KANSAS CITY REGIONAL PURCHASING COOPERATIVE

PROGRAM

USER GUIDE AND PROCEDURES

A Partnership of:

Mid-America Regional Council,

Mid-America Council of Public Purchasing,

And Local Governments

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INTRODUCTION:
The Mid-America Regional Council (MARC, Federal ID# 43-0976432), the regional council of governments and metropolitan planning organization, serving an eight county region, and the Mid-America Council of Public Purchasing (MACPP), a regional organization of public sector purchasing professionals and a local chapter of The Institute for Public Procurement (NIGP), initiated the Kansas City Regional Purchasing Cooperative to enhance the current cooperative purchasing efforts in the region.

The Kansas City Regional Purchasing Cooperative (KCRPC) is a partnership between MARC, MACPP, and local governments. The intent of the KCRPC is to increase the amount and effectiveness of local government cooperative purchasing in the metropolitan area and in the process, reduction in the costs of goods and services by obtaining more responsive prices.

The Manager’s Roundtable, a committee of city and county managers, provides general guidance and support toward the effort. The KCRPC established a standing Advisory Committee comprised of public sector purchasing professionals in the Kansas City metropolitan area. The Advisory Committee is responsible for providing professional governmental purchasing expertise to KCRPC. The MARC Board of Directors consists of 30 locally elected leaders representing the nine counties and 119 cities in the bi-state metropolitan Kansas City region.

MARC provided initial support for the first 2 years of the program. It is the intent of the initiative to ensure that KCRPC remain self-supporting by charging a 1.5% Administrative Fee to the vendor, based on gross sales on each contract, which is consistent with other national cooperative purchasing program Administrative Fees. Bidders include the 1.5% Administrative Fee into their unit bid pricing.

The KCRPC is not a legal entity, but rather a program of MARC. All future references for KCRPC will be shown as MARC/KCRPC since MARC will be the legal entity coordinating and managing the bid/procurement activities.

OBJECTIVE:
The objective is for the MARC/KCRPC to provide the following benefits to local governments within the region:

- More cooperative contracts and more opportunities for volume discount savings to local governments.
- New initiatives and new opportunities to save money.
- New opportunities through partnerships with other local governments, schools, and national purchasing cooperatives.

Additional benefits will be available to the vendor by increasing bidding opportunities, larger volumes and increasing their customer base.

LEGAL AUTHORITY:
Each participating government entity is encouraged to obtain a Letter of Understanding, or a Resolution from their governing body, prior to bid solicitations, giving MARC/KCRPC authorization to issue and award bids on behalf of the Participant. The Letter of Understanding or Resolution may be issued for individual bids, or a blanket letter/resolution. Sample resolutions are available on the web at www.marc.org/kcrpc/.
In the event, a resolution has not been adopted at the time of award, that Participant will take their individual award recommendation to their Council/Commission for approval when required by their policies, and issue a separate contract to the successful Bidder. Individual contracts issued by a Participant must reference the MARC/KCRPC assigned bid number and title, and copies are to be provided to MARC/KCRPC. To help keep administrative costs down, it is recommended each Participant have a blanket resolution or letter of understanding in place, and not for each specific bid issued by MARC/KCRPC.

METHODS OF COOPERATIVE PURCHASES:
MARC/KCRPC will use two (2) methods of cooperative purchasing:

1. Joint bids
   This method involves a commitment by the Participant to be listed in the bid as a Participant and to commit to a specific quantity, or annual estimated quantities of the selected commodity or service. A bid may be issued as one year or other period, as deemed appropriate by Program Coordinator and approved by Participants. Joint bid responses will be evaluated on the lowest and most responsive bids meeting specifications. The joint bid contracts may include renewal options, escalation/de-escalation clauses based on industry standards, as deemed necessary by the Program Coordinator and approved by Participants. The advantage of joint bids is to increase the buying power by combining lower quantities of several entities into one bid and reducing administrative costs to individual entities, which in turn, saves the entities money. Specific requirements necessary for the Participants will be included in the specifications, such as individual equal opportunity requirements.

