

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name: Real Estate and Asset Management

Contract # and Title: TCPN Contract #R190303, Copy Paper and Related Supplies

Date: September 19, 2022

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

The Cooperative Purchasing Network (TCPN) contract to provide copy paper and related supplies county wide. The vendor will delivery directly to the location of requesting agency, which will result in a reduction in fuel consumption on DREAM delivery vehicles; allowed County personnel to be assigned to other logistical work. Require less warehouse space to store paper. This contract provide the necessary paper products.

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)

- ☒ leveraging benefits of volume purchasing
- ☒ volume discounts
- ☒ service delivery requirement advantages
- ☒ reduction of cycle times
- ☒ enhanced service specification

Additional information:

The Benefits of utilizing this agreement:

- * Next day delivery service
- * The County receives a 1 - 2% in rebates.

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.

☒ Yes ☐ No

2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). ☐ Yes ☐ No

3. Reviewed the cost analysis provided by the User Department and determined the following:

- ☐ leveraging benefits of volume purchasing
- ☐ volume discounts
- ☐ service delivery requirement advantages
- ☐ reduction of cycle times
- ☐ enhanced service specification

4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? ☐ Yes ☐ No

5. Is the entity is authorized to conduct/transact business in the State of Georgia? ☐ Yes ☐ No

6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? ☐ Yes ☐ No

7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? ☐ Yes ☐ No