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**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

**TO:** Glynn Walker  
**DATE:** September 1, 2014  
**SUBJECT:** Purchasing Cooperative Fees Report for 2013-2014 and  
Approval of Renewal Memberships for 2014-2015

Per House Bill 273 passed during the 80<sup>th</sup> Legislative Session, school districts are required to submit annually a written report to the their board of trustees the fees paid to purchasing cooperatives and the purpose of such fees.

College Station ISD was a member of the following purchasing cooperatives during the 2013-2014 school year. Membership in these purchasing cooperatives is authorized under TEC 44.031 (a) (4), was instituted through an inter-local agreement between the cooperative and College Station ISD. Each of these cooperatives follows the competitive bidding laws of the State of Texas, and College Station ISD accesses this discount pricing by following the guidelines of the cooperative.


1. Harris County Department of Education (HCDE) which includes Choice Facility Partners and the Choice Food Cooperative– **no membership fee.**
2. The Cooperative Purchasing Network (TCPN) (sponsored by Region 4 ESC in Houston) – **no membership fee.** The district received a rebate check from a participating vendor of TCPN for \$2,020.40 for office supplies purchases per the TCPN Cooperative.
3. Texas Local Government and Statewide Purchasing Cooperative (TASB Buyboard) - **no membership fee.** The district received a rebate check for \$5,446.40 based on its participation in the cooperative for the 2012-2013 fiscal year.

The district issued purchase orders for one (1) Toyota Sienna Van for the Career and Technology Department and (1) Ford E250 cargo van for the

Purchasing Department. An administrative handling fee of \$400 per order was paid to the vendor for these vehicle purchases.

4. State of Texas Cooperative Purchasing Program (administered by Texas Comptroller of Public Accounts) - **annual membership fee is \$100.**
5. Department of Information Resources (DIR) (State Agency) – **no membership fee.**
6. Houston-Galveston Area Cooperative (HGAC) (sponsored by Houston-Galveston Area Council of Governments) – **no membership fee.**
7. Purchasing Solutions Alliance (PSA) - **no membership fee.** The district received a rebate check for \$676.49 based on its participation in the cooperative for the period May 19, 2013 through May 18, 2014.
8. Region 6 ESC Purchasing Cooperative – **no membership fee.**
9. Region 19 ESC Purchasing Cooperative – **no membership fee.**
10. U.S. Communities Purchasing Cooperative - **no membership fee.**
11. PACE Purchasing Cooperative - **no membership fee.**

It is recommended that the Board of Trustees accept the cooperative report for FY 2013-2014 and renew the current cooperative memberships for FY 2014-2015.

  
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Mark Pantel, Director of Purchasing