Equipment Acquisition
Through the State Purchasing Cooperative
(Revised 11/23/05)

The Washington State Purchasing Cooperative consists of state agencies, political subdivisions and nonprofit organizations. General Administration uses the volume of co-op members' purchases and competitive procurement practices to secure vendor contracts with advantageous prices and terms.

Cooperative membership is open to any political subdivision of Washington State, including cities, counties, public utility districts, fire districts, etc. Non-profit organizations may also join, providing that they have prior registration with the Secretary of State as a nonprofit organization, a 501(C)3 tax status from the IRS and are receiving local, state, or federal funds either directly, or through a political subdivision.

1. Are you (your jurisdiction) a member of the State Purchasing Co-op? If so, move to step #2. If not, contact Lana Mitchell, Customer Service Representative for the Office of State Procurement, (360)-902-7415, lmitche@ga.wa.gov. Additional information and registration directions can be found at http://www.ga.wa.gov/PCA/SPC.htm.

2. Next, determine if what you want is on a State contract. You can search the contracts' data base by keyword, vendor, or contract at the following web site: https://fortress.wa.gov/ga/inet/pca/pcacont.htm. If you cannot find the item you can call Jena Richmond, Contracting Specialist at OSP, (360)-902-7284, jrichmo@ga.wa.gov.

State Contracts Menu

Search for current state contracts:

1) Search Using a Keyword
(For example, you might enter "furniture" to find any contracts relating to furniture)

Keyword: ventilators Search

2) Enter the Contract Number:
Note: You must enter all five characters of the contract number, e.g. 01002 instead of 1002

Find Contract

3. If what you want is not on a State contract. You may request that OSP (Jena Richmond) add your request to a State contract. Such requests will be coordinated by OSP with EMD/HLS (Don MacSparran) and the CHS Equipment Subcommittee.

4. If what you want is on a State contract. Go to the contract by selecting the contract number.

Contract Search Results

LEGEND	
Cont #:	Click on contract number to view current contract information
Exp Date:	The expiration date of the contract's present term
PS:	Political Subdivisions may purchase from this contract
T:	Contract type is (M)mandatory or (CV) convenience
NP:	Nonprofit organizations may purchase from this contract
MB:	Minority Business Enterprise participates in this contract
WB:	Women's Business Enterprise participates in this contract
OR:	Oregon state political subdivisions may purchase from this contract
Recycled:	Contracts containing products or services that have recycled content or recycle products as a result of the contract.
SPECIAL NOTE:	Documents below with 'AD' in the Cont # are Add-on purchase orders, NOT term contracts. Click on the number for more information.

Your search retrieved the following contracts:

Cont #	Title	Exp Date	Recycled	T	PS	NP	MB	WB	OR
14103	Ventilators - Homeland Security	10/31/07	N	M	PS	-	-	-	OR

5. This provides you with general information, vendors, and contacts for the selected contract.

CONTRACT RESULT

Contract No: 14103 **Ventilators - Homeland Security**

Description: portable and oxygen powered ventilators

State Procurement Officer Information:

Name: JENA RICHMOND
Phone: (360) 902-7284
Email: jrichmo@ga.wa.gov

Available Documents:

The following documents are in Microsoft Word® format unless noted otherwise. (Viewing Word Files)

- Current Contract Information Document
- Contract History Document (in HTML format)

Links to Vendor Home Pages and Catalogs: (in alphabetical order)

ALLIANCE MEDICAL, INC.
Website: http://www.allmed.net
QUALITY DISCOUNT SUPPLIES & SERVICES
Website: http://dforceweb.com/0432

6. Select: "Current Contract Information Document" to access the actual contract. At this point you are ready to order. Following the guidelines of your jurisdiction, contact the vendor and place your order. Contact Jena Richmond at OSP if you encounter any problems.

7. Gaining Reimbursement. Process an A19 (invoice) through EMD/HLS.

Why purchase equipment through the State Purchasing Co-op?

1. The current process is cumbersome; requiring you to first request EMD purchase an item, communicate w/EMD on specifics during research (part

numbers, specifications, etc.), requires a contract amendment, and both parties involved in follow-up through delivery.

2. You know what you want and can take direct responsibility for the entire acquisition process.
3. When a dispute with a vendor develops, having used a State contract provides additional leverage as well as professional help from GA.
4. Cuts two weeks or more from the equipment acquisition ordering process—a major issue when you need the item now.
5. The Office of State Procurement is set-up to serve you:
    a. Lana Mitchell, Manages Co-op Membership
    b. Jena Richmond, HLS Equipment Specialist
6. NIMS compliance: *"To the extent permissible by law, ensure relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into state and local acquisition programs."* Most equipment items are either on state contract, or can be added with little difficulty, promoting compliance with FY06 NIMS requirements.
7. Advantageous prices and terms given the strength of state-wide purchasing power.
8. Ordering is a natural extension of planning and budgeting, as you complete extensive research on each equipment item prior to placing in the final approval/acquisition process. When you pass the responsibility for ordering to EMD/HLS, they are required to maneuver through the same research process to complete the order when the jurisdiction has all the information, contacts, and invested interest.