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# PROCESSES

## Vendor Registration Process

- Vendors register at **vendor.buyboard.com**. This is a self-registration process to be notified of future bid opportunities. Registration consists of general contact information and selection from 43 general commodities listed.
- Vendors maintain the integrity of their own registration information.
- All vendors are encouraged to register.

## Procurement Process

1. Proposal Advertisements
  - Advertisements of proposals are processed twice a year in the November/ December and May/June timeframes. Advertisements include all proposals being solicited in a six-month time period.
  - Existing awarded contracts that are expiring during this time period, as well as suggested new commodities, are included in the advertisements.
  - Advertisements are placed electronically through the BuyBoard website.
2. The proposal specification package is posted on **vendor.buyboard.com**.
3. E-mail notifications are sent to all vendors who are registered for the commodities included in the proposal package.
4. Additional e-mail notifications are sent to the currently awarded vendors on the BuyBoard.
5. Proposals are received and logged in until the due date and time. Any proposal received after the due date and time is not opened.
6. Proposals are reviewed, tabulated, and analyzed based on the following criteria, which is included in each proposal specification document:
  - Purchase price
  - Vendor reputation
  - Quality of products
  - Extent that products meet the needs of members
  - Vendor's past performance with members
  - Impact on the ability of members to comply with any applicable laws or rules, including those related to utilization of historically underutilized businesses
  - Total long-term cost to acquire vendor products

- Other relevant factors that a public entity can consider, which may include but are not limited to the following:
  - o Vendor's location, service, and delivery capabilities
  - o Warranties offered
  - o Product packaging

The National Purchasing Cooperative authorizes competitive and indefinite quantity awards to those proposers who give the same or better discounts/pricing than they give their best governmental clients. All proposals are evaluated on their own merit and are determined to be fair and reasonable by comparing the prices/discounts that the proposer offers other governmental clients. Discount practices are examined and evaluated based on historical data, sales information, and other market research techniques. The Cooperative has the right to award to multiple companies supplying comparable products or items, also known as a multiple-award schedule, but reserves the right to make a single award if determined to be in the best interest of the members.

A 100-point scoring matrix is used to rank the criteria for each proposal. The points assigned to criteria are as follows:

- A. Price Competitiveness—25 points
- B. Vendor Reputation/Past Performance—25 points
- C. Product/Service Quality—15 points
- D. Overall Cost to Acquire Product—15 points
- E. Return Policy/Warranties—10 points
- F. Sales, Delivery, and Service Locations—10 points

For some proposals, each vendor is asked to price a variety of items based on the catalog list price less the proposal discount structure (example: office supplies). These items are compiled to create an overall shopping basket total. The total of the shopping basket is used to determine the price competitiveness of the vendors.

7. Various reports are created and recommendations are prepared for presentation to the Cooperative Board.
8. Based on the information presented, the Cooperative Board takes action to award or reject the proposals as presented.
9. Once the Board has made their awards, tabulations are posted on [vendor.buyboard.com](https://vendor.buyboard.com) and award letters or non-award letters are sent by e-mail to each vendor responding to the proposal.
10. Vendor information and price files are created in the BuyBoard for access by the membership upon the effective date of the contract award.