	COOPERATIVE STANDARD WORK
Title: Co-Op Contract Administration	Revision Number: 0
Document ID: Co-Op SW 001	Revision Date: 10/23/2025

This Standard Work (SW) and accompanying template are provided as a resource to the procurement officers of the agencies, boards, and commissions of the State of Arizona. While the SWs and templates are examples of legally compliant, procedurally efficient, and fiscally prudent processes, they are not intended to represent the only such processes allowable under the Arizona Procurement Code (A.R.S. §§ 41-2501 et seq. and the rules thereunder, A.A.C. R2-7-101 et seq.) Depending on the circumstances surrounding a given procurement, deviation from SWs and templates may be necessary or preferable. In the event of a discrepancy between a SW or template and applicable statute and rule, statute and rule shall prevail.

PURPOSE

To establish and maintain consistency in managing cooperative contracts.

BACKGROUND

This SW outlines processes for solicitation and contract management, including pre-offer and post-award conferences, verifying contract details, managing supplier contact information, checking the validity of Certificates of Insurance (COI), and monitoring cooperative usage reporting. Resources, such as slides and award letter supplements, are linked within the document for your guidance.

STAKEHOLDERS

Authority: SPO
 Owner: SPO Cooperative Program
 User(s): Cooperative Procurement Officers
 Requestor(s): Cooperative Procurement Officers

RESOURCES

File Name with Link	Description
Solicitation	
Co-Op Pre-Offer Conference Slides	Pre-Offer Conference slides with background on Cooperative Program

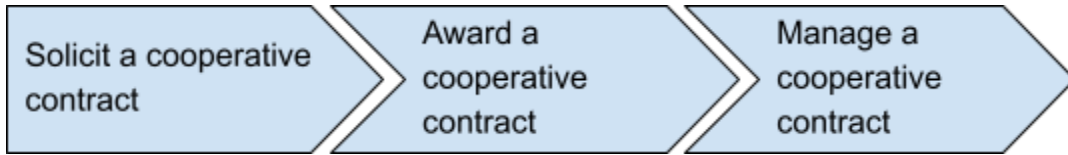
Arizona Department of Administration | State Procurement Office | Cooperative

Standard Work Title: **Co-Op Contract Administration Standard Work** | Document ID: **Co-Op SW 001**

Revision Number: **0** | Revision Date: **10/23/2025**

Co-Op Post Award Slides	Post Award Conference slides with background on Cooperative Program, Quarterly Reporting, and Next Steps
Cooperative Contract Award Letter Supplement	Award letter attachment with background on Cooperative Program, Quarterly Reporting, and Next Steps
Contract Management	
Cooperative Program FAQs	Cooperative Program FAQ broken into sections for Contract Managers, Co-Op Members, and Suppliers
Cooperative Reporting Information	Background information on Cooperative Reporting and how to submit reports

SUMMARY OF PROCESS



PROMPTS LEGEND

Description		Action Required
[Red text] – Provides an example of what content should be entered here, but requires procurement officer to add applicable information.	Required	1. Modify content to add details specific to the solicitation or determination. 2. Change font color to black once complete.
Black text/yellow highlight – Content that may be applicable based on circumstances of each solicitation or determination.	Optional	1. Determine if content is applicable to the specific solicitation or determination. 2. If applicable: Retain content and remove highlight; or 3. If not applicable: Remove content.

<p>[Red text/yellow highlight] - Content that may be applicable based on circumstances, AND If applicable, procurement officer must modify content to add information specific to the solicitation or determination.</p>	<p>Optional</p>	<ol style="list-style-type: none"> 1. Determine if content is applicable to the specific solicitation or determination. 2. If applicable: Modify content to add details specific to the solicitation or determination. 3. Change red text to black. 4. Remove highlight. 5. If not applicable: remove content.
<p><i>Note: Red text is also notated to be within [text] brackets. No yellow highlighting or [red text] should remain on the final documentation version.</i></p>		

STANDARD WORK

A. Managing Cooperative Solicitations

Section 1.0 Solicitation Preparation

- 1.1. Including Special Terms and Conditions (Cooperative Terms).
 - 1.1.1. Confirm that the awarded contract(s) will be cooperative. Per [TB030](#), verify that the contract contains Co-Op Buyers as Eligible Agencies and that cooperative terms are included in the special terms and conditions as detailed in the [RFP Solicitation Requirements template](#).
- 1.2. Verify contract spend.
 - 1.2.1. When Procurement Officers verify contract spend during a solicitation’s preparation, cooperative spend must also be reviewed.
 - 1.2.2. To review cooperative spend, open a contract in APP and click the “Cooperative” tab on the left panel menu.
 - 1.2.3. From here, Procurement Officers can see the status of report submissions, as well as self-reported spend by quarter with State Agencies and Cooperative Members. You may also click the pencil icon next to a report to view detailed spend information.
- 1.3. Sending SPO Alerts.
 - 1.3.1. When sending out SPO Alerts regarding solicitation announcements, such as focus groups or requests for feedback, please include Cooperative Members in the "To:" line.

