

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 502-05
	Section: Vendors
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Consortium Contracts	Effective date: 07/01/1996
Source: University policy ABOR 3-808	Revision date:

PURPOSE

To allow use of consortium or cooperative contracts.

POLICY

PUR 502-05-01: Use of Consortium Contracts

The University may sponsor or participate in cooperative purchasing agreements with nonprofit educational or public health institutions, other state agencies, or political subdivisions.

Unless a specific E and I Cooperative Service contract was competitively bid, it may not be used for transactions expected to exceed \$50,000. A buyer may consider an E and I Cooperative Service contract as one of the quotes when conducting an informal solicitation. A buyer may access an E and I contract for transactions under \$25,000.

General Services Administration (GSA) contracts, cooperative buying agreements, or consortium contracts of any type cannot be used as substitutes for required competitive bidding unless these contracts have been publicly bid in a manner substantially similar to the process the university would use if it had conducted the public competitive solicitation.

Public competitive solicitations done either by Arizona State University or the University of Arizona are all done in the name of the parent entity, the Arizona Board of Regents and with the concurrence of the respective supplier(s), the university may access any contract resulting from a public competitive solicitation done by either Arizona State University or the University of Arizona.

PUR 502-05-02: Process for utilizing consortium contracts:

The department shall process a requisition document in the financial system and send backup to Contracting and Purchasing Services.

Contracting and Purchasing Services shall determine if the referenced consortium contract meets the competitive bidding requirements of the ABOR.

CROSS REFERENCE

[PUR 205-00](#) Prohibited Purchases

[PUR 301-09](#) Requisition Documents

[PUR 302-01](#) Departmental Purchase Orders

[PUR 303-00](#) Competitive Bidding (Complete Section)

[PUR 600-01](#) Reporting Receipt of Order