

# NATIONAL IPA

## Contracting Process

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All agreements offered through National IPA are competitively solicited and awarded by a public agency/governmental entity (e.g. state, city, county, public university or school district) via a thorough Request For Proposal (RFP).

The contracting process is the foundation of National IPA and sets us apart from other cooperatives focused on the public sector. In order for even the most restrictive agencies nationwide to realize the best value offered by cooperative procurement, National IPA works with a lead agency to ensure that industry best practices, processes and procedures are applied.

### **PROCESS USED TO ESTABLISH A CONTRACT IN NATIONAL IPA'S PORTFOLIO**

- 1.** The lead agency prepares a competitive solicitation, incorporating language to make the agreement accessible nationally to agencies in states that allow intergovernmental (i.e.: "piggyback") contract usage.
- 2.** The lead agency issues the solicitation and any required addenda, amendments and notifications, and conducts a pre-proposal meeting to address any questions from suppliers and to discuss the national cooperative program. National IPA is present to assist the lead agency and answer questions regarding the national cooperative program.
- 3.** Interested suppliers respond to the solicitation.
- 4.** The lead agency evaluates the responses, negotiates the final terms and conditions and ultimately awards a contract (also referred to as the master agreement). National IPA participates in the evaluation process as a non-voting member, providing input as to the national scalability of responses. The contract award is made in accordance with the lead agency's procurement code.
- 5.** All solicitation and award documentation is posted on the National IPA website and made available to the public.
- 6.** National IPA, in collaboration with the lead agency, conduct quarterly business reviews with suppliers to strategize marketing and sales efforts and address contractual issues.