FREQUENTLY ASKED QUESTIONS

Q. What is the purpose of the Cooperative Purchasing Program?

A. The purpose of the program is to leverage spend across all entities to obtain deeper volume discounts.

Q. If we join, do we have to make all of our purchases through the program?

A. Participation is voluntary. Purchasing from DAS contracts is an option to save you money and time. You may select which contracts to utilize depending upon the needs of your particular entity.

Q. How many members are currently enrolled in the program?

A. More than 1,500 Ohio entities currently participate.

Q. How much do entities spend on cooperative contracts annually?

A. Member entities spend nearly $180 million annually.

Q. When can I begin using the cooperative purchasing program?

A. You can expect to receive your membership certificate in five business days once we receive your signed resolution, enrollment form and annual membership fee.

Q. What reporting is necessary?

A. As a participating member, your entity's usage of DAS contracts will need to be submitted to our office quarterly. The online form, available from our Web site, makes quarterly reporting quick and easy. Your timely reporting enables our office to track what is being purchased from DAS contracts as well as to leverage our spend and obtain greater volume discounts.

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

JOHN R. KASICH, Governor
ROBERT BLAIR, Director

GENERAL SERVICES DIVISION
Office of Procurement Services
Cooperative Purchasing Program
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OhioDAS General Services Division | Office of Procurement Services
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COOPERATIVE PURCHASING PROGRAM

WHO IS ELIGIBLE?

Membership in the Cooperative Purchasing Program, which is administered by the Ohio Department of Administrative Services (DAS), is voluntary and open to all counties, cities, villages, townships, state colleges and institutions of higher education, public school districts, chartered non-public schools, public libraries, transit authorities, parks, airport authorities, ambulance and fire districts, metropolitan housing authorities and other governmental entities through the enactment of the Cooperative Purchasing Act (O.R.C §125.04) of 1986.

WHAT ARE THE BENEFITS OF MEMBERSHIP?

- Leveraged purchasing power results in volume discounts and administrative savings.
- Use of your formal bidding processes may not be necessary when utilizing DAS contracts.
- DAS negotiates terms and conditions favorable to Ohio governmental entities.
- You may post your procurement opportunities on the State Procurement Web site @ ohio.gov/procure to increase project exposure and expand competition.
- Receive assistance in resolving supplier compliance disputes on purchases made from DAS contracts.
- Access thousands of registered vendors who can increase your entity's sources of supply.

WHAT IS THE COST OF MEMBERSHIP?

Annual membership fees are based upon population or by entity type as indicated below:

CITIES, COUNTIES, TOWNSHIPS AND VILLAGES (Population based)

Up to 25,000	$100
25,001 to 100,000	$170
100,001 to 350,000	$300
More than 350,000	$420
Public library districts	$100
Public school districts	$100
Chartered non-public schools	$100
Airport authorities	$235
Colleges and universities	$235
Conservancy districts	$235
Housing authorities	$235
Other regional or metropolitan districts	$235
Park districts	$235
Port authorities	$235
Private EMS districts	$235
Private fire companies	$235
Public fire districts	$235
Transit authorities	$235
All others	$235

WHAT TYPES OF SUPPLIES AND SERVICES CAN BE PURCHASED FROM DAS COOPERATIVE CONTRACTS?

- Automotive Products, Vehicles and Services
- Communication Equipment and Services
- Computer Hardware, Software, Supplies and Services
- Emergency Response Supplies and Equipment
- Furniture, Furnishings, Accessories and Services
- General Hardware, Tools, Plumbing and Electrical Supplies
- Janitorial Supplies, Equipment and Services
- Maintenance, Repair and Operating Supplies
- Mowing Equipment
- Office Supplies and Machines
- Paper, Print Shop Equipment, Products and Services
- Photocopiers, Printers, Supplies and Services
- School and Library Supplies, Equipment and Services

WHO TO CONTACT?

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HOW TO JOIN?

To enroll in the DAS Cooperative Purchasing Program, visit das.ohio.gov/CooperativePurchasing and follow these three easy steps:

- Submit a signed resolution
- Complete the enrollment form
- Submit the appropriate annual fee

Mail all documentation and fees to the **DAS Office of Finance, c/o Cooperative Purchasing Program, Ohio Department of Administrative Services, L-3686, Columbus, OH 43260-3686.**

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