2. Cooperative Purchasing
   This method, also known as piggybacking, involves adding a “cooperative purchasing” clause to each contract issued by MARC/KCRPC. Bidders are given the opportunity to accept or decline this clause to sell to non-Participants. The clause is as follows: “If awarded a contract as a result of this solicitation, I agree to sell at the same price and under the same terms of this Contract to any other Municipal, County, Public Utility, Hospital, Non-Profit, or Educational Institution not specifically listed as a Participant on page 4, but having membership as any chapter affiliate of NIGP and located within the Greater Kansas City Metropolitan Trade Area. I agree to notify the Program Coordinator, MARC/KCRPC, in the event any non-Participants want to utilize this contract, before processing any orders. All deliveries shall be F.O.B. Destination and there shall be no obligation on the part of any non-Participant to utilize this Contract.”

AWARDED CONTRACTS
All contracts issued by MARC/KCRPC will be posted on the MARC/KCRPC web site contract database for viewing or download contracts. The contract database will be maintained regularly by MARC/KCRPC.

Posted contracts will include the complete bid document, including pricing sheet with awarded items, delivery requirements, addendums, and the contract.

ROLE OF KCRPC
The Program Coordinator is responsible for overseeing daily details of planning and scheduling multi-jurisdictional procurement projects, acting as a central point of contact and representative of MARC/KCRPC, establish procedures and user’s guide, and market cooperative purchasing within the region.

Other duties include:
• Identify new commodities eligible for cooperative purchasing and recruit local government participation,
• Issue bid packages, which include assembling, analyzing, administering, and marketing contracts to local governments.
• Track contract usage to develop information on projected cost savings generated by MARC/KCRPC contracts.
• Explore and initiate new cooperative purchasing activities.
• Form affiliations and partnerships with other regional & national cooperative purchasing organizations.
• Maintenance of contract database for purchasing information, easily accessible to users.

ROLE OF PARTICIPANT
The Participant is responsible for providing necessary specifications/quantities to the Program Coordinator, within the established bid timeframes, for inclusion in the bid documents.
Other duties include:
• Serve as the main point of contact throughout the bidding process.
• Provide specifications, estimated quantities and suggested vendors.
• Review draft copies distributed.
• Review award recommendations from the Program Coordinator.
• Distribute contract award information to applicable internal departments, and review ordering procedures with the departments.
• Notify Program Coordinator of any service/delivery problems during contract period.

DEFINITIONS
Definitions of all relevant terms and entities used throughout the procedures and bidding documents are provided below. Defined terms or entities used in the Invitation for Bid start with a capital letter.
1. "MARC/KCRPC" refers to Kansas City Regional Purchasing Cooperative, a purchasing cooperative partnership of the MACPP and MARC, and their members, and MARC/KCRPC is responsible for assembling and administering this Invitation for Bid and representing the Participants in the bid process.
2. “Participants” or “Participating Members” refers to local government entities that are participating in the Invitation for Bid.
3. "Non-Participant" means a Municipality, County, State, Governmental Public Utility, Non-Profit Hospital, Educational Institution, Special Governmental Agency or Non-Profit corporation performing governmental functions, that is a member of the Mid-America Council of Public Purchasing (MACPP) and is located within the Greater Kansas City Metropolitan Trade Area, but that is not a listed Participant.
4. “MACPP” refers to the Mid-America Council of Public Purchasing.
5. “MARC” refers to the Mid-America Regional Council
6. “Program Coordinator” refers to the authorized representative of KCRPC designated to handle bid solicitation and award and modification of the contract.
7. “Administrative Contracting Officer” refers to the authorized representative of each of the Participants authorized to issue purchase orders, receive required documentation, inspect and receive goods, make payments and handle disputes involving shipments to the jurisdiction.
8. “Bidder” refers to any corporation, company, partnership, firm, or individual that responds to the Invitation for Bid.
9. "Contractor" shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement to perform the work or provide the materials covered thereby, and its duly authorized agents or other legal representatives.
10. “Administrative Fee” refers to the one and one-half percent (1.5%) fee to be paid monthly by the vendor, to MARC/KCRPC, based on gross sales to Participants under the contract. The Administrative fee shall be built into quoted pricing.
11. The "specifications" include Section 4 of the bid document.
12. A "subcontractor" is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the contractor.
13. The term "sample" as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the Program Coordinator to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents. Samples approved by the Program Coordinator and Participants shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the MARC/KCRPC or Participants.
14. The term "estimated" represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.
15. The term "minimum" means the Participant will order stated quantity of supplies during the period of this contract at the price bid.
MARC/KCRPC REGIONAL JOINT BIDDING PROCEDURES

The authorized representative of MARC/KCRPC, herein known as Program Coordinator, will serve as the lead on all MARC/KCRPC bids. All notifications, documents, lists will be transmitted electronically wherever possible to promote reduction of paper and to expedite communication between Program Coordinator and Participants.

