



## **Sourcewell (Formerly NJPA)**

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# Overview



## Sourcewell (Formerly NJPA) – OVERVIEW

**Musco has been awarded a cooperative purchasing agreement with the Sourcewell (Formerly NJPA)** which is a national public service agency domiciled in Minnesota. Sourcewell membership is free as they are committed to providing cooperative solutions that assist Government and Education entities. This cooperative purchasing agreement has over 50,000 members from coast to coast and can be used in all 50 states and potentially throughout Canada. Sourcewell believes in building alliances with vendors that provide a solutions-based approach to their customers and who are leaders in their market. Musco's values fit perfectly with Sourcewell's and was chosen as their exclusive sports lighting vendor through the RFP bidding process. The letter of notice of award and the Sourcewell Acceptance and Award are in this package.

**Contract #: 082114-MSL**

**Expiration Date: 09/16/2019**

**Commodity: Indoor-Outdoor Athletic Surfacing with Related Equipment  
Products, Supplies, Installation, and Services**

**Category: Facility & MRO**

**Sub-Category: Athletic Field / Court and Parking Lot Lighting Systems**

This contract can be used for **materials-only and/or installation** on a per project basis dependent upon Musco's compliance with state and local licensing requirements. Sourcewell has researched and worked with state procurement laws in all 50 states and provides information regarding legal authority for each state on their website at the bottom under the "Compliance & Legal" tab. This is a great tool for customers to begin exploring the legality of using a cooperative purchasing tool; however, it is still necessary to confirm legality with your own attorney.

A landing page has been established on their website, [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov), with information about Musco and a link to Musco's website. Pricing information can be obtained from your sales representative. **Musco's landing page also provides the RFP, Bid Acceptance & Award, as well as documentation of the competitive bidding process.**

### **Sourcewell Contact Information:**

Gordy Thompson

Office Phone: 218-894-5489

Cell Phone: 218-866-0361

Email: [Gordy.thompson@njpacoop.org](mailto:Gordy.thompson@njpacoop.org)

If you have any questions about the Sourcewell program or any of our other active cooperative purchase agreements, contact your local Sales Representative or Ryan Tighe/Amanda Hudnut at 800/825-6030.

## Company Profile

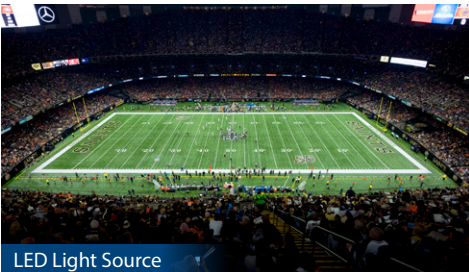


LED Light Source

Statue of Liberty National Monument  
New York, New York, USA



Yas Marina Circuit  
Grand Prix Racing  
Abu Dhabi, UAE



LED Light Source

Mercedes-Benz Superdome  
New Orleans Saints  
New Orleans, Louisiana, USA



Chongqing Olympic Sports Center  
Chongqing Lifan F.C.  
Chongqing, China



LED Light Source

Vancouver International Airport  
Vancouver, BC, Canada

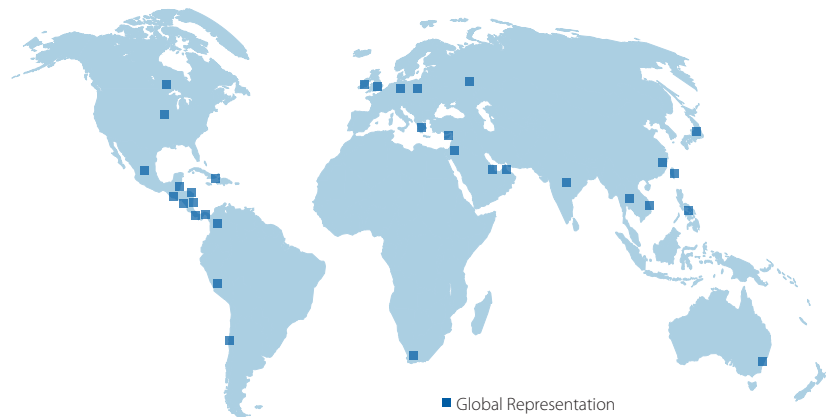
## Introduction

Since 1976, Musco Lighting has specialized in the design and manufacture of sports and large-area lighting with innovations in glare reduction and light control responsible to the needs of facility owners, users, neighbors, and the night sky. Musco's Total Light Control – TLC for LED™ technology delivers a level of light control and uniformity that can't be matched, and is the solution of choice for neighborhood Little League® fields, collegiate and professional stadiums and arenas, international airports, rail yards, the Olympic Games, iconic landmarks, and some of the largest ports around the world. Musco has a global team of experts that partner with customers to plan, complete, and maintain a cost-effective, trouble-free lighting solution for their facility.