Section 2.0 Co-Op Contract Pre-Offer Conference Standard Work

- 2.1. Confirm that the awarded contract(s) will be cooperative.

- 2.2. If a Pre-Offer Conference is being conducted, download the [Cooperative Pre-Offer Conference Slides](#).
- 2.2.1. Insert the Cooperative Program slides in the pre-offer presentation.
- 2.3. The Cooperative Team may attend a pre-offer conference depending on applicability and availability.

Section 3.0 Co-Op Contract Award Letter Supplement Standard Work

- 3.1. Verify the awarded contract(s) are Cooperative Contracts.
- 3.2. Download [Co-Op Award Letter supplement PDF](#).
- 3.3. Along with the Award Letter, send the Co-Op Award Letter supplement to the supplier and CC the Co-Op Inbox (coop@azdoa.gov).
- 3.4. 30 days after sending the award notice to the supplier, check if they have added a user with the Supplier Contact (Cooperative Reporting) role.
- 3.5. If the role is not added, follow up with the supplier to add the role using this [email template](#) and cc: the Co-Op Inbox (coop@azdoa.gov).

Section 4.0 Co-Op Contract Post-Award Conference Standard Work

- 4.1. Verify that the awarded contract(s) are Cooperative Contracts.
 - 4.1.1. If a post-award conference is being conducted, download [Cooperative Post Award Slides](#).
- 4.2. Insert Cooperative Program slides in the post-award presentation.
- 4.3. The Cooperative Team may attend a post-award conference depending on applicability and availability.

Section 5.0 Creating a Cooperative Contract in APP

- 5.1. Per [TB 030](#), designate Co-Op contracts as “Co-Op” in the State’s eProcurement system. See [QRG 2104a](#) for more information on designating contracts as “Co-Op” in the State’s eProcurement system.

B. Managing Cooperative Contracts

Section 1.0 Review Contract

1.1. Verify the accuracy of Supplier Contact information

1.1.1. Verify that the contacts in APP are current. The supplier must, at a minimum, have an active supplier admin, and if applicable, a cooperative reporting role assigned to the contract's contacts.

1.1.2. Use the [email template](#) to reach out to the contract's supplier to verify contacts.

1.2. Verify Certificate of Insurance (COI) validity

1.2.1. Under "Add Document" on the left panel menu, download the latest COI to review its validity.

1.2.2. Review the policy coverages and expiration dates. Use the [email template](#) to reach out to the contract's supplier to obtain an updated COI as needed.

1.2.3. The Procurement Officer may determine whether a supplier is eligible for renewal if a valid COI cannot be obtained.

1.3. Check the Cooperative Usage Reporting

1.3.1. Check to see if the Contract allows Cooperative use by reviewing "Co-Op Contract Designation" field.

1.3.2. If the contract allows cooperative use, navigate to the 'Cooperative' section on the left panel menu of the page. This will display all reports created, including the total spend of agencies and members, as well as the report and payment status, and any outstanding amounts due as applicable.

1.3.3. If the cooperative usage reporting is not complete, use the [email template](#) to reach out to the contract's supplier contact to inform them that their contract's reporting is not complete.

1.3.4. If the supplier has reporting questions, the following [email template](#) provides instructions on how to complete the reporting.

Arizona Department of Administration | State Procurement Office | Cooperative

Standard Work Title: **Co-Op Contract Administration Standard Work** | Document ID: **Co-Op SW 001**

Revision Number: **0** | Revision Date: **10/23/2025**

A. Section 2.0

To	Supplier ABC
Cc	COOP - ADOA
Bcc	Person
Subject	BPM00XXXX Post-Award Follow Up

Hello [Name],

This is a follow-up to the award letter sent on [XX/XX/XXXX]. It has been [XX] days since the contract was awarded, and we noticed the contact information has not been updated in APP.

