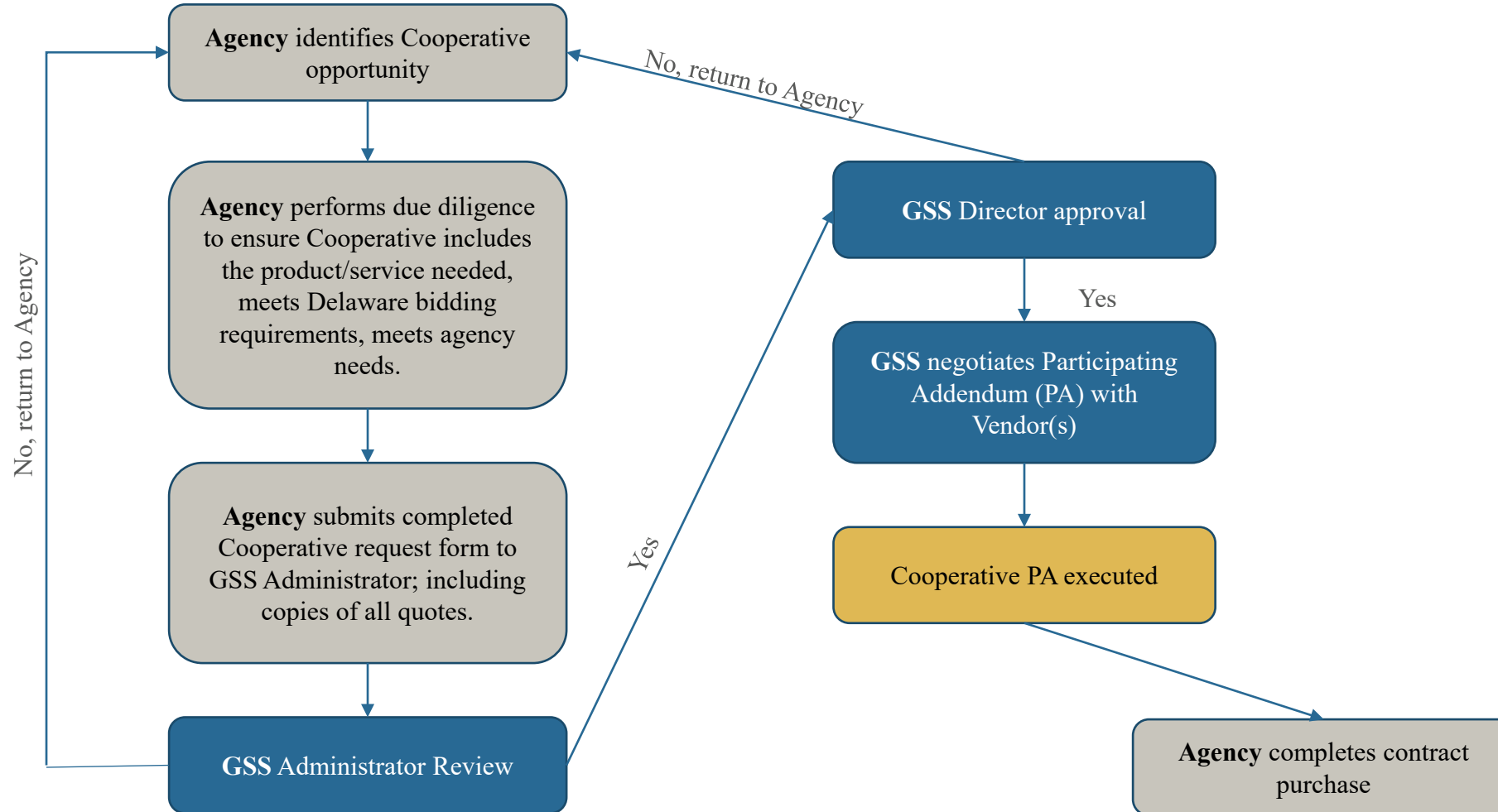


The background features a network of white icons on a blue gradient. Icons include a magnifying glass, a checklist, a scale of justice, a document with a magnifying glass, a pencil, a gear, a handshake, and a document with a checkmark. On the right side, a person in a suit is shown from the chest up, holding a pen as if writing on a document.

Cooperative Contract Process

September 2023

Cooperative Contract – Overview



Cooperative Request

Agency with identified need, completes and submits a Cooperative Request Form, documenting their due diligence in selecting the cooperative to meet their current need.

GSS Contract Administrator reviews the request. If approved, routes it to the Director for final approval. If rejected, communicates with requesting agency.

Participating Addendum Execution

GSS Contract Administrator assigns approved Cooperative requests to a Contract Officer for Participating Addendum negotiation, execution, and contract management.

Negotiations on some cooperatives may take time or be unsuccessful.

Participating Addendum Extension

Contract Officer will extend State's participation through a Cooperative, where extensions are available and executed by the originating party, and the Agency identifies a continued need.

Extension, at the State level, cannot occur until complete on the Cooperative level.