

To: Jay McWilliams, Superintendent, and Board of Trustees

From: Melissa Tarbet, Director of Business Services

Subject: Report on Cooperative Fees paid by Big Spring ISD

Date: January 13, 2025

House Bill 273 requires that school districts disclose the amounts spent on purchasing cooperative fees on an annual basis. Specifically, it states:

Sec. 44.0331. MANAGEMENT FEES UNDER CERTAIN COOPERATIVE PURCHASING CONTRACTS. (a) A school district that enters into a purchasing contract valued at \$25,000 or more under Section 44.031(a)(5), under Subchapter F, Chapter 271, Local Government Code, or under any other cooperative purchasing program authorized for school districts by law shall document any contract-related fee, including any management fee, and the purpose of each fee under the contract.

(b) The amount, purpose, and disposition of any fee described by Subsection (a) must be presented in a written report and submitted annually in an open meeting of the board of trustees of the school district. The written report must appear as an agenda item.

The annual fees paid by Big Spring ISD to purchasing cooperatives are as follows:

- BuyBoard – no yearly fee. The Interlocal Participation Agreement allows a charge of a vendor fee of up to 2% of the purchase price paid by a Cooperative member. These fees are collected from vendors, not Cooperative or BuyBoard members. A \$400 processing fee for each vehicle purchase order and an \$800 for each bus purchase order processed. During this reporting period, we paid \$400.00 in fees on the purchase of buses or vehicles.
- Texas Comptroller of Public Accounts Cooperative Purchasing Program (CPA Co-op)-Texas Smart Buy – \$100 annual participation fee.
- Region 18 Purchasing Cooperative – membership fee is based on the previous year Fall PEIMS Enrollment Report. The fee for 2024-2025 was \$825.00.
- The Interlocal Purchasing System (TIPS) – No Fees
- Texas Department of Information Resources – (DIR) – No Fees
- Omnia Partners Purchasing Coop – No Fees
- Choice Partners Coop – Harris County Department of Ed – No Fees
- Southeast Texas Purchasing Cooperative – Region 5 – No Fees
- Epic 6 Purchasing Cooperative – Region 6 – No Fees
- TexBuy Purchasing Cooperative – Region 16 - No Fees
- Allied States Purchasing Coop-Region 19 – No Fees
- Pace Purchasing Cooperative – Region 20 – No Fees
- Special Education Supports Cooperative Interlocal Agreement – Region 20 – No Fees

All purchasing membership fees are paid out of the regular operating budget for the Business Office. Any vehicle fees are paid by the department ordering the vehicle.