

## Procedure: Cooperative Purchasing Agreements

Cooperative purchasing is permitted for local government units under RCW 39.34.010 to make the most efficient use combined powers to cooperate for mutual advantage on the acquisition of goods and services. Public agency is further defined in RCW 39.34.020 and includes any agency, political subdivisions (such as ESDs and school districts), local governments, state government, any agency of the U.S. government, native Tribes recognized by the Federal government and any political subdivision of another state. Educational Service Districts and school districts are required further required to comply with RCW 28A.320.080. Authorization to enter into public purchase agreements with public benefit nonprofit corporations is authorized under and guided by RCW 39.34.055, subject to provisions of RCW 39.34.30-39.34.50.

Cooperative purchasing agreements require approval of the Board of Directors (RCW 39.34.080), which may be a delegated duty to the Superintendent.

Cooperative purchasing agreements must specify:

- a. Duration, generally not to exceed five years  
**Note:** Some cooperative agreements may be structured with automatic renewals and no termination dates. In such cases, the Superintendent shall develop procedures for periodic evaluation of the Agreement.
- b. The precise organization of any separate legal or administrative entity created by the interlocal agreement, including provisions for joint Boards if applicable
- c. Purpose of the agreement
- d. The manner of financing the joint or cooperative undertaking
- e. Termination methods

Prior to entering into, and relying on cooperative purchasing for bid contracts, Business Services must determine if the cooperative's bid processes meet all the requirements of ESD procurement policies and procedures and maintain records of such compliance reviews.

All cooperative purchasing agreements made shall be posted on ESDs public website or other electronically retrievable public source.