

715-N1 BOOK CONTRACT INSTRUCTIONS

The contract can be accessed at the following URL:

http://www2.cpa.state.tx.us/cat_page/cat_715_n1_0709.html

1. Check membership status in the State of Texas CO-OP Purchasing Program

- To be eligible to use the contract, local governments, school districts, community colleges, library districts, and state-funded non-profits must be members of the State of Texas CO-OP Program. The State of Texas CO-OP Program is part of the Texas Comptroller of Public Accounts (CPA).
- Members in the State of Texas CO-OP are eligible to purchase from over 300 state contracts.
- Check membership status: call Charlene Rendon at 512-463-3336 or look online at <http://www.window.state.tx.us/procurement/prog/coop/coopmemb/>
- If you are not a current member, please view the CO-OP application at: <http://www.window.state.tx.us/procurement/prog/coop/coopform/> To apply, please submit the application with the board approved resolution and annual membership fee of \$100 to:

Texas Comptroller of Public Accounts
CO-OP Program
PO Box 13186
Austin, TX 78711

2. Review the contract discounts.

- Look over the 715-N1 Discount Matrix. Discounts are listed by category and by vendor. http://www.window.state.tx.us/procurement/tools/715_N1_DiscountMatrix.pdf
- Decide how much you plan to spend by vendor and by category. You are not required to purchase from all vendors or from all categories.

3. Blanket Orders: Complete a Non-Automated or Internal Purchase Order Form. View Sample A:

http://www.window.state.tx.us/procurement/tools/715_N1_SampleBlanketPo.pdf

- Libraries are requested to use either the CPA Non-Automated Purchase Order form or their internal purchase order form to place orders against the 715-N1 book contract.
- CPA Non-Automated Purchase Order form:
<http://www.window.state.tx.us/procurement/prog/coop/coopform/>

Texas Comptroller of Public Accounts
State of Texas CO-OP Program

- Complete one blanket purchase order per vendor. A blanket purchase order can include multiple categories for one vendor. Multiple vendors cannot be included on the same purchase order.
- Create a blanket purchase order once a year/quarter/month for the total amount of anticipated spending for that time period. Complete this before placing any orders.
- A blanket purchase order is used when an ordering entity has a repetitive need for a good or service on an “as required” basis. The benefit is that the ordering entity can order the items as needed and does not need to submit copies of individual orders to CPA.
- Determine the maximum amount of money you will spend with a vendor in each category. If you don’t know how much you will spend by category, then please list the total you expect to spend with the vendor. You must still list the categories on your blanket purchase order. You will only be invoiced for the amount you actually spend.

A blanket purchase order must include:

- 1) Blanket Order – Period Covered:
 - a. From: (insert start date)
 - b. To: (insert end date – not to exceed the term of the contract)
 - 2) Maximum dollar amount: (insert max dollar amount to be spent during that time period)
 - 3) CPA Contract Number 715-N1
 - 4) Requisition Number in the following format: Account Number – Fiscal Year – Order Number. Example Requisition Number: **X1234-8-1**
View your **Account Number** at:
<http://www.window.state.tx.us/procurement/prog/coop/coopmemb/>
Fiscal Year – the current Fiscal Year is 2008. The **Order Number** is a unique number assigned by your entity. This number usually starts with 1 at the beginning of each fiscal year, proceeds sequentially, and has a maximum of 5 digits. You may also use the last 5 digits of your internal purchase order number.
 - 5) National Institute of Governmental Purchasing (NIGP) Commodity Code Numbers (Ex: 715-10-40, found on the contract and on the Discount Matrix)
 - 6) Vendor’s Discount as listed on the contract. Recommended statement: “The pricing reflected on this order includes the 715-N1 contractual discounts of ____% and cataloging costs.”
 - 7) Contact Name and Phone number for questions on the purchase order.
- A new blanket order may be required at the time the contract is renewed or a Purchase Order Change Notice may be issued to extend the blanket order or change the dollar amount.

