



## Frequently Asked Questions

### What Colorado laws govern the use of cooperative contracts or 'piggybacking'?

**A:** Title 24 Government – State. Article 110 Intergovernmental Relations  
24-110-201. Cooperative purchasing authorized.

Any public procurement unit may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more public procurement units, external procurement activities, or procurement consortiums which include as members tax-exempt organizations as defined by section 501 (c)(3) of the federal "Internal Revenue Code of 1986", as amended, in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public procurement units and open-ended state public procurement unit contracts which are made available to local public procurement units.

### Does the BuyBoard meet the definition of a Public (Lead) Agency?

**A: Yes.** Under 24-110-101: Definitions. The statute's definition of a "Public Agency" shall mean:

"Cooperative purchasing" means procurement conducted by, or on behalf of, more than one public procurement unit or by a public procurement unit with an external procurement activity.

"External procurement activity" means any buying organization not located in this state which, if located in this state, would qualify as a public procurement unit. An agency of the United States is an external procurement activity.

### What does it cost to become a BuyBoard member?

**A:** There is no cost to join or use any of the contracts and is open to all types of local government agencies as well as non-profits. Revenue to operate the BuyBoard comes from a small service fee payable by participating contracted vendors and is generated only when a member makes a purchase.

### How do I order products through the BuyBoard?

**A:** All awarded items, services or catalogs will be posted on the BuyBoard website, so that cooperative members can search for and select items. The steps for making a purchase are listed below:

1. Select an Awarded BuyBoard Vendor
2. Request a Quote per the BuyBoard Contract
3. Issue and send the PO to the Vendor and List Contract Number
4. Email copy of the PO to [info@buyboard.com](mailto:info@buyboard.com)

## **What is the RFQ tool available within the BuyBoard?**

**A:** It is an automated request for quote (RFQ) function that allows members who buy in volume, or that want to streamline the quotation process, to create a request for a selected list of items and select the vendors from whom they want to solicit a price quote. When the RFQ closes and vendors have responded, the system automatically tabulates the results. For any large-volume purchases, the RFQ process allows for additional price concession from the awarded cooperative vendors without members going through the formal competitive bid process themselves.

## **Do we commit our entity from only ordering through BuyBoard by joining the cooperative?**

**A: No.** You use the cooperative as much or as little as needed. A variety of products are available at discounts from manufacturers' prices. Members can elect to do all their purchasing or only purchase selected items. After becoming a member, you choose how much or little to use and participate.

## **What about my current local, regional and MWBE vendors?**

**A:** The BuyBoard encourages their participation in the competitive procurement process. If the local vendors are awarded a contract, it may open greater business opportunities with a wider variety of local governments. We would encourage your vendors to [register](#) with the BuyBoard to receive notice of proposal invitation opportunities.

## **Does the BuyBoard support public education?**

**A: Yes.** A portion of the revenue collected by the BuyBoard stays in the State of Colorado to enhance and support the State of Colorado's public education. Another portion is given to support public education at the national level.

## **How do I join and who should I reach out to if I have further questions?**

**A:** Membership is easy. You can go to the [BuyBoard](#) website, click on the National Tab and then "How to Join". For questions - you can reach out to your BuyBoard contact, [Travis Maese](#) at 512.909.2555 for assistance or questions.