

# Cooperative Purchasing

Sourcewell at your service

An aerial photograph of a town at sunset. The sky is a mix of orange, yellow, and blue. The town below is illuminated with streetlights and house lights. A large, semi-transparent orange shape is overlaid on the left side of the image, containing the text.

Together,  
we are  
Sourcewell

## Cooperative Purchasing

Cooperative purchasing is procurement conducted by, or on behalf of, one or more governmental units for use by other governmental units.



## Become a member

Membership is free. Just fill out an online or paper application. A membership legal agreement is available if needed. After submitting your application, you will receive a Sourcewell member ID number electronically and a welcome packet by mail.

## Make a purchase

Browse our catalog of nationally awarded vendors online. Contact the vendor directly and inform them of your interest in using the Sourcewell contract OR use our expertise — contact our membership team. We want to be your guide.

For more information, contact our membership team:

877-585-9706

[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

# We have a lot in common

As a pioneer and leader in cooperative purchasing, we are passionate about helping members fulfill their public service missions. When you save time and money, you recover resources to use elsewhere.

## You can confidently partner with Sourcewell because we:

### Read the fine print

- Proven procurement process, refined over 40 years.
- Contracts competitively solicited on your behalf and awarded by our CPO and elected board.
- The documentation you need is right at your fingertips – with a complete procurement file posted on our website.

### Value independence

- As a government organization, Sourcewell\* is its own lead agency.
- We are motivated by serving our members—not profits.
- Contracts are non-exclusive with no obligation, and offer ability to propose supplemental terms and conditions.
- Purchase with national contracts at your local dealer. Choice of quality equipment, products, and services at volume pricing.

### Lead the way

- Choice of high-quality equipment/products/services — 300 national vendor contracts and more than 500 construction contracts.
- We eliminate low-bid, low-quality issues. You capture life-cycle cost efficiencies.

Our members face ever-evolving challenges, and we are building stronger relationships with vendors and members to develop practical solutions together. If you are part of a government, education, or nonprofit organization, you can join Sourcewell at no cost or obligation.

\*Sourcewell's creation was authorized by Minnesota law as an Educational Service Cooperative Unit to serve education, government, and nonprofit entities with solutions, as outlined in Minn. Stat. 123A.21, subd. 7, which are more efficiently delivered cooperatively than by each entity individually. As a service cooperative, Sourcewell is a governmental unit of the State of Minnesota, all Sourcewell employees are government employees.

Sourcewell is governed by an eight-member board of publicly elected officials.

## How it Works

Sourcewell is committed to serving member agencies by researching common needs and solutions. The result is an opportunity to purchase the very best products, equipment, and services through nationally solicited contracts.

## Competitive Procurement Process

Sourcewell's procurement process is continuously being refined to meet the changing needs of our members. Sourcewell's process is completed in accordance with Minnesota law.

Sourcewell follows a procurement process that includes:

**1. Identify member needs and research solutions**

Sourcewell identifies areas of need through daily member interactions and advisory committees, and then researches the best approach for each offering.

**2. Board of directors approves proposed solicitations**

**3. Draft and publicize solicitations by advertising in various print**

**newspapers nationwide and on multiple websites in the U.S. and Canada**

**4. Pre-proposal conferences followed by receipt of time-bound, sealed responses**

**5. Evaluate responses**

Evaluation begins at the proposal opening by determining the responsiveness of each proposal. The final evaluation is conducted using the scoring criteria defined in the RFP.

**6. Recommendation to Chief Procurement Officer (CPO)**

**7. Award vendors**

Upon approval by the CPO, the recommended vendor is awarded a four-year contract term with the potential for an additional one-year extension at the discretion of Sourcewell. Members have the ability to propose supplemental terms and conditions to the Sourcewell contract to meet their local requirements.

**8. Posting and reviewing approved contract documents**

A complete procurement file is maintained by Sourcewell, and contract documentation is posted on our website for review by our members. Our procurement specialists review documentation for compliance and effectiveness. Sourcewell considers price and product change requests based on contract terms.

