



## BECOME A PCA MEMBER

**Purchasing Cooperative of America** is a national purchasing cooperative with legally procured contracts available for public entities in all 50 States and U.S. Territories, Canada and Mexico:

- *Educational institutions K-12 through universities*
- *Local, State and Federal governmental agencies*
- *Indian tribal governments*
- *Non-profit/non-taxed religious and charitable organizations*

**PCA** contracts may be used with federally-funded programs such as FEMA.

### **PCA Solicitation Procedure:**

- COMPETITIVE BIDDING per Texas procurement and contracting statutes. Other state and federal statutes, including the FAR, are referenced in the solicitations.
- Solicitations are ADVERTISED for two consecutive weeks in a national publication, in a local publication, and on PCA and Texas Comptroller's ESBD websites.
- Evaluation Committee Members review solicitation responses per the EVALUATION FACTORS listed in the solicitation.

### **Join PCA**

- No cost to join PCA. Vendors pay an administrative fee when they use their PCA contract.
- Complete the online Member Registration form at [www.pcamerica.org/Members](http://www.pcamerica.org/Members).
- Scroll down to the map and click on your state to look at the interlocal contracting 'joint powers' statutes for your state.
- Some Texas entities must complete the Interlocal Contract ( you can find an example on the 'Forms' tab) and submit it to [pcamerica@pcamerica.org](mailto:pcamerica@pcamerica.org).
- Becoming a member is EASY
  - (1) **In Texas.** Register online at [www.pcamerica.org/Members](http://www.pcamerica.org/Members); some entities also complete the Interlocal Contract (available on the Forms tab).
  - (2) **Other States.** Register online at [www.pcamerica.org/Members](http://www.pcamerica.org/Members); key on your state to see your state's 'joint powers' statutes. Public entities of other states will know membership requirements required by their state statute(s) or local authority.
  - (3) As needed, submit the interlocal contract to [pcamerica@pcamerica.org](mailto:pcamerica@pcamerica.org)
- 'PCA', 'the contract number' and 'title' must be listed on your purchase order.

### **Membership Has Its Privileges**

- Working directly with awarded contractors
- Additional terms may be listed on the purchase order upon or written in a supplemental contract, as negotiated and agreed upon
- Contract support from PCA contract managers
- DUE DILIGENCE documentation available to PCA members upon request

Learn more about **PCA** at [www.pcamerica.org](http://www.pcamerica.org) or call Elaine Nichols, Director, at 713-851-1471  
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