



BECOME A PCA MEMBER

Purchasing Cooperative of America is a national purchasing cooperative with legally procured contracts available for public entities in all 50 States and U.S. Territories, Canada and Mexico:

- *Educational institutions K-12 through universities*
- *Local, State and Federal governmental agencies*
- *Indian tribal governments*
- *Non-profit/non-taxed religious and charitable organizations*
- *All PCA contracts are awarded through one of PCA's Awarding Public Agencies*

PCA contracts may be used with federally-funded programs such as FEMA.

PCA Solicitation Procedure:

- COMPETITIVE BIDDING per Texas procurement and contracting statutes. Other state and federal statutes, including the FAR, are referenced in the solicitations.
- Solicitations are ADVERTISED for two consecutive weeks in a national publication, in a local publication, and on the PCA website.
- Evaluation Committee Members review solicitation responses per the EVALUATION FACTORS listed in the solicitation.

Join PCA

- No cost to join PCA. Vendors pay an administrative fee when they use their PCA contract.
- Scroll down to the map and click on your state to look at the interlocal contracting 'joint powers' statutes for your state.
- Some Texas entities must complete the Interlocal Contract (you can find an example on the 'Forms' tab) and submit it to pcamerica@pcamerica.org.
- Becoming a member is EASY
 - (1) **In Texas.** Register online at www.pcamerica.org/Members; some entities also complete the Interlocal Contract (available on the Forms tab).
 - (2) **Other States.** Register online at www.pcamerica.org/Members; key on your state to see your state's 'joint powers' statutes. Public entities of other states will know membership requirements required by their state statute(s) or local authority.
 - (3) As needed, submit the interlocal contract to pcamerica@pcamerica.org
- 'PCA', 'the contract number' and 'title' must be listed on your purchase order.

Membership Has Its Privileges

- Working directly with awarded contractors
- Additional terms may be listed on the purchase order upon or written in a supplemental contract, as negotiated and agreed upon
- Contract support from PCA contract managers
- DUE DILIGENCE documentation available to PCA members upon request

Learn more about PCA at www.pcamerica.org, 844-722-6374,
or call Elaine Nichols, Director, at 713-851-1471



MEMBERS: HOW TO USE PCA CONTRACTS

Membership in the Purchasing Cooperative of America (PCA) national purchasing cooperative allows Members to purchase from all contracts available through PCA.

PCA contracts are the result of a nationally advertised, fully documented competitive procurement process which ensures all contract awards are in compliance with contract and purchasing law.

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Step 1. Membership is Free.

Become a Member to purchase using a PCA contract by completing the online Member Registration at www.pcamerica.org/members. Some entities must also complete an interlocal (intergovernmental) contract (ILC), such as Texas K-12 Members. Other Texas Members and Members outside Texas will know their state or local requirements for co-op membership. To complete the ILC:

- Download at www.pcamerica.org/forms.
- Customers may click on their state at www.pcamerica.org/members to find their state's joint powers/cooperative endeavors/contracting authority statute(s)
- Complete and sign the ILC and email to Members@pcamerica.org.
- PCA will return the executed ILC to the designated contact's email address.

Step 2. Make a purchase.

PCA has awarded over 150 contracts covering numerous. Go to www.pcamerica.org/awarded to find "Awarded Contracts By Commodity/Service" for listing of contracts by department, and "Awarded Contractors by Name" for an alpha listing of PCA awarded contractors. Each awarded contractor has a Vendor Page that is accessible by clicking on the company name.

Member contacts the PCA awarded contractor. When ready to purchase, Member issues a purchase order or work order to the awarded contractor (vendor). Put "PCA" and "Contract Number" on the purchase order. Per the PCA contract, any terms specific to an individual Member or additional terms to the PCA contract, as agreed to between the Member and Vendor, can be put into a supplemental contract between the Member and Awarded Contractor or typed directly on the purchase order.

PCA Support

Call PCA with contract questions.

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Reasons to use PCA

- EASE OF USE **Purchasing Directors:** Increase Productivity!
PCA supports your purchasing operations
- EDGAR** **Grant Managers:** PCA is EDGAR compliant
(U.S.D.E. grants to non-FED grantees)
- DON'T WAIT FOR REBATES **Accounting Managers:** When you use PCA, there is no
reimbursement to calculate, wait for, and remit
- PASS **AUDIT** **CFOs:** PCA provides due diligence documentation for
each PCA contract you utilize
- REACHING YOUR STATE OR LOCAL
PURCHASE THRESHOLD? PCA is your Procurement Justification
- GET YOUR PROJECT STARTED FAST Emergency? Activate your PCA Membership and start
saving money sooner with PCA contracts
- SAVE TIME, **MONEY** Let PCA procurement and contracting expertise
provide the entire solicitation/contracting process
to you: development - award - management
- ONE P.O. Work directly with PCA Awarded Contractors (vendors)
- ARE YOU PAYING TOO MUCH
ELSEWHERE? PCA Awarded Contractors offer their best price
- WHO IS YOUR CO-OP
PURCHASE BENEFITTING? PCA Benefits Our Members: Best Prices, Great Contracts
PCA benefits our Awarded Contractors: multi-year
contracts; national exposure
- KNOW THE CONTRACTS **PCA Contracts are Competitively Bid**
NOT Negotiated; **NOT** a Vendor List
PCA Contracts are Legal and Comprehensive
Include Texas' and Other States' Purchasing and
Contracting Statutes, the FAR, DFAR
- ARE YOU CO-OP SAVVY? PCA Contracts can be used in all 50 States, U.S.
Territories, Canada, and Mexico. **PCA contracts are**
awarded by agencies of the State of Texas

9. Invalid Provision. If any term(s) or provisions of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.
10. Immunity. Neither Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees and agents as a result of this Agreement being executed or the performance of the functions and obligations describe herein.
11. Final Agreement. This Agreement incorporates all agreements, covenants and understandings between the Parties concerning subject matter in the Agreement. No prior agreement of understanding, verbal or otherwise, by the Parties or their agents, shall be valid or enforceable unless embodied in this Agreement.
12. "As is" Contracts. PCA makes PCA contracts available to the PCA Member "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any other requirements of the contract for the benefit of the PCA Member.
13. Termination. This Agreement may be terminated with or without cause by either party upon (60) days prior written notice.
14. Notice. All forms of written notice, under this Agreement, shall be made by first class mail, postage prepaid and delivered to the other Party of this Agreement.
15. Records Requests. PCA Member agrees to cooperate in compliance with any reasonable request for information and/or records made by PCA. Breach of this provision may be grounds for termination after ten (10) days written notice to the PCA Member.
16. Submission. Send the signed Agreement via email to Members@pcamerica.org. An email copy of an executed signature shall have the same force and effect as an original signature page.
17. Term. This Agreement is effective the date of the final signature and shall continue indefinitely, subject to the Termination clause.

Authorization

By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized to enter into and perform the terms of this Agreement.

<p>_____</p> <p>PCA Member Organization Name</p> <p>_____</p> <p>Authorized Signature</p> <p>_____</p> <p>Printed Name</p> <p>Title _____</p> <p>Date _____</p> <p>Designated Contact _____</p> <p>Title _____</p> <p>Phone _____</p> <p>Email _____</p>	<p>Purchasing Cooperative of America</p> <p>_____</p> <p>PCA Authorized Signature</p> <p>_____</p> <p>Printed Name</p> <p>Title _____</p> <p>Date _____</p> <p>Phone _____</p> <p>Email _____</p> <p>Main PCA Email <u>pcamerica@pcamerica.org</u></p>
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