

DPS may allow the use of Cooperative Contracts when all of the conditions of APSPM 3.7 have been satisfied.

To utilize a Cooperative Contract, the requesting Agency shall submit a completed COOPERATIVE PROCUREMENT APPROVAL REQUEST accompanied by the following:

A copy of the solicitation including all addenda and the contract award including all modifications.

Documentation of the solicitation advertisement in VBO or evidence that Virginia vendors received an award.

A memorandum, from the purchasing agency, that addresses the following:

1. Specifically how does the Scope of Work and pricing of this Cooperative Contract provide for the goods or services you seek to purchase?
2. Evidence the vendor is registered in eVA.
3. Explain why the use of this cooperative contract is the best option for the Commonwealth, including why the prices offered in the contract are considered fair and reasonable.
4. Verification that no state contract exists to satisfy the requirement.

Agencies must use the Cooperative Procurement Approval Request form, Annex 13-D or the online eVA DPS Exemption Request form. DPS approval is not required for Cooperative Contracts already posted on eVA.