1. INITIAL NOTIFICATION OF PENDING JOINT BIDS
   Program Coordinator will publish potential joint bids in electronic newsletter to generate interest for a specific commodity/service on the Buying Schedule. Program Coordinator will maintain a distribution list of those who respond to the initial notification on the Buying Schedule. Based on responses received, the Program Coordinator will select the commodity/service to be bid. Decision to bid will be based on estimated volume, number of participants, dollar value and ability to standardize the specifications/requirements. It is preferred each Participant have at least $10,000 in estimated annual volume, otherwise, the participant can piggyback off awarded contract.

2. FORMAL NOTIFICATION OF JOINT BIDS
   2.1 The Program Coordinator will select the joint bid based on the above criteria and issue a formal invitation to agencies that responded. A second notice will be sent to all agencies on distribution list, as a reminder of upcoming bid, to generate as much participation as possible.

   2.2 The Invitation to Participate will include the following:
      a. Cover memo with bid schedule, reminder to obtain or provide copy of their Letter of Understanding or Resolution, if not on file. Sample resolutions are available at www.marc.org/kcrpc or by contacting the Program Coordinator. Participants will designate point of contact, and the memo must be signed by authorized personnel to commit the entity to the joint bid.
      b. Commodities/services to be included in the bid
      c. Instructions to provide any specific entity requirements, such as insurance, licenses, shipping locations, and to provide list of suppliers.
      d. Draft bid document will include basic format which includes the regional standard terms and conditions, specifications received by Participants and other information deemed necessary

   2.3 Review Time:
       A maximum of ten (10) calendar days will be allowed for Participants’ review and to return draft with revisions/additions. To keep bidding process within a 90 day time frame, if a Participant is unable to return draft within the allotted time, they will be removed from the list, and encouraged to piggyback instead. The awarded contract may be modified at a later date, adding agencies to the contract.

3. DRAFT BID DOCUMENTS
   3.1 The Program Coordinator will review draft from the Participants, and request clarifications as needed. Program Coordinator will compile and issue revised draft bid document within five to ten working days from receipt of the items from Participants.

   3.3 Revised bidding document will include;
a. Instructions for review of draft document (areas needing special attention highlighted).
b. Request for suggested vendors, if not previously sent.
c. Reminder regarding resolutions from Participant’s governing body, if not previously provided.
d. Legal advertisements will be published in Kansas City Star, Kansas City Hispanic News, and The Call, one time each. Any local advertising required by each Participant will be handled by that entity. Program Coordinator will provide the legal advertisement. The advertisement may be modified by the Participant, as necessary, to accommodate their specific entity language.

3.4 The Program Coordinator will allow five to ten working days from the date of circulation of draft document for review by the Participants, depending on the complexity of the bid. This process shall be repeated if Participants have proposed significant changes to the original document, until all Participants have approved a final document. The Program Coordinator shall allow at least five working days from the date of each re-circulation for review and approval.

3.5 In the event Participants cannot agree on a final bid document, the Program Coordinator will advise the Advisory Committee for resolution. The Advisory Committee decision shall be final and binding on all parties. The result of the Committee’s decision will be sent to the Participants, and will include the final document, as it will be published.

4. FINAL BID DOCUMENT, PUBLICATION, MAILING AND CIRCULATION
Upon approval by Participants of the final bid document, the Program Coordinator will submit legal advertisements, post bid document on MARC/KCRPC and DemandStar websites, and add supplemental suppliers to Demandstar. Participants will receive final bid document and bidders list.

