**Intergovernmental Cooperative Purchasing (ICP) Meeting**

**501 SE Hawthorne Blvd. PDX, OR 97214**

**10/20/2016 11:30am-12:30pm**

**Hello! As your new ICP facilitator, let’s kick off our meeting with a collaboration session. We will briefly discuss the ICP Survey findings so that we can use that information to prioritize our discussions and agendas as a group for the next few months’ meetings.**

**We will:**

* Talk about the logistics moving forward (when/where we will continue to meet and updating of coop contracts list) - 10 min.
* Discuss what resources everyone knows of/would like to know more about - 30 min. (Question’s 3 & 4 of survey)
* Prioritize “Next Meeting Agendas” - 20 min.

**Handouts and Activities:**

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| * Handout of terminology/definition for all things cooperative purchasing: Quick definitions, for example piggybacking, lead sponsor, etc.. Let’s look at the handout and decide what additions and edits need to be made, and then everyone acting as the “Agency Liaison” to the ICP meetings, can take it back to their agency and distribute it. * Activity: Roundtable discussing procurements coming up at agencies that we might jointly work together, or current solicitations that have piggyback language. |

**Agenda Outline:**

* 1. ICP meeting history
  2. ICP today (after Survey)
  3. ICP future (Prioritizing the member’s Agenda requests)

Activity 1: Definitions handout

Activity 2: Pencil in upcoming Agenda plans

* 1. Wrap up with review of bringing back edits to definitions, and will send out of future meeting agendas/meeting minutes
  2. When will you talk about the logistics moving forward that you noted in the first group “We will”?
  3. When will you talk about the next meeting’s agenda?

**NEXT MEETING: Multnomah County Library Administration Building**

**919 NE 19th Ave #250, Portland, OR 97232**

**11:30 to 1pm**

**Yes….there is a parking lot!! And yes…it’s right off the** [**bus lines**](https://multcolib.org/library-location/library-administration)**!!**