

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

613-AR-0. COOPERATIVE PURCHASING

Cooperative purchasing allows the district to save money through volume purchasing discounts, while avoiding the time and expense of conducting competitive bidding.

The Business Manager is authorized to negotiate cooperative purchasing agreements with other political subdivisions for supplies, equipment and services, in accordance with Board policy and applicable laws.

The Business Manager will be responsible for reviewing the language in cooperative purchasing contracts to ensure that the contract meets the district's needs.

The Business Manager will ensure that all cooperative purchase agreements with other political subdivisions that are approved by the Board contain the following elements:

1. Categories of equipment or supplies to be purchased.
2. Manner of advertising for bids and awarding contracts.
3. Method of payment by each participating party.
4. Assurance that the political subdivision has complied with state mandated bidding requirements.
5. Other matters deemed necessary to carry out the purposes of the agreement.

The Business Manager will advise the Board, when joining in a cooperative venture, to adopt a resolution that includes the following items:

1. Conditions of agreement in the case of cooperation with or delegation to other local governments, the Commonwealth, other states or the federal government.
2. Duration of the term of the agreement.
3. Purpose and objectives of the agreement, including the powers and scope of authority delegated in the agreement.
4. Manner and extent of financing the agreement.

5. Organizational structure necessary to implement the agreement.
6. Manner in which real or personal property will be acquired, managed, licensed or disposed.
7. That the entity created under this section will be empowered to enter into contracts for policies of group insurance and employee benefits, including Social Security, for its employees.