**Headquarters:** Oskaloosa, Iowa, USA

**Manufacturing:** Muscatine, Iowa USA; Shanghai, China; Gumi, South Korea

**Global Representation:** Australia, Belize, Canada, Caribbean Islands, Chile, China, Colombia, Costa Rica, Cyprus, El Salvador, Germany, Greece, Guatemala, Honduras, India, Ireland, Japan, Jordan, Mexico, Nicaragua, Panama, Peru, Philippines, Poland, Qatar, Russia, South Africa, South Korea, Taiwan, Thailand, United Arab Emirates, United Kingdom, United States, Vietnam



■ Global Representation

## Special Projects

- Olympic Games — Rio, 2016; Sochi, 2014; London, 2012; Vancouver, 2010; Athens, 2004; Sydney, 2000; Atlanta, 1996; Los Angeles, 1984
- "Battle": Tiger Woods Golf, 2000–2004
- ESPN Wide World of Sports Complex
- Daytona International Speedway
- Losail International Circuit
- Yas Marina Circuit
- Bahrain International Circuit
- Churchill Downs
- Wimbledon Centre Court
- Madison Square Garden
- Mercedes-Benz Arena, Shanghai
- Mercedes-Benz Arena, Berlin
- Purcell Pavilion, University of Notre Dame
- Munn Ice Arena, Michigan State University
- AT&T Center, San Antonio Spurs
- Emirates Stadium, Arsenal F.C.
- Twickenham Stadium, England National Rugby
- Tianjin TEDA Football Stadium, Tianjin TEDA F.C.
- Citi Field, New York Mets
- NRG Stadium, Houston Texans
- Nationals Park, Washington Nationals
- Dodger Stadium, Los Angeles Dodgers
- Comerica Park, Detroit Tigers
- Lamade Stadium, Home of the Little League® World Series
- Super Bowls XVII, XIX, XXI, XXVII, XXX, XXXV, XXXVIII, XL, XLII, XLIII, XLIV, LI
- ESPN X Games
- San Francisco-Oakland Bay Bridge East Span
- Statue of Liberty
- The White House
- Mount Rushmore National Memorial
- McCarran International Airport
- DP World Jebel Ali Port Terminal 2

*continued on back*



[www.musco.com](http://www.musco.com) · [lighting@musco.com](mailto:lighting@musco.com)

## Company Profile

### Major Innovations

- 1982** “The night the lights went on at Notre Dame Stadium,” said Keith Jackson, broadcaster, made television history by taking sports lighting on the road with Musco mobile lighting systems for broadcast of the Notre Dame vs. Michigan prime time college football game.
- 1987** Made significant technical advancements in providing affordable light control with Level-8™ and Total Light Control™ systems.
- 1991** Introduced the industry’s first sports-lighting system complete from foundation to poletop: Light-Structure System™.
- 1992** Revolutionized NASCAR broadcasts by making night racing at the Winston Cup level possible. Mirtran™ systems were first used at Charlotte Motor Speedway and as of 2017, are in place at 20 speedways and racetracks, including the Daytona International Speedway and the Bahrain International Circuit.
- 1996** Introduced cost-effective, quality lighting for special effects and dramatic player introductions in large indoor arenas. ShowLight™ systems were first used at Charlotte Coliseum and are installed throughout the U.S., England, and Ireland.
- 1999** Introduced technology to dramatically advance on/off capability and facility management. Control-Link® system allows facility managers to control their lighting systems remotely as well as provide critical management reports.
- 2005** Revolutionized the sports lighting industry with the introduction of Green Generation™ technology. This system reduces energy consumption by half, spill light by 50% and includes maintenance & relamping for 25 years. Musco’s Constant 25™ product assurance and warranty program guarantees the system will perform at the designed light levels for the duration of the warranty.
- 2008** Installed a cutting-edge lighting system using LED technology in Washington D.C. at the White House. This system dramatically reduced energy consumption by 87%, while providing a clean, color accurate light.
- 2013** Matched its proven system design and application expertise with the evolving LED technology to provide custom lighting solutions for several major arenas and the East Span of the San Francisco-Oakland Bay Bridge.
- 2016** Introduced TLC for LED™ technology, delivering to customers light control and uniformity never before possible, while virtually eliminating glare and significantly improving efficiency. The system is backed by a 25-year parts and labor warranty.

