Equipment
- Sports Lighting
- Sports Surfaces-Outdoor/Turf-Testing Services
- Stage and Theater Supplies/Equipment, Lighting, and Sound Systems
- Street Sweepers
- Swimming Pool Chemicals/Equipment
- Technology Equipment/Software/Supplies
- Trade Services and Labor for Electrical, HVAC, and Plumbing Repair
- Trailers
- Uniforms-Athletic, Band, Dance, Student, Work, including Rental Program
- Vehicles-Cars, Trucks, Vans, and Truck Bodies
- Voice Broadcast Communication Systems
- Voting Systems
- Water/Wastewater Chemicals, Equipment, Motors, and Pumps

Note: Not all contracts and vendors are available in all states.

Membership

Membership is **free** and open to all types of governmental and nonprofit agencies. For governmental agencies to join, follow these simple steps:

1. Go to buyboard.com/national.
2. Click the "How to Join" tab at the top of the page.
3. Review the interlocal participation agreement, complete the required fields on the registration form, and submit.

For nonprofit agencies to join, simply complete the subscriber agreement and e-mail or fax it directly to BuyBoard.

buyboard.com/national • Info@buyboard.com
800.695.2919 • Fax: 800.211.5454
12007 Research Blvd., Austin, TX 78759

Vendors

To register with the BuyBoard and receive e-mail notification of upcoming RFP opportunities, follow these steps:

1. Go to **buyboard.com/vendor**.
2. Click the "How to Join" tab at the top of the page.
3. Click the "Vendor Page" link, complete the form, and create a unique password.
4. Receive a confirmation e-mail once your company has been added to the registration list.

All RFPs are posted at **buyboard.com/vendor**. Click on the "Take a look at our current proposal list" box to view current requests for proposals.

NOTICE: Registering does not place your company on the BuyBoard. Vendors must first be awarded a BuyBoard proposal.



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BuyBoard is a FREE program

To establish your membership just follow these three simple steps:

1. Review the interlocal participation agreement on www.buyboard.com/national/how-to-join.
2. Complete the online form and submit.
3. Login information will be sent to your coordinator, and your agency may begin to purchase via the National BuyBoard program.

What the BuyBoard can do for you today

By combining the purchase power of local governments, the BuyBoard is able to leverage better pricing on products, equipment, and services that you use every day. With a wide range of contracts available, members will find almost everything needed to support their entity.

Because the competitive procurement process has been completed, this provides members compliance with local and state procurement requirements and a documented audit trail. BuyBoard members save time and resources that would have been spent preparing and conducting a formal RFP. Cost savings are achieved through the competitive price of the product and the reduction of internal administrative time and effort.

With no cost and no obligation, BuyBoard is a great option to supplement your current purchasing activities.

BuyBoard was created to support and serve public schools, municipalities, counties, universities, and all types of local government agencies. That support is evidenced in the organizations that sponsor BuyBoard and in turn support their respective membership. Purchasing through BuyBoard means your agency is helping to support the statewide organizations that support you.



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National BuyBoard FAQ

What is the BuyBoard National Purchasing Cooperative?

The BuyBoard National Purchasing Cooperative is an administrative agency created in accordance with Maryland and Rhode Island state statutes. Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods, and services. The Cooperative also relieves the burdens of governmental purchasing by effectively using current technology and realizing economies of scale.

How is the Cooperative administered and governed?

The National School Board Association (NSBA) and the Texas Association of School Boards (TASB) administers and handles the day-to-day activities of the Cooperative. The Cooperative is sponsored by a number of state school boards associations and other state trade/education associations from around the country. The Cooperative is governed by an eight-member board of directors comprised of members and the organizing state associations.

Who can participate and what does it cost?

Membership is free and open to all types of local government agencies. Revenue to operate the system and the Cooperative comes primarily from a service fee payable by participating vendors. The only exceptions to this are for vehicles. The Coop charges a flat amount per purchase order, regardless of the number of vehicles on the purchase order, as a service fee for the purchase of vehicles. This service fee is payable by the member entity, but is collected by the vehicle dealer as part of the overall vehicle price. The flat amount per purchase order is as follows: vehicles and trucks - \$400, ambulances and school buses - \$800, fire apparatus - \$1,500.

How does the Cooperative work and how do I order products?

