# Cooperative Procurement Standards Checklist

1. Was the soliciting entity an independent lead public agency that meets the standard definition of a political subdivision (county, city, school district, state, public higher education or special district) and therefore meets the cooperative purchasing legal criteria in all states where cooperative purchasing is permitted?
   - Yes
   - No

2. Was the development of the solicitation, evaluation of the responses and award determination all performed by public employees of a political subdivision that is separate from and independent of the cooperative organization?
   - Yes
   - No

3. Did a National Evaluation Team comprised of public procurement professionals from multiple political subdivisions participate in the creation, evaluation and award process?
   - Yes
   - No

4. Was the procurement process substantially similar to the process your agency is required to use?
   - Yes
   - No

5. Does the cooperative organization have independent and broad oversight of the program and its operations?
   - Yes
   - No

6. Does the cooperative conduct independent third-party supplier audits to ensure contract compliance?
   - Yes
   - No

7. Does the cooperative have adequate staff relative to the number of awarded suppliers?
   - Yes
   - No

8. Does the cooperative staff conduct quarterly performance reviews with supplier executives and Lead Public Agency to evaluate performance and compliance?
   - Yes
   - No

9. Does the cooperative agreement contain terms and conditions that require the supplier to provide their best government pricing to your agency?
   - Yes
   - No

10. Does the cooperative have field personnel focused on educating public agencies on the benefits of the cooperative program and resolving problems or concerns?
    - Yes
    - No