Please follow these next steps regarding your cooperative contract:

- Ensure your **supplier profile** in APP includes a **user with the Supplier Contact (Cooperative Report) Role** within 30 days of contract award

If this information needs to be changed, please update it in your supplier profile in APP. Here is [how to submit a change request](#).

Thank you for your cooperation in ensuring our records are current. We appreciate your partnership.

Sincerely,

[Signature Block]

B. Section 1.1.2, 1.2.2, 1.3.3

To	Supplier ABC
Cc	COOP - ADOA
Bcc	Person
Subject	CTR0XXXX Annual Contract Renewal

Arizona Department of Administration | State Procurement Office | Cooperative

Standard Work Title: **Co-Op Contract Administration Standard Work** | Document ID: **Co-Op SW 001**

Revision Number: **0** | Revision Date: **10/23/2025**

Dear [Supplier Contact Person Name],

This email is an **annual** check-in to ensure we have your most up-to-date information on file for your contract, [Contract Label]. Your contract is expiring in [XX] days, in order to extend your contract, the following items are needed by [XX/XX/XXXX].

- **Contact Information:**
 - Confirm the following contact details are accurate in APP. If any of the information has changed, please update your supplier profile in APP by [submitting a change request](#).
 - Company Name
 - Contact Person Name
 - Phone Number
 - Email Address
 - Mailing Address
 - Ensure at least one user has the Supplier Admin (Cooperative Report) role

- **Certificate of Insurance (COI):**
 - [Submit your new COI in APP](#) reflecting current coverage.

- **Cooperative Reporting:**

[ADD OR REMOVE THIS SECTION DEPENDING ON THE SUPPLIER'S COMPLIANCE WITH REPORT SUBMISSIONS]

Your contract shows [X] outstanding reports. See the information below regarding Cooperative Reporting.

- This is a reminder that under the **Special Terms and Conditions, "Statewide Contract Provisions,"** usage reports and any applicable admin fees for every State Fiscal Quarter are required to be submitted. Failure to do so is a material breach of contract. *Please note that contracts that did not realize any usage still require a usage report.* If you have any questions about completing your cooperative reports, you can reach out to coop@azdoa.gov.
- Reports are required to be submitted in APP
- For your reference, you can find [a list of Arizona State Purchasing Cooperative members here](#)
- Quick Reference Guides

Thank you for your cooperation in ensuring our records are current. We appreciate your partnership.

Sincerely,

[Signature Block]

Section 1.4 & 2.3.1

To	Supplier ABC
Cc	COOP - ADOA
Bcc	Person
Subject	Cooperative Reporting Information

Hello [Name],

Here is information on Submitting a Report:

- To file a report, please visit: app.az.gov
- Blank Co-op Usage Reports are automatically generated at the end of each quarter according to the State Fiscal Quarters.
 - Quarter 1: July 1 - September 30
 - Quarter 2: October 1 - December 31
 - Quarter 3: January 1 - March 31
 - Quarter 3: April 1 - June 30
- After logging in, you can enter State Agency spend in the left-hand section by selecting the agency from the drop-down menu and entering the associated spend from the quarter you are reporting for. You may simply leave this section blank if there is no State Agency spend.
- You will then repeat the process for co-op member spend on the right-hand section, and the system will generate an invoice for the administrative fee on co-op member spend respective to the quarter. You may simply leave this section blank if there is no Cooperative Member spend.
- Please note that if there is no usage to report for either State Agencies or Cooperative Members, a “zero-sum” report will still need to be submitted.

Please refer to the training materials below. These are great tools for better understanding the system as they illustrate the complete step-by-step process for completing reports. Please contact the Arizona Procurement Portal (APP) Help Desk at app@azdoa.gov or 602-542-7600 with any APP system-related questions.

- Co-Op Program Webpage: <https://spo.az.gov/programs/cooperative>
- Usage Reporting Webpage: <https://spo.az.gov/suppliers/app-support/quick-reference-guides>
- Training materials are posted at: spo.az.gov/suppliers/app-support/quick-reference-guides

Arizona Department of Administration | State Procurement Office | Cooperative

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- Quick Reference Guides:
 - [Submitting Cooperative Usage Reports](#)
 - [Submitting Zero-Sum Cooperative Usage Report](#)
 - [Cooperative Usage Reports - Excel Upload](#)

Please let us know if you have any questions!

Thank you,

[Signature Block]