### Television Credits

ABC, CBS, NBC, TBS, TNN, ESPN, ESPN2, FOX, FoxSports, SkyTV, CBC, BTN, ESPNU, Longhorn Network, and Channel 9 (Australia) have relied on Musco to provide quality lighting to meet broadcast requirements.



LED Light Source

Xcel Energy Center  
St. Paul, Minnesota, USA



LED Light Source

San Francisco-Oakland Bay Bridge  
Oakland, California, USA

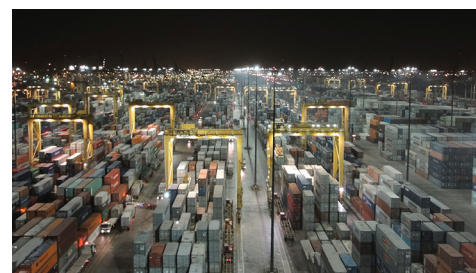


LED Light Source

Twickenham Stadium  
England National Rugby  
Twickenham, United Kingdom



02 Ski and Resort  
Taebaek-si, Gangwon-do, South Korea



DP World Jebel Ali Terminal 1  
Dubai, UAE

# **Executive Summary**



# MUSCO SPORTSLIGHTING

## Executive Summary:

**Contract#:** 082114-MSL  
**Expiration Date:** 09/16/2018  
**Commodity :** Indoor-Outdoor Athletic Surfacing with Related Equipment, Products, Supplies, Installation, and Services  
**Category:** Facility & MRO  
**Sub-Category:** Athletic Field / Court and Parking Lot Lighting Systems

Purchasing Program: National Joint Powers Alliance Public Bid

Membership Classification Eligible to Use Contract:  
Nationally in all 50 states, Canada, and Internationally

Year of Award: 2014

Term of Contract (continuous four (4) years; has the consideration of a fifth (5<sup>th</sup>) year renewal option at the discretion of NJPA):

- Initial Contract: September 16, 2014 - September 16, 2018

Type of solicitation: RFP

**Bid/RFP#:** 082114

### RFP Timeline:

JULY 7, 2014 Publication of RFP in the print and online version of the Minneapolis Star Tribune, in the print and online version of the Salt Lake News within the State of Utah, in the print and online version of the Daily Journal of Commerce within the State of Oregon (note: OR entities this pertains to: <http://www.njpacoop.org/oregonadvertising>), in the print and online version of The State within the State of South Carolina, the NJPA website ([njpacoop.org](http://njpacoop.org)), MERX, Noticetobidders.com, PublicPurchase.com, and Biddingo.

August 11, 2014 - 10:00 **A.M.** CST Pre-Proposal information sent to all inquirers 2 business days prior to event)

AUGUST 13, 2014 Deadline for RFP requests and questions

AUGUST 21, 2014 - 4:30 **P.M.** CST Deadline for Submission of Proposals. Late responses will be returned unopened.

AUGUST 22, 2014 - 8:00 **A.M.** CST Public Opening of Proposals

NJPA Contact: Gordy Thompson, Contract Administrator  
Phone: 218-894-5489  
Cell: 218-866-0361  
Email: [gordy.thompson@njpacoop.org](mailto:gordy.thompson@njpacoop.org)

**Letter of Agreement  
To Extend the Contract**

Between

**Musco Sports Lighting, LLC  
100 1<sup>st</sup> Ave. W.  
Oskaloosa, IA 52577**

And

**Sourcewell, Formerly National Joint Powers Alliance (NJPA)  
202 12<sup>th</sup> Street NE  
Staples, MN 56479  
Phone: (218) 894-1930**

The Vendor and Sourcewell have entered into an Agreement (Contract #082114-MSL) for the procurement of Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Supplies, Installation and Services. This Agreement has an expiration date of September 16, 2018, but the parties may extend the Agreement for one additional year by mutual consent.

