



COOPERATIVE PURCHASING JUSTIFICATION AND APPROVAL FORM

In accordance with Division 12 of the Fulton County Purchasing Code the Purchasing Agent may enter into an agreement with any public procurement unit for the cooperative use of supplies or services; and, may procure supplies, services or construction items through contracts established by the purchasing division of the state where such contract and contractors substantially meet the requirements of the Purchasing Code. Complete the form below to request the Department of Purchasing review the request to engage in cooperative purchasing.

Requesting Department/Agency Registration & Elections

Department/Agency Contact Information: Janice Dickenson

Cooperative Contract Number and Title: Moore Partners, Inc. Printing Services - SWC# 99999-001-SPD0000211-0002

Estimated Spending Request: \$214,000.00

Contract Source (Identify the source of the cooperative contract by checking the appropriate box):

☐ Public Cooperative Entity (EX: Omnia Partners, NASPO) List Cooperative Entity:	☒ State of Georgia Statewide Contracts (Department of Administrative Services) SWC# 99999-001-SPD0000211-0002, Printing Services
☐ Federal Government (GSA Contract)	☐ Other Governmental Entity (Ex: City of Atlanta, Dekalb County) List Government Entity:

Verification Requirements

In order to utilize the cooperative purchasing, statewide or GSA contract, the User Department/Agency must provide justification for the use of the cooperative purchase and why the particular cooperative contract is most advantageous to the County as it relates to price and other factors.

1. Provide justification for the use of the cooperative purchase.

The Department is using a GA statewide contract to provide printing services as this is vetted thru Georgia procurement systems.

The vendor is vetted and authorized by the State of Georgia.

2. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value and advantageous to the County. This may include but is limited to:

- a. Leveraging benefits of volume purchasing
- b. Volume discounts

- c. Service delivery requirement advantages
- d. Document market research that was completed to determine use of cooperative purchase request.

The Department is utilizing a Georgia Statewide contract which has the following advantages:

Cost Savings – Statewide contracts are often negotiated to secure bulk pricing, meaning buyers can access lower prices than if they were purchasing independently.

Time Efficiency – Since the contract terms, pricing, and vendors have already been vetted and established, the Department reduce length of the procurement processes and receive Purchase order to purchase goods.

Compliance and Risk Reduction – Statewide contracts are designed to comply with legal and regulatory requirements, reducing the risk of procurement violations or poor vendor performance. This ensures compliance with SOS regulations.

Access to Pre-Vetted Vendors – Vendors in the statewide contracts have already been evaluated for quality and reliability by the State of Georgia.

- 3. Provide documentation verifying that the cooperative, statewide or GSA contract is current and awarded through a competitive process. **(Attached)**
- 4. Provide a copy of the cost proposal/quote received. **(Attached)**

TO BE COMPLETED BY THE DEPARTMENT OF PURCHASING REPRESENTATIVE:

DOES THE SOLICITATION MEET THE REQUIREMENTS	YES	NO
Reviewed the justification provided by the requesting department/agency and determined that the use of the cooperative purchase/statewide/GSA Contract is justified.	x	
Reviewed the cost analysis provided and determined that the use of the cooperative purchase/statewide/GSA Contract is best value and/or advantageous to the County:	x	
Reviewed the documentation provided and obtained a copy of the contract, solicitation documents, award letters, etc., to verify that the cooperative, statewide or GSA contract is current and was awarded through a competitive process.	x	
The use of the contract meets the needs of the requesting department/agency.	x	
The proposed contracting entity is authorized to conduct business in the State of Georgia.	x	
If applicable, the contracting entity must comply with the Georgia Security and Immigration Act (E-Verify). A copy of the Georgia Immigration and Security Contractor Affidavit is obtained from the contracting entity.	N/A	
If federal funded, documented that the contracting entity is not on the Excluded Parties List System (EPLS) that identifies those parties debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits.	N/A	
Obtain Certificate Insurance requirements based on the coverage and limits included in the cooperative purchase/statewide/GSA contract. The County must be the Certificate Holder, Add'l Insured and Subrogation boxes should be marked.	N/A	

Purchasing Representative Recommendation:

I have reviewed the items on the above checklist for this solicitation and the request

 X meets the requirements does not meet the requirements

(Ensure that backup documentation has been scanned/saved into folder for this request)

(CAPA/APA) Purchasing Agent Jakeiah Johnson Date 8/5/2026

Chief Purchasing Agent ~~Pelicia Strong~~ Wutcher Date 08/05/2026 | 3:31 PM EDT