



Date Issued: June 12, 2009
Date Last Revised: December 15, 2010

CHAPTER 11. Other Agency Purchases

Table of Contents

| | |
|--|-------------|
| CHAPTER 11. Other Agency Purchases | 11-1 |
| 11.1 Policy | 11-2 |
| 11.2 Joint Procurements..... | 11-2 |
| 11.2.1 Use of Joint Procurements | 11-2 |
| 11.2.2 Joint Procurement Procedures..... | 11-2 |
| 11.3 Rider Procurements | 11-2 |
| 11.3.1 Use of Rider Procurements | 11-2 |
| 11.3.2 Rider Procurement Procedures..... | 11-2 |
| 11.4 General Services Administration Schedule Purchases | 11-2 |
| 11.4.1 General Services Administration Schedule Purchases..... | 11-2 |
| 11.4.2 Use of General Services Administration Schedule | 11-3 |
| 11.4.3 General Services Administration Schedule Procedures | 11-3 |



11.1 Policy

Other public bodies' contractual agreements (as appropriate) may be used to simplify the acquisition process for obtaining goods or services.

Joint procurements are competitively awarded contracts with other agencies or governmental users and may be used when other agencies have needs similar to the Authority's and at least one other agency plans to jointly acquire the goods or services to effect a more efficient purchase.

Rider procurements involve contracts or portions of contracts from a purchasing agency other than the Authority and may be used to streamline the process and improve the economic purchase when another agency has awarded a contract and provided for the Authority's participation in the procurement.

GSA schedules may be used for purchases only when it is anticipated that the value obtained from the schedule purchase would be greater than the value obtained from a separate procurement. When the GSA schedules are used, competing offers shall be solicited if the schedules include more than one qualified supplier.

11.2 Joint Procurements

11.2.1 Use of Joint Procurements

Joint procurements may be planned in advance with other agencies or governmental users, and competitively awarded contracts may be drawn upon by several governmental entities to meet their needs. Joint procurements may be used when agencies consider that a joint procurement will result in obtaining the best price for all of the parties to the procurement.

11.2.2 Joint Procurement Procedures

Joint procurements may be structured using "partnership vehicles." Either one of the entities will conduct the procurement and enter into an agreement in part for the benefit of the other entities, or a multi-party, joint venture, or consortium procurement may be conducted if more than one purchasing entity is to be party to the original contract with the supplier(s).

11.3 Rider Procurements

11.3.1 Use of Rider Procurements

Rider procurements involve contracts or portions of contracts from the original purchasing agency to the Authority, and may be used to expedite the procurement process.

11.3.2 Rider Procurement Procedures

Rider procurements do not always offer substantial price discounts, because the offeror cannot be certain regarding the Authority's purchases at the time of its bid/proposal submission to the original contracting agency. Therefore, the Contracting Officer shall make a determination whether the rider procurement is advantageous for the Authority before using this method.

11.4 General Services Administration Schedule Purchases

11.4.1 General Services Administration Schedule Purchases

The Federal Supply Schedule (GSA) program may be used to acquire goods and services. This method provides a simplified process and volume discounts. When purchases are made from the schedule, the



Contracting Officer shall obtain three competitive quotes from firms that have contracted with GSA to supply the specific item or service. The Contracting Officer may waive the requirement to obtain three quotes when the GSA schedule does not allow for further competition, or when it is determined that time is of the essence and the need to obtain the goods or services outweighs the advantages of further competition.

11.4.2 Use of General Services Administration Schedule

Orders may be placed under Federal Supply Schedule contracts using the GSA Supply Schedule. GSA Schedule Purchases shall be made only if the Contracting Officer makes a determination that the use of the GSA schedule is in the public's and the Authority's best interest.

11.4.3 General Services Administration Schedule Procedures

Orders placed under a Federal Supply Schedule contract are to be placed as indicated on each individual supply schedule.