The parties acknowledge that extending the Agreement for another year benefits the Vendor, Sourcewell and Sourcewell's members. The Vendor and Sourcewell therefore agree to extend the Agreement listed above for a fifth year. This existing Agreement will terminate on September 16, 2019. All other terms and conditions of the Agreement remain in force.

**Sourcewell, Formerly National Joint Powers Alliance (NJPA)**

DocuSigned by:  
Jeremy Schwartz  
By: \_\_\_\_\_, Its: Director of Cooperative  
Contracts & Procurement/CPO

Name printed or typed: Jeremy Schwartz

Date 6/14/2018 | 4:06 PM CDT

**Musco Sports Lighting, LLC**

By: Jeff McNulty, Its: Exec director of Sales & Service

Name printed or typed: Jeff McNulty

Date 6-15-18



# **Contract Bid Documentation**

- **RFP Opening Witness**
- **RFP Bid Tabulation**



www.njpacoop.org

Proposal Opening Witness

202 12th Street NE  
P.O. Box 219  
Staples, MN 56479

Date of opening: August 22, 2014

The witnesses signed below hereby witness they were present on the above date and in witness of the public opening of all responses received to the Request For Proposal #082114 for the procurement of INDOOR-OUTDOOR ATHLETIC SURFACES WITH RELATED EQUIPMENT, INSTALLATION AND CONSTRUCTION SERVICES by NJPA and NJPA Members.

Proposals are evaluated first on responsiveness then on the other criteria included in the RFP. Responsiveness consists of the following criteria:

1. Was the response received prior to the deadline of submission?
2. Was the response properly packaged and addressed?
3. Did the response contain the proper bid bond?
4. Did the response include documents with original signatures that were required?

Responses were received from the following:

**Connor Sports Court International, LLC – received 8/21/14 at 11:57am**

Bidder deemed non-responsive

**Controlled Products, LLC – received 8/21/14 at 11:58am**

Bidder deemed responsive

**FieldTurf USA, Inc. – received 8/21/14 at 11:37am**

Bidder deemed responsive

**Greenfields Outdoor Fitness, Inc. – received 8/21/14 at 9:20am**

Bidder deemed responsive

**Hellas Construction, Inc. – received 8/20/14 at 11:57am**

Bidder deemed responsive

**Mondo USA – received 8/19/14 at 12:38am**

Bidder deemed responsive

**Musco Sports Lighting, LLC – received 8/21/14 at 11:38am**

Bidder deemed responsive

**Nevco, Inc. – received 8/21/14 at 11:38am**

Bidder deemed responsive

**No Fault Sport Group, LLC – received 8/20/14 at 11:57am**

Bidder deemed responsive

**Playworld Systems, Inc. – received 8/21/14 at 11:37am**

Bidder deemed responsive

**Porter Athletic (A Latania Sports Group Company) – received 8/21/14 at 11:58am**

Bidder deemed responsive

**Robbins, Inc. – received 8/21/14 at 11:39am**

Bidder deemed responsive

**Shaw Contract Flooring Services d/b/a Shaw Sports Turf – received 8/18/14 at 11:24am/8/19/14 13:28pm**

Bidder deemed responsive

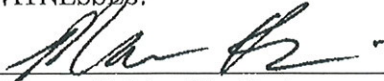


National Joint Powers Alliance®

[www.njpacoop.org](http://www.njpacoop.org)

202 12th Street NE  
P.O. Box 219  
Staples, MN 56479

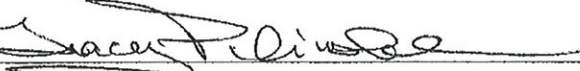
WITNESSES:

  
\_\_\_\_\_  
Maureen Knight, JD - Contracts and Compliance Manager, NJPA

\_\_\_\_\_  
8/22/14

  
\_\_\_\_\_  
Gregg Meierhofer, CPPO - Sr. Contract Products & Pricing Analyst, NJPA

