

June 27, 2025

Office of Procurement and Contracts – Information Circular 25-06

Subject: Use of Purchasing Cooperatives

On occasion, and in the best interest of the State of Kansas, the Office of Procurement and Contracts (OPC) will employ nationwide contracts that are made available through select procurement cooperatives. The state has agreements with various cooperatives including NASPO ValuePoint, Sourcewell, and TIPS. Entering into agreements with purchasing cooperatives is authorized and limited to the Director of Purchases by K.S.A. §75-3739.7(i).

Although the State has agreements with these organizations, this does not make all of the contracts available to state agencies. Each cooperative contract must be vetted and approved through OPC and a formal agreement established prior to use. Once this agreement is in place, a State of Kansas contract number is assigned in SMART and must be referred to in all documentation.

Prior to pursuing a participating addendum with a cooperative, OPC considers several factors:

- 1) Is there a current contract with similar products already established?
- 2) Does the cooperative contract fall within state procurement statutes?
- 3) Is the product/service of use to multiple state agencies?
- 4) What is the anticipated annual spend on this contract?
- 5) Would the issuance of a cooperative contract limit Kansas business opportunities?

Based upon the above-listed factors, it may be determined that a competitive bid through OPC is in the best interest of the State.

Cooperative representatives often contact agency buyers and suggest that all contracts within their portfolio are available, since Kansas is a member of their cooperative. This is not accurate for the State of Kansas. Cooperatives are competitive and will present their solution as the “Fast Track” through procurement or as a better solution to an existing State agreement. Please be aware that their claims may not be accurate in the Kansas environment.

If you have questions, please do not hesitate to reach out to the Office of Procurement and Contracts.