



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM 2014-018

DATE: May 9, 2014

TO: All Soil and Water Conservation Districts

FROM: *CM* Colleen Meredith, Director  
Soil and Water Conservation Program

SUBJECT: Cooperative Procurement Program

As an opportunity to Soil and Water Conservation Districts (SWCDs) for cost savings, Missouri Statute RSMo 67-360 authorizes political subdivisions the ability to place orders using certain statewide contracts through the services offered by the Office of Administration Division of Purchasing and Materials Management (DPMM). In order to become eligible to purchase from the statewide contracts (if you are not already), SWCDs will need to complete the attached Cooperative Procurement Program Membership Form and submit directly to [Karen.Herman@oa.mo.gov](mailto:Karen.Herman@oa.mo.gov).

The form is simple to complete. The Entity's Governing Body Title should be the name of the district (ex: Audrain SWCD). Your Entity's Name would be the same. On page 2, the district only needs to fill in: District Name (as the Cooperative Procurement Entity), Mailing Address, Contact Name, Telephone Number, E-mail Address and check box A. Completion of this form may provide a considerable cost savings to the district upon purchase of toner and other items. It is recommended for any purchases made by the district that multiple bids are obtained prior to purchase. If the item planned for purchase is one covered by a state contract, the vendor awarded the state contract should be considered for the sale opportunity. If the vendor awarded the state contract is not the least cost alternative, the district is not required to purchase from that vendor.

To view Cooperative Procurement statewide contracts, click on the statewide contract search located at <http://archive.oa.mo.gov/purch/contracts/>. Click the Coop radio button and then click the submit button to view all Cooperative Procurement contracts (shown below); this will allow you to download the contracts with specifications and pricing.

5. List MBE/WBE/Coop Contracts:

MBE  WBE  MBE or WBE  Coop

Sort by:  Description  Contract Number  Contractor Name

When ordering from statewide contracts, you will purchase directly from the vendor. We also recommend that the site be reviewed prior to each purchase as the awarded contracts pricing and vendor information is continuously updated.

If you have any questions, please contact your district coordinator. Thank you.

CM:cw

Attachment

**STATE OF MISSOURI  
COOPERATIVE PROCUREMENT PROGRAM  
MEMBERSHIP FORM**

Missouri State Statutes, Chapter 34 and Chapter 67, authorizes political subdivisions and quasi-public governmental bodies to participate in joint purchasing program with the State of Missouri. To participate, please complete and submit this form to our office.

Whereas, \_\_\_\_\_,  
(Your Entity's Governing Body Title)

Does hereby authorize \_\_\_\_\_,  
(Your Entity's Name)

On: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Official Signature)

to participate in the State of Missouri, Cooperative Procurement Program.

Please forward this completed membership form along with the information requested on the following pages by mail or fax to:

State of Missouri/Office of Administration  
Division of Purchasing and Materials Management  
Cooperative Procurement Program  
301 W. High Street, P.O. Box 809  
Jefferson City, MO 65102  
Phone: (573) 751-4169  
Fax: (573) 526-9815

# - MEMBERSHIP FORM-

Please Complete

COOPERATIVE PROCUREMENT ENTITY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_  
(NOTE: PLEASE DO NOT LIST A PARTICULAR PERSONS NAME. USE MAYOR, SUPERINTENDENT, DIRECTOR, ETC.)

Telephone # \_\_\_\_\_ Fax# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please check type of governmental entity:**

- A.  **Public Tax Supported Agency** (Governmental entities are those who derive their funding from a public tax base; i.e., federal agencies, cities, counties, public school districts, colleges, etc.)
- B.  **Quasi-Public Governmental Body** (Primary purpose is to enter into contracts with public governmental bodies or perform a public function.)

**(1) How is the Institution funded: (Show Percentages)**

- (a) Tax Supported (Other Than By Grant) \_\_\_\_\_ %  
(b) By Grant and/or Contributions \_\_\_\_\_ %  
(c) Other (Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(2) List any programs you currently have with the State of Missouri:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(3) List your organization's mission or purpose:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) Has the institution been determined non-profit and tax-exempt under section 501 of the U.S. Internal Revenue Code?  YES  NO**

## **INTERNET ACCESS**

The Statewide Contract Listing, Cooperative Procurement Membership Listing, Cooperative Procurement Membership Form can be accessed on the Internet at the State of Missouri, Division of Purchasing and Materials Management's home page <http://content.oa.mo.gov/purchasing-materials-management>

The Division of Purchasing and Materials Management has statewide contracts, which include specifications and pricing available at this site on the Internet. Statewide contracts can be downloaded to your system. If you have any questions or encounter any problems, please contact the Division of Purchasing and Materials Management at [purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov) or (573)751-2387.

*This membership form shall be reviewed and approved before participation can begin. Upon approval of the political subdivision's membership form, the Division of Purchasing and Materials Management will send acknowledgement of membership.*