The Cooperative analyzes and makes award recommendations for products and services that have been submitted for competitive procurement as outlined by state statute.

All awarded items or catalogs will be posted on a secure Web site, called the BuyBoard, so that Cooperative members can search for and select items. The BuyBoard is only available to members.

Each user has a security role, defined by the entity that allows them to shop, and/or transmit a purchase order to the vendor. Individuals can be assigned multiple roles or a single role, such as a shopper only. Only those individuals with the authority to transmit a purchase order to a vendor will have the ability to do so.

The other option is to simply fax or e-mail your purchase order to the BuyBoard for input.

Purchase orders are electronically transmitted to the vendor based on the profile selected by the vendor. All purchase order and requisition history is tracked by the BuyBoard and accessible at any time.

How does the request for quote (RFQ) option work?

An automated request for quote (RFQ) function allows members who buy in volume to create a request for a selected item and select the vendors from whom they want to solicit a price quote. When the RFQ closes and vendors have responded, the system automatically tabulates the results. For any large-volume purchases, the RFQ process allows for additional price concessions from awarded Coop vendors without members going through the formal competitive bid process themselves.

How does my entity join the Cooperative?

For governmental entities, membership is as easy as completing the required fields to execute the National Purchasing Cooperative Interlocal Participation Agreement on the "How to Join" and submitting. Non-Profit Agencies complete the Non-Profit Subscriber Agreement. Your entity can join the Cooperative at any time.

How many individuals from our entity can have access to the Cooperative's BuyBoard?

As many as you choose to authorize. There is no limit for the number each entity can authorize. All employees can be issued passwords to search and shop for products without any compromise to the purchasing process.

Do we commit our entity to ordering only from the BuyBoard by joining the Cooperative?

A variety of products is available at discounts from manufacturers' prices. Members can elect to do all their purchasing from these discounted catalogs or only purchase selected items. After becoming a member, you choose how to participate, product category by product category, item by item.

Can you outline the competitive procurement process used by the Cooperative?

Advertisements are placed in 11 newspapers across Texas for once a week for two weeks. The proposal invitation and specification document is posted to the web site at www.buyboard.com/vendor. Registered vendors with BuyBoard are notified via email regarding the proposal opportunity. Sealed vendor responses are logged upon receipt and proposals received after the due date and time is not opened. Proposals are reviewed, tabulated and analyzed based on the criteria outlined in the proposal terms and conditions and a scoring matrix

is used to rank the criteria. Recommendations are prepared and presented to the Cooperative Board for consideration of award.

How does the Cooperative determine price competitiveness?

The Cooperative evaluates vendor proposals on the basis of best value to the Cooperative members. As a general matter, the cooperative makes competitive and indefinite quantity awards to vendors that give the same or better discounts/pricing than they give their best governmental clients. Each vendor proposal is evaluated on its own merit and determined to be fair and reasonable by comparing the price/discounts offered to other governmental clients. Discount practices are examined and evaluated based on historical data, sales information, discounts granted to other governmental clients, and other market research techniques. The Cooperative may award to multiple vendors supplying comparable products or services, known as a multiple award schedule, or award to a single vendor. The Cooperative's decision to make multiple or single awards is based on the type of award that provides the best value to all Cooperative members.

Does the Cooperative Board make the final decision regarding awards?

Yes, the final decision as to the best overall offer, both in terms of price and suitability of the proposed products or services to meet the needs of and provide the best value to cooperative members rests solely with the Cooperative's Board of Directors. The Cooperative Board does not delegate authority to award contracts.

What happens if we have a problem with a supplier?

If the Cooperative member cannot resolve the problem directly with the vendor, the Cooperative staff is available to intervene.

What about my current vendors?

We encourage their participation. In fact, by participating, your vendors will have greater business opportunities with a wider variety of local governments. We also would encourage your vendors to register ☐ with the Cooperative.

How do we know we will save money by buying through the Cooperative?

The overall objective of the Cooperative is to provide a mechanism for all local governments to pool their collective purchasing power. Cooperatives save money in two primary fashions, the price of the product purchased and/or in the administrative cost savings from eliminating a formal RFP process. Of course, there are no guaranteed savings, but cooperative buying power is a time-tested method of savings.

What type of technical support is available?

Technical support representatives can answer questions regarding the operation of the system via toll-free number or email. 800.695.2919 or info@buyboard.com