Frequently Asked Questions

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

A: Ohio law allows for the use of cooperative contracts as an alternative to a competitive bidding process, provided the requirements in Chapter 9: § 9.48 (https://codes.ohio.gov/orc/gp9.48) are satisfied.

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

A: <u>Yes</u>. Under Ohio §125.04, "Governmental agency" means a political subdivision … any combination of these entities; the United States or any department, division, or agency of the United States; one or more other states or groups of states; other purchasing consortia; and any agency, commission, or authority established under an interstate compact or agreement.… The National Purchasing Cooperative (BuyBoard) is a public subdivision created in accordance with Maryland state statues, MD. Code Ann., State Fin. & Proc. §13-110 (West 2009). Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods and services.

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

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 Ohio to enhance and support the State of Ohio'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 super 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, David Ricketts (david.ricketts@buyboard.com) at (913) 424-5758 for assistance or questions.