# Intergovernmental Cooperative Purchasing (ICP) Meeting
# 11/18/16
Multnomah County Library Administration Building, 2<sup>nd</sup> Floor, 919 NE 19<sup>th</sup> Ave, Portland

11:42 – Round Table
Annie Teav, Multnomah County
Cate Antisdel, City of Portland
Elma Malloy, City of Vancouver
Lisa Emery, Multnomah County
Trinh Quach, Multnomah County

## Amazon Co-operative Contract
- Multco Central Purchasing - put everyone on notice that they were not abiding by procurement rules didn't have a way to tell which companies the purchases were really from (Amazon is basically a distributor)
- PACE (Purchasing Association of Cooperative Entities) has a coop contract with Amazon
- Lisa found that using the Amazon Business Services - when individuals merged their accounts with the business account - she could get the analytics all the way back to when the individuals started purchasing - she has data 3 years back
- Next meeting will focus on Amazon purchases - Lisa will relate her experiences with what to look for when purchasing through Amazon.
- NIGP Forum - Amazon Business was there.

> **TO DO:**
> - ❑ **Lisa** will find out if you have to have an Amazon Business account to use the co-op
> - ❑ **Cate** will go through the process of seeing how to set up the City with an Amazon Business account and report.
> - ✓ **Annie** will go through the process of setting up a participating agreement with PACE and report. DONE: After researching the PACE cooperative agreement it's clear that this is not valid for making purchases from Amazon. Not pursuing this coop any longer.

## General ICP Meeting Info
- Definitions hand out will be used as a basis of definitions for these meetings
- Approved to have a call in number for the meetings - number will be on the agenda and in meeting invites.
- <mark>OUT FOR DISCUSSION</mark>: review definitions, make comments in the document if anything should be changed or added.
- <mark>DECISION</mark>: Future Meeting Notifications: Cate will send a calendar invite for all future meetings when they are scheduled. Annie will send a reminder the week before which will include meeting agenda and previous meeting notes. Google folder emails

> **TO DO:**
> - ✓ **Cate** will follow up after today's meeting on the To-Dos from the last meeting. DONE: See bottom of Meeting Minutes – will carry these forward.

## Cooperative Info/Education

- Coop language has to be in the solicitation and the contract.
- Piggybacking - what does it give you?  Multco - it gives you the authority but not necessarily the rates. May not save you time if you still have to write a contract or re-establish prices.  But you still don't have to perform a solicitation.
- State of Oregon agreements - can you get pricing that's lower under the agreement?  Is the vendor kept from giving lower pricing to other agencies?  <mark>OUT FOR DISCUSSION</mark>.
- What do you have to do to be able to use a cooperative contract?  Multco has a Cooperative Procurement Guidance sheet that walks you through – see Multco Cooperative Purchasing Guidance document on Shared Folder
- ProcureSource consolidates cooperatives to be able to search across them.  It's the Google for coops. They are sponsored by NIGP.
  - o   <mark>RESOURCE</mark>:  ProcureSource - How to Use/Due Dilligence http://www.procuresource.com/page/due_diligence
- Job Order Contracting - Multco is piloting it for 1 year before it will be available for piggybacking.
  - o   Port or Portland has JOC contracts - don't know if they have coop language.
- <mark>RESOURCE</mark>: NCPP Roadmap to Cooperative Purchasing Strategy – visual aid you can download to help people understand how co-ops work. http://www.nationalcooperativeprocurementpartners.org/page/Roadmap
- <mark>RESOURCE</mark>:  NCPP webinars - The 3 C's of Cooperative Purchasing:  Critical Analysis, Contract Comparison, and Creating Successful a Successful Cooperative Strategy http://www.nationalcooperativeprocurementpartners.org/?page=WebinarSeries2016&hhSearchTerms= %223+and+C%E2%80%99s+and+Cooperative+and+Purchasing+and+Critical+and+Ana%22
- See if we might want to watch these webinars in our meetings
- Watched five minutes of the first one.  Great webinar - don't need to really view it - can just listen (can listen to them on YouTube during a car ride).