4. Submit the Blanket Non-Automated Purchase Order or your internal purchase order to the **vendor and send a copy to CPA:**

Fax: 1-512-936-2667

Email: coop@cpa.state.tx.us

Mail: CPA – ATTN CO-OP Program, PO Box 13186, Austin, TX 78711

5. Order items directly from the vendors. Contact the vendors directly to order your materials.

6. Invoice Procedures - Entities will be invoiced directly from the vendors.

Invoices to include (at a minimum) the following:

- 1) Purchase order number
 - 2) Bill To and Ship To Addresses
 - 3) Quantity ordered
 - 4) ISBN and Title of Publication
 - 5) List price less applicable contractual discount and net price.
- An ordering entity may request a vendor to provide a sample of their invoices, packing slips, credit memos, cancellation reports and monthly reports.
 - Invoices may be enclosed with shipments or mailed at time of shipments to the invoice address indicated on the ordering entity's purchase order if different from the destination (ship-to) address.
 - Ordering entities may request the invoice to be sent electronically for uploading into their systems if both parties mutually agree on this option.

FREQUENTLY ASKED QUESTIONS

What if I am placing an order for items from multiple vendors?

Entities need to submit a purchase order for each individual vendor.

What if I am placing an order in multiple product categories with the same vendor?

Entities can use one form to submit orders in multiple product categories for the same vendor.

What if I don't spend the amount of money listed on my blanket purchase order?

Entities only pay for the amount actually spent with the vendor.

What if I need to spend more than the amount listed on my blanket purchase order?

Entities can either send in another blanket purchase order, or can submit a form available on the CPA website to increase the dollar amount. Please call 512-463-3336 for assistance if this does occur.

Where do I send my purchase orders?

Send your purchase orders to the vendors contact information as listed on the contract, and to CPA at:

Fax: 1-512-936-2667

Email: coop@cpa.state.tx.us

Mail: CPA – ATTN CO-OP Program, PO Box 13186, Austin, TX 78711

My internal purchase order system automatically generates a requisition number that isn't in the correct format. What should I do?

You must include a requisition number in the State format, Account Number – Fiscal Year – Order Number. If your system automatically generates a requisition number, please note the State requisition number in the text for your order.

On the discount matrix, what is the 7-digit number under the category description?

The 7-digit number is the National Institute of Governmental Purchasing (NIGP) Code that must be included on your blanket purchase order.

On the discount matrix, I've noticed one of the categories lists strange prices. (.25/949, 1.50/2.35, etc) What do those mean?

To keep the matrix easy to use, we included the basic information about all of the prices, discounts, vendors, and categories. In some instances, you will need to look at the contract to find out more information.

- Make a note of the NIGP Code for the category you are questioning. Go to the 715-N1 contract, http://www2.cpa.state.tx.us/cat_page/cat_715_n1_0709.html
- Press Control (Ctrl) and the letter F on your keyboard. This will pop-up a find box.
- Type in the NIGP Code and click Find. This will take you to that category on the contract.
- Scroll down to find the specific vendor and additional pricing details.

Where is a vendor's contact information?

Scroll to the bottom of the 715-N1 contract to view the vendor contact list:

http://www2.cpa.state.tx.us/cat_page/cat_715_n1_0709.html

I prefer to buy my materials from XYZ Vendor. Why are they not on the contract?

The contract is awarded to all vendors that responded to the bid solicitation that met the minimum requirements. Bidders were disqualified for not meeting the minimum requirements. Either XYZ vendor didn't bid, or they were disqualified.

I spoke with XYZ Vendor and they would like to be on this contract. How can they be added to the contract?

Vendors cannot simply be added to any contract. The term of this contract is 1 year with an option for 5 one-year extensions. When the contract is bid out again, XYZ vendor can bid on the contract.

How do I purchase additional print materials not included on this contract?

Follow your own internal procurement procedures to make that purchase. Please contact Melissa McIlroy at 512-463-3174 to suggest items to be placed on the next contract.

Does the state have other items on contracts? (Ex: photocopiers, office supplies, furniture, cleaning supplies, etc)

The state has hundreds of contracts for literally thousands of goods and services. Please call Charlene Rendon at 512-463-3336 to find out more about state contracts.

BOOK CONTRACT CUSTOMER SERVICE

**Comptroller of Public Accounts - Texas Procurement and Support Services
(TPASS) Points of Contact**

Charlene Rendon, CO-OP Coordinator
512-463-3336
charlene.rendon@cpa.state.tx.us

Melissa McIlroy, Purchaser
512-463-3174
melissa.mcilroy@cpa.state.tx.us

Dee Dorsey, Interim Manager of Procurement Operations and Customer Service
512-475-2459
dee.dorsey@cpa.state.tx.us

Texas State Library Point of Contact

Chris Jowaisas, Administrator, Library System Grants & TANG
512-936-2236
Toll free in Texas: 800-252-9386
cjowaisas@tsl.state.tx.us