5. ACTIONS DURING THE OPEN BIDDING PERIOD
5.1 Program Coordinator will:
   a. Maintain records for bid process
   b. Be the sole contact for questions/clarifications pertaining to the bid.
   c. Provide responses to clarification requests from bidders; maintain record of requests and responses from Participants for inclusion in the bid file or addenda. Obtain approval from Participants for any addendums prior to issuance. If clarifications are received at the deadline (seven days prior to bid opening), a verbal approval followed by written confirmation (email or fax) is acceptable. Prepare and distribute addenda to bidders, and post on MARC and Demandstar websites.
   d. Not issue addenda later than seven calendar days prior to bid opening date, unless revision to document can be considered a minor technicality, at the discretion of the Program Coordinator. If revision is considered a major revision the Program Coordinator will issue an addendum and postpone the bid opening to accommodate the seven day clarification requirement. If the bid opening is postponed, the Program Coordinator will immediately notify all Participants and bidders by the most efficient method possible (telephone, e-mail, or fax).

5.2 In the event a Participant needs to withdraw from the bid, a request must be sent to the Program Coordinator immediately for review. An addendum will be issued if the
withdrawal request is approved. Withdrawals will not be allowed after the bids have opened, except for the following:

a. Funding no longer available, or insufficient funding
b. Significant changes in Participant’s requirements that would not be consistent with scope of the bid.
c. Bid prices are higher than Participant’s EXISTING valid contract (excluding MARC/KCRPC contracts). Documentation will be required before withdrawal is allowed.

6. BID OPENING
6.1 All bid openings are held at the MARC offices, 600 Broadway Suite 200, Kansas City, Missouri. Specific conference room scheduled will be included in the Invitation to Bid. The Program Coordinator, and/or designee shall be responsible for opening, reading and recording all bids received by the bid opening time. The Program Coordinator will require attendees to sign attendance sheet. Depending on the commodity or service, electronic bids may be allowed and will be designated within the bid document if allowed.

6.2 Bid responses received after the published bid opening date and time, will not be opened or accepted for consideration. Such responses will not be logged and will be returned unopened to the bidder, with letter stating reason bid is being returned. Late bids with no vendor identification on the outside will be kept in the bid file, unopened. Program Coordinator, and/or designee, will be responsible for recording all bids received and maintaining a bid log, to include the bidder’s name, date and time received.

6.3 No decisions relating to bid award or discussion of bids shall take place during or after the bid opening. Bidders must request bid tabulations in writing or by electronic mail. Bid tabulations will be available for distribution by next business day following the bid opening and published on MARC/KCRPC website and DemandStar. The Participants will receive their copy of the bid tabulation during the bid evaluation stage.

7. BID EVALUATION AND RECOMMENDATION OF BID AWARD
7.1 Program Coordinator will scan all bids received, evaluate bid responses, check references, obtain clarifications and prepare a Recommendation of Bid Award generally within five to ten working days after the bid opening. Any samples needed by the Participants for evaluation, will be requested by the Program Coordinator. If bidder(s) fails to submit samples within the allotted time, they will be considered non-responsive, and the next low bidder will be notified to submit samples.

7.2 Recommendation of Bid Award shall, at a minimum, include the three lowest bidders in the event a bidder does not fulfill the notice of award requirements, rationale for recommendation of other than the apparent low bidder, results of reference checks, spreadsheet detailing the pricing, payment terms with early payment discounts, delivery information, any other information pertinent to bid award and copy of the attendance sheet will be provided.

7.3 The Participants will return their Bid Recommendation within five to ten working days of issuance. In the event a Participant does not agree with the initial recommendation, they will notify the Program Coordinator immediately, to discuss available resolutions. If the Program Coordinator and Participants cannot agree on the bid award, the
disagreement shall be referred to the Advisory Committee for resolution, either electronically or by holding a Committee meeting. Said Committee’s decision shall be final and binding on all parties.

7.4 The Program Coordinator will prepare contract sets and pricing lists to the Contractor for review and signature. Upon receipt of signed contract, Program Coordinator will submit with recommendation and overview of process to the MARC Executive Director for review and countersignature. If the recommended bidder(s) fails to supply the required bid submittals within the period specified by the Notice of Award, the Program Coordinator shall withdraw the award, in writing, and proceed with next lowest recommended bidder. The Program Coordinator shall send a revised Notice of Bid Award to Participants, with reasons why the previous recommended bidder has been rejected. Participants will make recommendation to accept or reject the next bidder. If the Participants approve to accept, the above steps will be repeated.

