

National IPA

Contracting Process



All agreements offered through National IPA are competitively solicited and awarded by a public agency/governmental entity (e.g. state, city, county, public university or school district) via a thorough Request For Proposal (RFP).

The contracting process is the foundation of National IPA and sets us apart from other cooperatives focused on the public sector. In order for even the most restrictive agencies nationwide to realize the best value offered by cooperative procurement, National IPA works with a lead agency to ensure that industry best practices, processes and procedures are applied.

PROCESS USED TO ESTABLISH A CONTRACT IN NATIONAL IPA'S PORTFOLIO

- 1.** The lead agency prepares a competitive solicitation, incorporating language to make the agreement accessible nationally to agencies in states that allow intergovernmental (i.e.: “piggyback”) contract usage.
- 2.** The lead agency issues the solicitation and any required addenda, amendments and notifications, and conducts a pre-proposal meeting to address any questions from suppliers and to discuss the national cooperative program. National IPA is present to assist the lead agency and answer questions regarding the national cooperative program.
- 3.** Interested suppliers respond to the solicitation.
- 4.** The lead agency evaluates the responses, negotiates the final terms and conditions and ultimately awards a contract (also referred to as the master agreement). National IPA participates in the evaluation process as a non-voting member, providing input as to the national scalability of responses. The contract award is made in accordance with the lead agency’s procurement code.
- 5.** All solicitation and award documentation is posted on the National IPA website and made available to the public.
- 6.** National IPA, in collaboration with the lead agency, conduct quarterly business reviews with suppliers to strategize marketing and sales efforts and address contractual issues.

Why the City of Tucson?



- ★ City of Tucson is one of only six agencies nationwide that has won the prestigious Achievement of Excellence in Procurement (AEP) award for 20 straight years, which is every year since inception. Tucson is the ONLY agency in the country to achieve a perfect score on the AEP, and reached that achievement twice!
- ★ Many of Tucson's Procurement staff are members and leaders of NIGP's Copper Chapter, which has won Small Chapter of the Year SIX times (1999, 2006, 2008, 2010, 2013, 2015)!
- ★ Tucson's current Director of Procurement, Marcheta Gillespie, served as NIGP President from 2013 - 2014. She also served on NIGP's Board of Directors from 2007 - 2015.
- ★ In January of 2011, the City of Tucson Department of Procurement proudly became the first public agency in the country to adopt the Values and Guiding Principles of the Public Procurement Profession.
- ★ Tucson adopted the ABA Model Procurement Code, and is very progressive in modifying their code to reflect evolving procurement trends to maximize the benefits of the taxpayers and the vendor community.
- ★ The Tucson metropolitan area supports over 750,000 residents.
- ★ Metropolitan Tucson continues to grow by nearly 2,000 residents each month.



"Cooperative purchasing is a critical tool in procurement's toolbox. For many organizations, it provides better pricing than they would otherwise experience with their own agencies volume of spend. For others, it may be a solution to address a lack of resources or expertise to contract in all areas. The City of Tucson has always believed it is our professional responsibility to not only save our organization money through cooperative contracting, but also to provide a service to our collegial partners in government procurement by offering numerous national cooperative contracts. Tucson has built a sizeable cooperative portfolio and cooperative network of all types of government agencies. Our partnership with National IPA has allowed us to reach thousands of procurement professionals around the US."

- Marcheta Gillespie

Director of Procurement, City of Tucson