## Introduce Google Shared Folder
- Must have a Google login to view files on the ICP Google Docs shared folder.  Annie will give "Can Comment" rights to users.  She will add everyone on the email list to the folder.  They will get an email notifying them.
  *Try to do this immediately after emailing the list with new calendar invite or other email.
- ccnigpwebpeeps@googlegroups.com  Lisa Emery is one of the three people who responds to this email. She can perform updates on the ICP page on the Columbia Chapter website.

## Prioritize Speakers
- NASPO ValuePoint, US Communities, GSA - feedback is that we've heard enough from them.  Want to hear from someone new like HGAC.
- Intend to notify everyone of speakers as early as possible so they can decide if that meeting would be helpful to them.
- Maybe have a presenter every third meeting.

## December Meeting
- Topic is Cooperative Contracting 101.  Definitions, best practices (*research what NIGP says, Mike Purdy blog, Marquita with City of Tucson as lead agency)
- Use as a work session to start creating Coop 101 training
- Put together a Coop 101 training together - this will be a training that will be general enough to be used by all our agencies and we can then take them and add our specific agency information to it to customize the training to our own agencies.

> **TO DO:**
> - ✓ **Cate** to provide an outline of the City's upcoming co-op training as well as length, audience, etc. DONE: To be presented at the 1/24/17 meeting.
> - ✓ **Annie** will look into Google Groups to create an email list for ICP. People can unsubscribe themselves. We can send invites or someone who wants to be added can email the group or we can add people directly. DONE: Testing shows that this may not be viable for our use.
> - ✓ **Annie** will look into creating a Google Site to manage everything above. Could call it ICPpeeps@googlegroups.com DONE: Testing shows that this may not be viable for our use.

## Prior Meeting To-Do List:

## 10/20/16

- ✓ **Cate** to download current ICP list on Columbia Chapter website and send it out to everyone to update and update website info. DONE: Emailed out with Calendar invitations to the meetings.
- ✓ **Cate/Annie** will send out a meeting request for future meetings. May attach prior meeting minutes
- ✓ **Cate** will clean up the listserv by combining the two existing ones and deleting duplicates
- ✓ **Annie** will find out if we can bring people in via conference call. DONE: Annie will include a dial in number on meeting agendas.
- ✓ **Cate** will put meeting information on website

Need a Joint versus Permissive contract flowchart – include statute reference
- ❏ **Mary** will share her flowchart

Create a Cooperative checklist
- ✓ **Annie** will share her checklist. DONE: See document called Multco Cooperative Purchasing Guidance in Google Folder

Agree on definitions of joint, permissive and interstate cooperatives
- ✓ **Annie** will create a Google folder where definitions can be shared by all. DONE: Annie will send out an email through Google with an invitation to access the folder
- ✓ Marquita – City of Tucson – Annie met her at Forum and invited her to ICP group to present how their agencies works with co-ops. She has online webinars which Annie found two or three of that were very helpful - **Annie** to provide links to co-op presentations on website. DONE: Here is the link: http://www.publicprocurementcoalition.org/?page=WebinarSeries2016
- ❏ **Cate** to put link on ICP website
- ✓ **Annie** will create the next three agendas for us to comment on DONE: these meetings will be work sessions
- ✓ **Annie** may create a survey for most important future topics. DONE: On hold for now. May consider using surveys in the future.

Jim Van Nest used to provide a list of upcoming solicitations the City of Portland is doing, or recently completed ones
- ✓ **Cate** will start providing a list of recently completed and upcoming solicitations by the City of Portland. DONE: Will bring City of Portland list to 1/24/17 meeting. Annie will provide a list for Multnomah County and we will encourage others to provide a list for their agencies.