

Q: What is BuyBoard?

A: The BuyBoard National Purchasing Cooperative is an nationwide administrative agency created in accordance with Maryland and Rhode Island state statutes. It was formed between the National School Boards Association (NSBA) and several state school board associations to streamline the buying process for schools, municipalities, and government agencies of all types. Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods, and services. The Cooperative also relieves the burdens of governmental purchasing of going out to RFP by effectively meeting the public bid requirements of all states and realizing economies of scale to get the best pricing with competitively bid, public awards that other agencies can use. Membership with BuyBoard is free. Any public agency can leverage the Cooperative's ability to obtain bulk discounts, meet local bid laws and submit orders online

Q: How is the Cooperative administered and governed?

A: The National School Boards Association (NSBA) and the Texas Association of School Boards (TASB) administer and handle the day-to-day activities of the Cooperative. The Cooperative is sponsored by a number of state school boards associations and other state trade/education associations from across the country. The Cooperative is governed by an nine-member board of directors composed of members and the organizing state associations.

Q: What is the cost to join?

A: Membership is free and open to all types of local government agencies. Revenue to operate the system and the Cooperative comes primarily from a service fee payable by participating vendors.

Q: Who Can Join?

A: Any public agency or department at the State or Local level can join including all public school districts, community colleges, universities, municipalities, counties, cities and departmental organizations. Nonprofit organizations are also eligible.

Q: How Do I Join?

A: Go to BuyBoard's website at www.buyboard.com and click on the "How To Join" link. Membership is free.

Q: How Can I Place Our Order?

A: Submit your purchase order through BuyBoard's online member portal. Place your order after receiving a formal quote from us before placing your order. The other option is to simply e-mail (info@buyboard.com) your purchase order to the BuyBoard for input.

Q: Can you outline the competitive procurement process used by the Cooperative?

- A:**
1. Advertisements are placed in 11 newspapers across Texas for once a week for two weeks.
 2. The proposal invitation and specification document is posted to the website at www.vendor.buyboard.com. Registered vendors with BuyBoard are notified via e-mail regarding the proposal opportunity.
 3. Electronic vendor responses are received. Vendor responses received after the due date and time are not opened.
 4. Proposals are reviewed, tabulated, and analyzed based on the criteria outlined in the proposal terms and conditions, and a scoring matrix is used to rank the criteria.
 5. Recommendations are prepared and presented to the Cooperative Board for consideration of award.

Q: How does the Cooperative determine price competitiveness?

A: The Cooperative evaluates vendor proposals on the basis of best value to Cooperative members. As a general matter, the Cooperative makes competitive and indefinite quantity awards to vendors that give the same or better discounts/pricing than they give their best governmental clients. Each vendor proposal is evaluated on its own merit and is determined to be fair and reasonable. Discount practices may be examined and evaluated based on historical data, sales information, discounts granted to other governmental clients, and other market research techniques.

Q: How do we know we will save money by buying through the Cooperative?

A: Cooperatives save money in two primary fashions: the price of the product purchased and/or in the administrative cost savings from eliminating a formal RFP process.

Q: What is ARC's Contract Number and Expiration Date?

**A: Our contract number is 625-20. The Expiration Date is 11/30/2023
Customer Inquiries: (833) 272-8880**