\_\_\_\_\_  
8/22/14

  
\_\_\_\_\_  
Tracy Plinske, Contract Procurement Analyst, NJPA

\_\_\_\_\_  
8/22/14

**Form G**  
**INDOOR-OUTDOOR ATHLETIC SURFACING WITH RELATED EQUIPMENT PRODUCTS, SUPPLIES, INSTALLATION AND SERVICES**

Conformance to Terms/ Conditions to Include	Possible Points	Connor Sport Court International LLC	Controlled Products	Field Turf USA	Hellas Construction	Mondo	Musco Sports Lighting LLC	Nevco Inc.	No Fault Sport Group	Porter Athletic	Robbins Inc.	Shaw Sports Turf
Documentation	50	40.50	40.50	40.50	41.75	44.00	44.00	40.50	42.75	40.50	40.50	44.00
Pricing	400	253.75	317.50	323.75	291.25	301.25	306.25	311.25	330.00	322.50	256.25	265.00
Financial, Industry and Marketplace Successes	75	60.00	55.00	62.50	58.75	63.75	63.25	61.25	56.25	62.50	65.00	64.25
Bidder's Ability to Sell/ Service Contract	100	77.00	82.00	75.00	70.00	78.75	77.50	70.00	73.25	73.25	70.75	70.75
Nationally	50	35.00	41.25	41.75	42.75	43.75	41.25	38.75	43.00	37.50	37.50	40.00
Bidder's Marketing Plan	75	61.25	59.50	62.50	59.50	63.75	62.50	57.50	58.75	60.00	61.25	60.00
Value Added Attributes	50	40.50	40.50	40.50	39.50	40.50	46.00	38.75	40.50	40.50	40.50	40.50
Warranty Coverages and Information	200	162.50	153.75	166.25	148.75	168.75	153.75	150.00	152.50	145.00	170.00	163.75
Selection and Variety of Products and Services Offered	1,000	730.50	790.00	812.75	752.25	804.50	794.50	768.00	797.00	781.75	741.75	748.25

 9/15/2014  
 Greg Meyerhofer, CPPB, NJPA

 9/15/2014  
 Tracy Plinske, NJPA

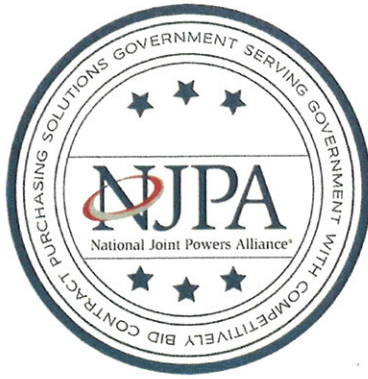
 9/15/2014  
 Keith Hanson, CPA, NJPA

 9/15/2014  
 Maureen Knight, BBA, NJPA

9/15/2014

 9/15/2014  
 Gregg Meyerhofer, CPPB, NJPA

# **Executed Contract**



**NOTICE OF AWARD TO MUSCO SPORTS LIGHTING, LLC**  
Request for Proposal #082114  
**INDOOR-OUTDOOR ATHLETIC SURFACING WITH RELATED EQUIPMENT PRODUCTS,  
SUPPLIES, INSTALLATION AND SERVICES**

September 17, 2014

Musco Sports Lighting, LLC  
100 1<sup>st</sup> Avenue West  
Oskaloosa, IA 52577-3244

Dear Ms. Davis:

Congratulations! You have been awarded an NJPA national contract for procurement of "Indoor-Outdoor Athletic Surfacing with Related Equipment Products, Supplies, Installation and Services." Your proposal was accepted, deemed responsive, evaluated and recommended for award by NJPA's Bid Evaluation Committee as a solution to meet our members' needs. The NJPA Board of Directors subsequently approved a national contract award to Musco Sports Lighting, LLC at their monthly meeting on September 16, 2014.

This award means that you are now an "NJPA Awarded Contract Vendor" and are part of a select group of world-class vendors. Please find attached the NJPA Acceptance and Award – Forms D and E.