7.5 In the event, a resolution has not been adopted at the time of award, each Participant will need to submit their award recommendation to their Council/Commission for approval and will issue a separate contract to the successful Bidder. The Program Coordinator will provide necessary documents to the Participants for their governing body approval. The Participants required to take contract award to their governing body for approval to award, will provide the Program Coordinator with copies of contracts and Notices of Awards issued, to be made part of the bid file.

8. NOTICE OF AWARD, SUBMITTALS AND CONTRACT
8.1 Upon receipt of executed contracts by MARC, the Program Coordinator will distribute contracts to Participants and Contractors. Contracts will be uploaded to the KCRPC contract database at [www.marc.org/kcrpc](http://www.marc.org/kcrpc/) if Contractors agreed to cooperative purchasing clause for non-Participants. DemandStar will be updated to reflect awarded Contractor and award amounts.

8.2 Because the KCRPC is self-supporting by the administrative fees on awarded contracts, it is important that all Participants submit the following forms to the Program Coordinator within five (5) working days after receipt of award documents. The savings information will provide the data to determine contract is successful and advantageous to the Participants:
   a. Administrative Cost Savings Calculation Form (available at [www.marc.org/kcrpc](http://www.marc.org/kcrpc/))
   b. Cost Reduction Calculation Form (available at [www.marc.org/kcrpc](http://www.marc.org/kcrpc/))

9. ACTIONS DURING THE CONTRACT PERIOD
9.1 Program Coordinator will be the primary contact (except for orders or invoices) and assist in the resolution of contract issues between Participants and the Contractor. Inform Participants of contract developments during the contract period. Program Coordinator may issue general contract modifications and/or contract period extensions with approval of the Participants. Executed contract modifications will be distributed to all Participants within two working days following the date of execution. Modifications will be posted to KCRPC contract database, if contractor agreed to non-Participants using the contract.

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9.2 Program Coordinator will monitor contract usage, receive sales reports from the contractor(s), entities using the contract, and commodities or services purchased through the contract.

9.3 Program Coordinator will submit to Participants of any requested price increases if escalation/de-escalation clause is allowed under the contracts. Program Coordinator will research and request justification from the Contractor to substantiate requested price increases. A modification to the contract will be issued, if Participants approve.

9.4 Participants will distribute award information to their departments. Participants are responsible for issuing purchase orders, payments of invoices, and scheduling deliveries.

9.5 Participants will not solicit for pricing outside the contract. If Participant does violate this rule, the Participant may be barred from participating in future joint bids. Once a contract is awarded on behalf of a Participant, the Participant must use the contract when the commodity or service is needed.

9.6 Participants are not allowed to modify, change or alter any part of a contract without notifying the Program Coordinator of their need. Any requests received will be reviewed for possible addition or change to the contract and the Contractor will be given opportunity to review and modify their pricing accordingly. If the requests are approved, the Program Coordinator will issue a contract modification.

10. ACTIONS DURING THE CONTRACT RENEWAL PERIOD
10.1 The Program Coordinator will initiate renewal a minimum of sixty (60) calendar days before the contract expiration date. Program Coordinator will review contract for available renewal options. Contact Contractor to obtain price changes or updates (i.e. model, part number, or packaging) to contract. Program Coordinator shall research any changes to ensure the pricing is still competitive and within the published Consumer Price Index (CPI). Recommendation form will be sent to Participants for opportunity to approve/reject renewal recommendation. If Participants accepts renewal terms, Program Coordinator will prepare contract modification and updated price lists, and submit to Contractor for review and signature. Upon receipt, Program Coordinator will submit recommendation memo to MARC for final approval and countersignature on contract modification. Program Coordinator will distribute executed modification to the Participants and post to KCRPC contract database. Program Coordinator will review total purchases through previous contract period, and compare to original estimated value submitted by each Participant. If discrepancies are found (i.e. 25% or more difference between estimates and actual purchases), the Program Coordinator will contact Participant to investigate why contract is not being used.

10.2 In the event Participants reject the renewal offer, Program Coordinator will review issuing a new joint bid. Program Coordinator will notify the Contractor of Participants’ decision not to renew.

11. TIMELINE FOR BIDDING PROCESS
The average time line for a joint bid is 90-120 days for entire process, depending on complexity of bid and number of participants involved. Actual time will vary depending on timely responses during draft stage, bidding stage, and return of award recommendations.
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