

USE OF STATE COOPERATIVE CONTRACTS

The Utah State Division of Purchasing procures many commodities and services that result in State Cooperative Contracts available for use by all state agencies and political subdivisions of the state. These contracts can be accessed at www.purchasing.utah.gov. Before purchasing goods or services from a state cooperative contract, the entire contract must be read. Even if the particular contract has been used before, the current contract on the website should be accessed to ensure that: 1) the contract has not expired; 2) the item/service being purchased is covered by the contract; and 3) the purchaser is in compliance with any requirements of the contract. It is the responsibility of management to ensure this procedure is followed.

All state cooperative contract numbers have a prefix designating what type of contract it is, as follows:

PD - Competitively bid and awarded to a single supplier. These contracts should be used if they meet the purchaser's needs.

MA - Multiple Award contracts are competitively bid and contracts are awarded to more than one vendor. The purchaser may select one of the contracts after a best value analysis. Examples of MA contracts are for office supplies, copiers, systems furniture, chairs, etc.

MC - Multiple Choice contracts are competitively bid and awarded to more than one vendor but all of the vendors are under just the one contract number. The purchaser must read the entire contract for special conditions that apply to that contract which might include bidding requirements and/or a maximum dollar amount that can be paid. ALL requirements must be followed before using one of these vendors.

AR - Authorization Required contracts usually require prior authorization for **state agencies i.e. agencies of the Executive Branch** before using the contract. Each contract should list any requirements on the cover page. The Courts are not considered state agencies in this context.

PA - Price Agreement - These contracts are negotiated contracts usually a sole source contractor. Use of PA contracts is not mandatory.

UCI - Utah Correctional Industries - These contracts may be subject to the UCI State Use Law. Please review on the [UCI Website](#).