Gordy Thompson will be your NJPA Contract Manager and will be contacting you soon to advise you on how the contract will be launched and maintained. Gordy's contact information is listed below:

Office Phone: 218-894-5489  
Cell Phone: 218-866-0361  
Email: Gordy.thompson@njpacoop.org

Sincerely,

Jonathan Yahn  
Contracts and Compliance Manager

cc: Gordy Thompson

Contract Award  
RFP 082114 #

**FORM D**



**Formal Offering of Proposal**  
(To be completed Only by Proposer)

INDOOR-OUTDOOR ATHLETIC SURFACING WITH RELATED EQUIPMENT PRODUCTS, SUPPLIES,  
INSTALLATION AND SERVICES

In compliance with the Request for Proposal (RFP) for INDOOR-OUTDOOR ATHLETIC SURFACING WITH RELATED EQUIPMENT PRODUCTS, SUPPLIES, INSTALLATION AND SERVICES the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they accept the full responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: Musco Sports Lighting, LLC Date: August 19, 2014

Company Address: 100 1st Avenue West, PO Box 808

City: Oskaloosa State: Iowa Zip: 52755

Contact Person: Luann Ferreira Title: Vice President

Authorized Signature (ink only): *Luann Ferreira* Luann Ferreira  
(Name printed or typed)



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA 082114 # Indoor-outdoor Athletic Surfacing w/related Equip Products  
Supplies, Installation & Services

MUSCO Sports Lighting, LLC  
Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be September 16, 2014 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: [Signature] Dr. Chad Coquette  
NJPA Executive Director (Name printed or typed)

Awarded this 16th day of September, 2014 NJPA Contract Number 082114 #MSL

NJPA Authorized signature: [Signature] Scott Veronen  
NJPA Board Member (Name printed or typed)

Executed this 16th day of September, 2014 NJPA Contract Number 082114 #MSL

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name Musco Sports Lighting, LLC

Vendor Authorized signature: [Signature] Luann FERREIRA  
VICE PRESIDENT (Name printed or typed)

Executed this 22nd day of SEPTEMBER, 2014 NJPA Contract Number 082114 #MSL



[www.njpacoop.org](http://www.njpacoop.org)



202 12th Street NE  
P.O. Box 219  
Staples, MN 56479

February 20, 2018

To: NJPA Cooperative Purchasing Vendor Community  
From: Mr. Marcus Miller, General Counsel and Director of Government Relations  
Re: NJPA to be formally known as Sourcewell

National Joint Powers Alliance (NJPA) will formally be known as Sourcewell beginning the summer of 2018. The NJPA board of directors voted unanimously to change the organization's name to Sourcewell. Documentation has been formally submitted and Sourcewell has been registered and trademarked both federally and in Minnesota with the appropriate agencies. As of June 6, 2018 NJPA will begin operating under the name Sourcewell.

NJPA has worked intentionally to mitigate the implications of this change to current and potential members, currently awarded vendors, and other existing partners. Following June 6th, Sourcewell will maintain and continue to recognize the National Joint Powers Alliance name. Membership agreements, contracts and agreements entered into with the National Joint Powers Alliance name will remain valid and continue in effect without impact. This will ensure contractual continuity and safeguard any disruptions to engagement with Sourcewell or NJPA. This includes membership, use of cooperative purchasing contracts, or other binding contractual engagements.

For all other inquiries relating to the name change from NJPA to Sourcewell, please call or email the contract administration team.



# **Membership Application Form**

**SOURCEWELL AGREEMENT**

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and \_\_\_\_\_ (hereinafter referred to as the "Member").

**Agreement**

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

**Member Name**

**Sourcewell**

By \_\_\_\_\_  
Its \_\_\_\_\_  
TITLE

\_\_\_\_\_  
\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

## MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name\* \_\_\_\_\_

Address\* \_\_\_\_\_

City \_\_\_\_\_

State/Province Code \_\_\_\_\_ ZIP code\* \_\_\_\_\_

Country \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Website \_\_\_\_\_

Contact person\* (First, Last) \_\_\_\_\_

Job Title\* \_\_\_\_\_

Job Role\* \_\_\_\_\_

E-mail\* \_\_\_\_\_

Phone\* \_\_\_\_\_

### Organization Type:

#### Government

- State
- County
- Municipality
- Tribal
- Township
- Special District

#### Education

- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed

**Non-Profit (Please include documentation demonstrating non-profit status)**

- Church
- Fraternal
- Other

**REFERRED BY**

- Advertisement \_\_\_\_\_
- Colleague/Friend \_\_\_\_\_
- Vendor representative \_\_\_\_\_
- Conference/Trade show \_\_\_\_\_
- Sourcewell website \_\_\_\_\_
- Other \_\_\_\_\_

