



Some definitions:

- **National Association of State Procurement Officials (NASPO)** – 501(c)(3) professional association of state chief procurement officials. NASPO is the legal entity that represents all the states in their cooperative activity. NASPO has a “board of directors” and a Cooperative Purchasing Committee that are responsible for the organization and its activities. NASPO is divided into four regions, one of which is the Western Region. NASPO releases and manages cooperative contracts for the three regions (Eastern, Southern and Midwestern) not part of WSCA. All 51 entities that make up NASPO are eligible to use any NASPO or WSCA cooperative contract, at its choice.
- **Western States Contracting Alliance (WSCA)** – the western region of NASPO with two states, Minnesota and South Dakota, added. It is simply a cooperative of those 15 state procurement directors. They talk to each other, work together and have established over the last 18 years a number of cooperative contracts. WSCA does not have a ‘board’, it is simply a group of 15 state procurement directors.
- **WSCA/NASPO Cooperative Development Team (WNCDDT)** – three consultants, on contract to WSCA, who support WSCA and NASPO cooperative purchasing efforts. One, Doug Richins, works half-time supporting WSCA cooperative contracting. Two, Kathryn Offerdahl and Paul Stembler, work full-time supporting both WSCA and NASPO cooperative contracting. WSCA pays for all the cost of this support.
- **State Chief Procurement Official (State CPO)** – the official in each state responsible for the state’s central procurement operation. The “member” of NASPO and the focus of all contracting and purchasing decisions.
- **Lead state** – the WSCA (or NASPO) state that is “leading” the cooperative contract. The contract is issued under that state’s laws, rules and procedures and is signed by that state.
- **Lead State Contract Administrator** – the designated individual within the lead state responsible for the cooperative contract.
- **Sourcing Team** – a group of individuals, both for state procurement offices and user agencies who, under the leadership of the Lead State Contract Administrator, develop and create the solicitation, evaluate response, recommend award and continue to act as a resource in managing the contract. These are specific individuals, from specific states.
- **Participating Addenda** – the legal document signed by all states or other governmental entities eligible to use a cooperative contract. This document is based on the Master Price Agreement (signed between the lead state and the contractor) and applies to transactions and activity within that specific state ONLY. This document allows state’s to tune the relationship established by the Master Price Agreement to its specific statutes, rules and requirements.



WSCA Cooperative Contracting Flow Overview

February, 2010

