PPIM Public Procurement Institute of Michigan

CoPro+ The PLUS Makes the Difference

COOPERATIVE PURCHASING CHECKLIST

Evaluation for Leadership and Board

PURPOSE

This checklist supports board oversight by confirming that cooperative purchasing decisions are compliant, transparent, and defensible when using competitively bid cooperative contracts.

COMPETITIVE PROCESS

- The contract was competitively solicited and awarded by a public agency
- Public-sector procurement standards were followed
- The hosting agency is clearly identified

SCOPE & FIT

- The contract scope aligns with the goods or services being purchased
- The purchase does not exceed or stretch the awarded scope
- Pricing, terms, and contract timelines are current

AUTHORITY TO USE

- Agency purchasing policies allow cooperative purchasing
- Applicable state law permits cooperative contract use
- Required internal approvals have been obtained

DOCUMENTATION

- Solicitation, evaluation, and award documentation are available
- A brief justification explains why a cooperative contract was selected
- Records are organized and accessible

RISK AWARENESS

- The contract scope aligns with the goods or services being purchased
- The purchase does not exceed or stretch the awarded scope
- Pricing, terms, and contract timelines are current

ACCOUNTABILITY & CONFIDENCE

- Staff can clearly explain how and why the vendor was selected
- The decision can be confidently explained to auditors, boards, and the public

Host Agency:
Contract #:

The CoPro+ is a Michigan-based cooperative purchasing program administered by the Public Procurement Institute of Michigan (PPIM). Learn more at **www.PPIM.org**.