

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

Topic: Consideration for approval for the District's membership in the PACE Purchasing Cooperative

Submitted by: Ms. Cordelia Flores-Jackson of: Purchasing Department

Approved for transmittal to school board: November 20, 2013

Recommendations:

Staff recommends that the United ISD Board of Trustees approve the District's membership in the PACE Purchasing Cooperative. Attached is the cooperative's Board Resolution for your approval and signature.

Rationale:

Approving the District's participation in the PACE Purchasing Cooperative would ensure that the District have an additional procurement source at its service. By using aforementioned cooperative with the ones we currently use, District's funds, time and effort will be maximized. This purchasing cooperative provides the District with products and services that have been competitively procured and abide by all bid laws in the State of Texas as stated on their Interlocal Agreement.

Budgetary Information:

No membership cost to the District

Board Policy Reference and Compliance:

CH Local – Purchasing and Acquisition
Texas Education Code 44.031

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: United Independent School District County District Number: 240903

Education Service Center, Region 20 (Coop) and the above named agency (member) enter into the following cooperative service arrangement.

This agreement is effective November 20, 2013 (date) and shall automatically renew unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

The Coop will:

- Handle bidding procedures
- Abide by all bid laws in the State of Texas
- Enter proposals for tabulation and evaluation
- Arrange for an Award Committee to test, evaluate and award proposals
- Develop award information forms for member use
- Send award information to vendors
- Develop system for gathering evaluation information from members on vendor performance and product quality
- Provide comparison information with previous awards to evaluate effectiveness of proposals

The Member will:

- Designate a member employee to serve as a liaison with Coop
- Identify delivery location within Member on purchase orders
- Prepare purchase orders for items awarded on proposals
- Ensure timely payments to vendors who receive proposal awards
- Provide Coop with evaluation forms regarding vendor and product concerns
- Ensure a Resolution is properly executed if required

Authorization:

Education Service Center, Region 20 and the PACE Purchasing Cooperative executed a contract to provide cooperative purchasing services to government entities.

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: United Independent School District County District Number: 240903

Please send a signed Interlocal Agreement to (or fax to 210-370-5776 or e-mail to jim.metzger@esc20.net):

Education Service Center, Region 20
Attn: PACE Coop
1314 Hines Ave
San Antonio, TX 78208.

Public Entity

Education Service Center, Region 20

BY: _____

BY: _____

Authorized Signature

Authorized Signature

Judd Gilpin, Board President

Purchasing Coordinator

Title

Title

Date

Date

Cordelia Flores Jackson

Jim Metzger

Contact Person

Contact Person

Director of Purchasing

Purchasing Coordinator

Title of Contact Person

Title of Contact Person

3501 E. Saunders St.

210-370-5204

Street Address

Phone Number

Laredo, Texas 78043

210-370-5776

City, State, Zip

Fax Number

(956)473-7921/(956)473-7950

jim.metzger@esc20.net

Phone/Fax Number

E-mail Address

cflores@uisd.net

E-mail Address