



MULTI REGIONAL PURCHASING COOPERATIVE

Making the Most Of Your Membership

A collaboration of 125+ public school districts, charter and private schools, primarily within Regions 9, 11, 14 and 15.

Benefits:

- **Purchasing Power** - Approximately 66 school districts and ESCs participate in the combined purchasing line item bid, so the combined quantities lead to better pricing.
- **Convenience** – Combined purchasing price includes shipping; anticipated order quantities feed directly into purchase orders; deliveries can be set up to deliver to district office or to campuses as preferred.
- **Compliance with bidding laws** – The cooperative takes care of advertising, supporting forms, and the evaluation process to comply with state purchasing laws.
- **Variety** – Vendor and product variety: approximately 200 approved instructional catalog vendors in 43 categories; approximately 60 approved technology vendors in 13 item categories.

There are two components to the MRPC:

- **Combined Purchasing Line Item Bid** - Approximately 500 products (copy paper, school supply, janitorial, etc.) for a one-time purchase which is delivered in July. (This component is limited to districts within the geographical area of Regions 9, 11, 14 and 15.)
 - Timeline:
 - Late January – end of February – Schools receive list of items, determine anticipated order quantity, enter quantities into online bid processing system.
 - March – April – Vendors enter response into online bid processing system.
 - April - early May – Evaluation of responses, awarding of bid.
 - May – Schools issue purchase orders through online bid processing system (anticipated order quantities pre-populate into purchase orders).
 - July – Orders are shipped by vendor to schools.
- **Catalog RFPs (Approved Vendor Lists) – for use from August of current year to August of following year**
 - **Instructional/General Catalog**
 - **Technology Catalog**
 - Both catalogs have general categories of supplies to which vendors have replied with a discount rate off their normally published pricing.

Websites:

MRPC Website: www.mrpctexas.com (Informational Site)

- Vendors Tab:
 - Find the list of approved catalog vendors for the current time frame.
 - Find the tabulation of the most recent combined purchasing line item bid.
- Districts Tab: Lists member districts.
- FAQ – District Tab: Answers Frequently Asked Questions from districts.
- Contact Tab: Contact information for Region 9 ESC (administrator) and other regional contacts.

Public Purchase Website: www.publicpurchase.com (Online Bid Processing Site)

- Used by schools for combined purchasing line item bid only, to enter anticipated order quantities and to process purchase orders.

Using the Public Purchase Website (for combined purchasing process):

- Your choice - You may set up your account either as a district (one account) for centralized ordering or as individual campuses/departments (multiple accounts). Even if you set up as one account, you can set up multiple delivery addresses (but it may be more confusing).
- Suggestion – Set up at least 2 users in case one leaves or is unavailable, even if only one person will primarily be using the system.
- If you have not used the system in the past, and would like to set up an account, contact Dana at Region 9: dana.parrish@esc9.net or 940-322-6928. We would need to get this done so you can participate in the process starting February, so contact me as soon as possible.
- Online demonstrations for using the system are offered during the active time frames. Again, contact Dana for more information or a walk-through. It's a relatively simple process.

Using the Approved Catalog Vendors: (www.mrpctexas.com/Vendors)

- Simply contact the vendor(s) on the list for a quote – see contact information on list.
- Many vendors have a website with pricing, so you can apply the listed discount to the website prices to determine the contract pricing.
- Some vendors will even set up a specific log-in for MRPC pricing.
- Be sure to identify you are requesting a quote through the MRPC contract. Be aware of pricing exceptions and/or deviations to the terms and conditions. (Vendors making deviations to terms and conditions are noted by an asterisk (*) on the listings. Contact Dana at Region 9 for more information if needed.)



Best Practices for Catalog purchases:

- As always, ensure you are following your district's purchasing policies and procedures.
- Get several quotes (from MRPC and/or other cooperatives), then evaluate those for best value as determined by your district.
- EDGAR Compliance (Federal funds): Members making purchases using federal grants or contracts are well advised to conduct their own procurement process review before relying on any general statement that a purchasing cooperative, contract, or vendor is "EDGAR compliant" and are well-advised to consider all of the factors related to the Member's purchase(s) and consult with the Member's own advisors and/or granting agency.
- Talk with your auditor about any specific requirements or documentation; then contact Dana at Region 9 if any information is needed.
- Document! Keep notes regarding your process, copies of quote comparisons, etc.

We Need Your Help!

- An important part of the evaluation process is a survey sent out after the bid/RFPs close to members to give your input on the service provided by the vendors, and to assess the quality of the goods they provide. Please respond!
- The evaluation committee meets in April to review the responses to the line item bid. If you would like to be a part of that process, contact Dana Parrish for the date of the meeting.
- Give us feedback. A “deviation report” and a “quality of goods” report are provided to participants so that you can let us know immediately if something isn’t meeting your expectations. We also issue a survey in the fall to evaluate the combined purchasing line item vendors while the experience is still fresh, and to generally evaluate the processes of the MRPC. The more input we receive the better we can adjust to your needs!
- Vendor Referrals – Please refer vendors who contact you (or those you want to use) to the MRPC website – www.mrpctexas.com – where they can get more information about the MRPC, and they can sign up on our email list so they will receive notice when we release our RFPs. You are also welcome to tell them to contact Dana Parrish at Region 9 ESC for more information.

If you have questions or comments, or need help with any part of the process contact us:



Region 9 ESC
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940-322-6928