



H-GAC Cooperative Purchasing Program **Information For Contractors**

“A Government-to-Government Procurement Service Available Nationwide”

Welcome to **HGACBuy**, the **H-GAC** Cooperative Purchasing Program. It is important that all **HGACBuy** Contractors understand our process and dedicate the resources necessary to effectively provide products and services to our **End Users**. To help you, we have prepared this brief circular to communicate some specific information about:

- **End Users**
- **The Procurement Process**
- **Preparing The Contract Pricing Worksheet**
- **HGACBuy Order Processing Charges**
- **Marketing The Program**

If you have been awarded an **HGACBuy** contract, you can now sell the specific products and/or services covered by that contract to our **End Users**. However, to be most effective in serving those **End Users**, the information provided here should be shared with all of your employees who will be involved in any way with sales through **HGACBuy**. That would particularly include the principle point of contact you have established for the contract, but also any inside and outside sales staff, accounting personnel, and members of management who might possibly be involved in any way.

End Users

HGACBuy makes its contracts available to local government agencies and certain non-profit organizations who have executed an Interlocal Contract with us, i.e. **End Users**. They may use our contracts, or not, at their discretion. However, in purchasing thru **HGACBuy** they can save time and staff resources, and should be getting pricing as good as or better than they would get using their own process. A benefit accrues to you, the contractor, in that you can concentrate on selling your product/service rather than wasting resources bids or proposals for every requirement.

Under the law, just about any local government agency may become an **End User**. They have only to download an Interlocal Contract Form (ILC) from our website (www.hgacbuy.org), execute two copies and send both originally signed copies to us. Our “Frequently Asked Questions” document on the website has some additional information, and you can find a current list of our **End Users** there as well.

The Procurement Process

The normal process for purchasing thru the Program, which is simple and straightforward, is as follows:

1. The **End User** contracts you to discuss his needs. (**End Users** who contact **HGACBuy** about a product will normally be directed to the appropriate contractor or to our website – www.hgacbuy.org.)
2. After discussing details, you prepare an **HGACBuy** “Contract Pricing Worksheet” and provide it to the **End User**. The Worksheet provides for pricing of the base bid item plus all published and unpublished options. It also has a place to indicate delivery, which should be included on every quote.
3. The **End User** reviews the Worksheet, and may want to discuss it further till he’s sure it reflects his intended purchase. He then issues you a purchase order based on the Worksheet, and you fax a copy of the PO and the Worksheet to us at: 713-993-4548.
4. We will review the order and fax an “Order Confirmation” to both you and the **End User**. The Order Confirmation certifies that the procurement was processed legally thru **HGACBuy**.

5. You deliver the ordered Product(s)/Service(s) and bill the **End User**.
6. **HGACBuy** will bill you for the Order Processing Charge. (See "H-GAC Order Processing Charge" below.)

The procurement process for some Catalog/Price Sheet and Service type contracts may be somewhat different and are handled on a case by case basis.

Preparing the Contract Pricing Worksheet

Normally, price quotations furnished to **End Users** should be prepared using **HGACBuy**'s Contract Pricing Worksheet. There are currently three versions of the Worksheet, one for use with standard equipment type products which were bid as specific line items, another for use with "Catalog / Price Sheet" type items or services, and a third for motor vehicle purchases.

In preparing the Worksheet please make sure to complete all applicable sections of the form. For contracts awarded based on a formal Bid, Section A should always contain, without exception, a base item from the **HGACBuy Form D** submitted with your bid response. For contracts based on an RFP preparation of the Worksheet will depend on the nature of the products/services and the specifics of your proposal.

Preparation of the Contract Pricing Worksheet should be explained to all sales staff working with our Program. Please discard any old versions of the Worksheet which you may be using and download the most current version from our website.

H-GAC Order Processing Charge

HGACBuy levies an Order Processing Charge on all purchase orders to cover the cost of running the Program and providing service to **End Users**. We receive no funding from taxes, grants or other sources. When you sell thru **HGACBuy**, we will bill you for the applicable Order Processing Charge which should have been taken into account in your bid pricing. In the case of motor vehicles, legal limitations require that the Order Processing Charge be shown as a separate line item on quotes and that it be paid specifically by the **End User**. You bill the End User and collect the total amount, including the Order Processing Charge due **HGACBuy**, and we will then bill you.

Marketing the Program

Being a Program of a non-profit government agency, **HGACBuy** has limited resources available for promotion and marketing. However, we encourage and support our contractors in any endeavor they may wish to undertake to expand their recognition as an **HGACBuy** contractor in the government purchasing community. We're most happy to work with you if you'd like to prepare any sort of sales brochure, signage, or other marketing materials. We can provide some graphics, and signboards to be used at shows and conferences.

Please contact Ron Williamson (713-993-2410 or ron.williamson@h-gac.com) for additional information.

It is our pleasure to provide you with any needed information or answers to your questions. Please call or send an email to any staff member if we can be of further assistance.