**RETURN COMPLETED AGREEMENT TO:**

Sourcewell  
202 12<sup>th</sup> Street NE  
P.O. Box 219  
Staples, MN 56479  
877-585-9706 [Membership@sourcewell-mn.gov](mailto:Membership@sourcewell-mn.gov)

*\*Denotes required information*

# **About Sourcewell & Cooperative Purchasing**

# Cooperative Purchasing

Sourcewell at your service



Together,  
we are  
Sourcewell





# Cooperative Purchasing

Sourcewell creates national cooperative contract purchasing solutions on behalf of its member agencies. Cooperative contracts offer both time and money savings for users by consolidating the efforts of numerous individually prepared solicitations into one national, cooperatively shared process—taking advantage of the aggregation of volume from members nationwide.

# Welcome to Sourcewell

We understand the value of cooperative purchasing, as well as the importance of providing the best solutions for our members.

## We have a lot in common

### We serve with purpose.

We are a government agency powered by state statute to serve our public-sector membership. Our employees are passionate about service and committed to helping our members succeed so they can fulfill their own public service missions. We invest in regional programs and national partnerships benefiting our members.

### We are independent.

As a self-supporting government agency, we, with oversight from our board of publicly elected officials, are able to develop timely, market-driven solutions for members. Not beholden to shareholders, we move decisively to serve members.

### We are trailblazers.

We are a market leader with a track record of innovation and growth across all services. Our strong buying power and solid reputation help us bring world-class brands, and well-regarded programs to our membership.

### We pay attention to the fine print.

We have standardized our processes and technology around best practices and value the same high procurement standards you have for your team.

### We value our relationship with you.

We want our relationship with you to last. We are committed to understanding your needs and providing the comprehensive selection of solutions that will make you successful today and long into the future.

# Membership

## Advantages of being a member

### Efficiency

Cooperative contracts are solicited and ready to use — ensuring best use of time and money. The formal contracting process is satisfied on your behalf, as if you completed the procurement process yourself. Our proven process eliminates low-bid, low-quality results.

### Cooperative Spirit

Work with an organization established for the purpose of serving members with solutions and service. All contracts are non-exclusive, no obligation, and offer ability to propose supplemental terms and conditions.

### Local Purchasing

Purchase with national contracts at your local dealer. Choice of quality equipment, products, and services at nationally leveraged volume pricing.

### Transparency

All the documentation you need is right at your fingertips – with a complete procurement file posted on our website.

### Innovative Stewardship

Sourcewell contracts offer options for premiere quality and best value. The terms and conditions of the Sourcewell contract cannot be changed. However, custom, or additional, terms and conditions are acceptable between the customer and vendor at the purchase-order level.

# Join and Purchase

## For more information

Contact our membership team:

877-585-9706

[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

## Become a member

Fill out an online or paper application. A membership legal agreement is available if needed.

After submitting your application, you will receive a Sourcewell member ID number electronically and a welcome packet by mail.

## Make a purchase

Browse our catalog of nationally awarded vendors online.

Contact the vendor directly and inform them of your interest in using the Sourcewell contract OR use our expertise — contact our membership team. We want to be your guide.

Sourcewell's creation was authorized by Minnesota law as an Educational Service Cooperative Unit, Independent School District #924, to serve education, government, and nonprofit entities with solutions, as outlined in Minn. Stat. 123A.21, subd. 7, which are more efficiently delivered cooperatively than by each entity individually. As a service cooperative, Sourcewell is a governmental unit of the State of Minnesota, all Sourcewell employees are government employees.

Sourcewell is governed by an eight-member board made up of county commissioners, city councilmembers, mayors, or school board members.

## How it Works

Cooperative purchasing is procurement conducted by, or on behalf of, one or more governmental units for use by other governmental units.

Sourcewell is committed to serving member agencies by researching common needs and solutions. The result is an opportunity to purchase the very best products, equipment, and services through nationally solicited contracts.

