



## UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**Topic:** Approval for the District's membership in the NCPA (National Cooperative Purchasing Alliance)  
**Submitted by:** Ms. Cordelia Flores-Jackson of: Purchasing Department

**Approved for transmittal to school board:** May 16, 2018

### **Recommendations:**

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

### **Rationale:**

Approving the District's participation in the NCPA (National Cooperative Purchasing Alliance) 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



National Cooperative Purchasing Alliance

## INTERLOCAL AGREEMENT

### Contracting Parties

United Independent School District  
(Participating Agency)

Region 14 Educational Service Center  
(Lead Agency)

17460288594  
(Federal Tax ID Number)

This agreement is effective upon signature and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This agreement may be terminated with or without cause by either party upon (60) days prior written notice, or may also be terminated for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

### Statement of Services to be Performed:

Authority for such services is granted under Government Code, Title 7, Chapter 791 Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102. The purpose of this cooperative is to obtain substantial savings for member school districts and public entities through volume purchasing.

### Role of the Purchasing Cooperative

1. Provide for the organizational and administrative structure of the program.
2. Provide staff time necessary for efficient operation of the program.
3. Receive quantity requests from entities and prepare appropriate tally of quantities.
4. Initiate and implement activities related to the bidding and vendors selection process.
5. Provide members with procedures for ordering, delivery, and billing.

### Role of the Participating Agency:

1. Commitment to participate in the program as indicated by an authorized signature in the appropriate space below.
2. Designate a contact person for the cooperative.
3. Commit to purchase products and services that become part of the official products and services list when it is in the best interest of the member entity.
4. Prepare purchase orders issued to the appropriate vendor from the official award list provided by the Purchasing Cooperative.

5. Accept shipments of products ordered from vendors in accordance with standard purchasing procedures.
6. Pay vendors in a timely manner for all goods and services received.

**Authorization:**

Region 14 Education Service Center and the National Cooperative Purchasing Alliance (NCPA) executed a contract to provide cooperative purchasing opportunities to public and nonprofit agencies nationwide.

Please send a signed Interlocal Agreement by email to [membership@ncpa.us](mailto:membership@ncpa.us), fax to (888) 543-6515, or mail to NCPA, P.O. Box 701273, Houston, TX 77270. A facsimile or email transmission of an executed signature page of the agreement shall have the same force and effect as an original signature page.

**Participating Agency**

**Region 14 Education Service Center**

By \_\_\_\_\_  
Authorized Signature

By \_\_\_\_\_  
Authorized Signature

Board President  
\_\_\_\_\_ Title

\_\_\_\_\_ Title

May 16, 2018  
\_\_\_\_\_ Date

\_\_\_\_\_ Date

Cordelia Flores-Jackson  
\_\_\_\_\_ Contact Person

\_\_\_\_\_ Contact Person

Director of Purchasing Department  
\_\_\_\_\_ Title of Contact

\_\_\_\_\_ Telephone Number

3501 E. Saunders Ave.  
\_\_\_\_\_ Street Address

\_\_\_\_\_ Email Address

Laredo, TX 78041  
\_\_\_\_\_ City, State Zip

956-473-7921  
\_\_\_\_\_ Contact's Telephone Number

cflores@uisd.net  
\_\_\_\_\_ Email Address