

## 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 materials in five business days once we receive a 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 website, 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

# BUY

**Program Requirements Postponed**

**FEES and other enrollment requirements temporarily WAIVED due to the COVID-19 outbreak.**

### OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

Mike DeWine, Governor  
Matthew M. Damschroder, Director

### GENERAL SERVICES DIVISION

Office of Procurement Services  
Cooperative Purchasing Program  
4200 Surface Road, Columbus, Ohio 43228

Phone: 614-466-6530

Fax: 614-485-1056

[das.ohio.gov/CooperativePurchasing](http://das.ohio.gov/CooperativePurchasing)

# 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 "political subdivisions," which means any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, or port authority. "Political subdivision" also includes any other political subdivision described in the Revised Code that has been approved by the department to participate in the department's contracts as outlined in ORC 125.04.

### 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](http://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 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

#### SCHOOLS AND LIBRARIES . . . . . \$100

- Public library districts
- Public school districts
- Chartered non-public schools

#### COLLEGES AND UNIVERSITIES . . . \$235

#### REGIONAL AUTHORITIES AND DISTRICTS . . . . . \$235

- Airport authorities
- Conservancy districts
- Housing authorities
- Park districts
- Port authorities
- Private EMS districts
- Private fire companies
- Public fire districts
- Transit authorities
- All others

Program Requirements Postponed



### 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?

**TONYA PRICKETT, CPPO**  
Procurement Manager  
614-466-2705  
[tonya.prickett@das.ohio.gov](mailto:tonya.prickett@das.ohio.gov)

**MAUREEN STUDER**  
Purchasing Specialist  
614-728-3723  
[maureen.studer@das.ohio.gov](mailto:maureen.studer@das.ohio.gov)  
Vendor compliance, Contract analysis, Program development

**RENEE HINTE**  
Program Administrator 1  
614-466-6530  
[renee.hinte@das.ohio.gov](mailto:renee.hinte@das.ohio.gov)  
Membership support, Contract assistance, Program inquiries

### HOW TO JOIN?

Program requirements are postponed, including the fee and submission of a resolution and enrollment form.

To join, email [Renee.Hinte@das.ohio.gov](mailto:Renee.Hinte@das.ohio.gov) or [Maureen.Studer@das.ohio.gov](mailto:Maureen.Studer@das.ohio.gov) for a membership number to use when purchasing supplies or services from [Procure.ohio.gov](http://Procure.ohio.gov).

After the suspension of the rules is lifted, new and ongoing members will be required to pay the annual membership fee. New members will be required to submit a resolution from their council or board.