## Competitive Procurement Process

Sourcewell's procurement process is continuously being refined to meet the changing needs of our members. Sourcewell's process is completed in accordance with Minnesota law. Sourcewell determined the use of an RFP benefits members more than the use of an Invitation for Bid (IFB). The use of an RFP allows vendors to decrease pricing based on volume.

Sourcewell follows a procurement process that includes:

### Identify member needs and research solutions

Sourcewell identifies areas of need through daily member interactions and advisory committees, and then researches the best approach for each offering.

### Board of directors approves proposed solicitations

Draft and publicize solicitations by advertising Requests for Proposals (RFPs) in various print newspapers nationwide and on multiple websites

### Pre-proposal conferences followed by receipt of sealed responses

### Evaluate responses

Evaluation begins at the proposal opening by determining the responsiveness of each proposal. The final evaluation is conducted using the scoring criteria defined in the RFP.

### Recommendation to Chief Procurement Officer (CPO)

### Award vendors

Upon approval by the CPO, the recommended vendor is awarded a four-year contract term with the potential for an additional one-year extension at the discretion of Sourcewell. Members have the ability to propose supplemental terms and conditions to the Sourcewell contract to meet their local requirements.

### Posting and reviewing approved contract documents

A complete procurement file is maintained by Sourcewell, and contract documentation is posted on our website for review by our members. Our procurement specialists periodically review documentation for compliance and effectiveness. Sourcewell considers price and product change requests based on contract terms.



# **Sourcewell Procurement Process**

## Solicitation Process

While it is the desire of Sourcewell to meet our members' procurement requirements, it is ultimately our members' responsibility to interpret local purchasing laws to determine their own ability to access and utilize Sourcewell contracts.

Our rigorous request for proposal (RFP) process is continuously being refined to meet the changing needs of our members. The desired result is a national, competitively solicited procurement and contract process that is not only valued by members but meets or exceeds their requirements—offering exceptional products and services from nationally acclaimed vendors.

### 1. Identify Member Needs and Research Solutions

Sourcewell identifies areas of need through daily member interactions and advisory committees, then researches the best approach for each offering.

### 2. Seek Authorization from Sourcewell's Board of Directors

After establishing the existence of member needs and a viable industry solution, permission from the publicly elected Sourcewell Board of Directors is sought to officially begin the development of the solicitation and overall procurement process.

### 3. Draft Solicitation, Public Advertisement, and Notice

Our solicitation document is the cornerstone of cooperative contract purchasing. The consistency of the solicitation document, its response forms and evaluation criteria, are some of our greatest assets.

Sourcewell advertises each RFP:

- In print and online: [Salt Lake News](#) (Utah), [USA Today](#) (National), [Daily Journal of Commerce](#) (Oregon), [The State](#) (South Carolina)
- On the Sourcewell website
- On e-commerce sites: [Biddingo](#), [MERX](#), [Onvia](#), [PublicPurchase](#)

We also notify each state procurement department for re-posting of the solicitation within their system at their option.

### 4. Conduct Pre-Proposal Conference, Followed by Receipt of Responses

Proposers are typically given five to six weeks from the advertisement of the RFP to respond. A Pre-Proposal Conference is conducted to answer questions and provide clarification. An addendum may be issued as necessary.

For accuracy, Sourcewell time and date stamps each Proposal immediately upon receipt at our office in Staples, MN. Sourcewell conducts a public opening of the proposals received at the time, date, and place specified in the RFP.

### 5. Evaluate Responses

Evaluation begins at the proposal opening by determining the responsiveness of each proposal. The final evaluation is conducted using the "Proposal Evaluation" form defined in the RFP (Form G). [Click here for an example.](#)

### 6. Provide Recommendation to Chief Procurement Officer (CPO)

Recommendations of the evaluation committee are presented to the CPO for final review and possible award. The CPO has the final authority to issue or deny a procurement contract.

### 7. Award Vendors

Upon approval by the CPO, the recommended vendor is awarded a four-year contract term with the potential for an additional one-year extension at the discretion of Sourcewell. The Procurement Department sends Notice of Award or Non-Award to all respondents via email.



**8. Posting and Reviewing Approved Contract Documents**

A complete procurement file is maintained by Sourcewell, and contract documentation is posted on our website for review by our members and are periodically reviewed for compliance and effectiveness. Vendors are allowed to seek price and product changes upon the approval from Sourcewell.