



791 Purchasing Cooperative is a leading national governmental purchasing cooperative, we are here to help public sector agencies successfully complete the compliant & competitive purchasing process. A dedicated team of industry leaders have been helping K12 school districts, cities, counties, colleges, universities and other public agencies be compliant, competitive and easily save time and money by leveraging the best cooperative contracts on the market. We are transforming cooperative purchasing for agencies and vendors.

## WHAT IS 791 COOP?

791 Purchasing Cooperative is a leading national government purchasing cooperative helping members comply with the competitive bid process. 791 COOP satisfies the competitive bids process with our lead agencies for K12 schools, cities, counties and colleges and universities so public agencies can piggyback the contracts without having to go to bid again. Our contracts help public agencies receive the best products and services at the lowest prices.

## WHO CAN USE 791 COOP?

There are over 30,000 agencies nationwide from both the public and nonprofit sectors that are eligible to utilize the 791 COOP program. K-12 schools, cities, counties, state agencies, public colleges and universities, nonprofit organizations, special utility districts, and any other organization that has competitive bid requirements and regulations.

## REGISTER

Register on our website or here: <https://www.791coop.org/howjoin.html> .Once you have completed registration with the interlocal agreement you will receive a confirmation



email for your records. In Texas, the interlocal agreement requires board approval and we have provided a sample board resolution on the website.

## DOES IT COST ANYTHING TO PARTICIPATE WITH 791 COOP?

No. There are no costs or obligations for your agency to participate with us. Registration is free and there are no volume minimums on purchases. Vendors pay an administration fee on contract sales of .5 to 2%.

## CAN MY AGENCY USE THE CONTRACTS WITHOUT GOING OUT FOR SOLICITATION?

Yes. All 791 COOP contracts have been competitively solicited by a lead public agency. Each solicitation contains language that allows the contract to be used by other government agencies. State statutes allow one government agency to purchase from contracts competitively solicited by another government agency.

## WHO IS 791 COOP'S LEAD PUBLIC AGENCY?

791 Purchasing Coop has two lead agencies. Region 15 Education Service Center and The Central Texas Council of Governments. Our lead agencies are governmental agencies in the state of Texas, respectively authorized by Chapter 8 of the Education Code and Chapter 391 of the Local Government Code. Region 15 ESC is based in San Angelo Texas, <https://www.esc15.net/>. The CTCOG is a regional planning commission, based in Belton Texas, <https://ctcog.org/>.

## WHAT IS 791 COOP'S SOLICITATION AND AWARD PROCESS FOR CONTRACT?

791 COOP works with Region 15 and CTCOG, our lead public agencies that solicit contracts for use by all public agencies. Contracts are awarded based on quality, performance, and most importantly pricing. These contracts are established using the following process:

1. 791 Coop issues a competitive solicitation for a product or service on behalf of 791 COOP and all member public agencies.
2. The solicitation is advertised for a minimum of two consecutive weeks or as long as required.
3. The solicitation contains language that allows the contract to be accessible nationally to public agencies in states whose laws allow for intergovernmental contract use (also known as "piggybacking" or "adopting")



4. Vendors respond to the bid with sealed responses that are recorded and publicly opened.
5. 791 Coop evaluates the responses based on "Identified Evaluation Criteria" and recommendation awards to the lead agency for contracts.

## CAN I SEE DOCUMENTATION OF THE SOLICITATION PROCESS ASSOCIATED WITH EACH COMPETITIVELY SOLICITED CONTRACT?

791 COOP provides all the due diligence documents needed available to all public agencies.

## HOW DO I USE A 791 COOP AWARDED VENDOR?

After you have registered with 791 COOP at [www.791COOP.org](http://www.791COOP.org) to find a listing of all awarded vendors. Here you will find a great deal of information that will allow you to research and contact the vendor of your choosing so you can start working together. Billing is executed directly from the servicing vendor. No different than if you were using your own contracts.

## WHAT IS A JOINT POWERS OR COOPERATIVE PROCUREMENT AUTHORITY?

State statutes and, if applicable, local ordinances generally allow one government agency to purchase from contracts competitively solicited by another government agency ("Lead Public Agency"). Generally, a public body may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses.

## HOW DO I BECOME A 791 COOP AWARDED VENDOR?

Companies interested in becoming an awarded vendor must respond to a solicitation for the category or service that best fits their offering. All solicitations are advertised through USA Today and posted at [www.791COOP.org](http://www.791COOP.org). We are always open to new ideas for prospective contracts so please do not hesitate to contact us.