

The COSTARS Program

**Procurement,
Simplified.**

**GFOA - PA
2024**



The COSTARS Program

SESSION OBJECTIVES

COSTARS Overview

Member Overview

COSTARS Contracts

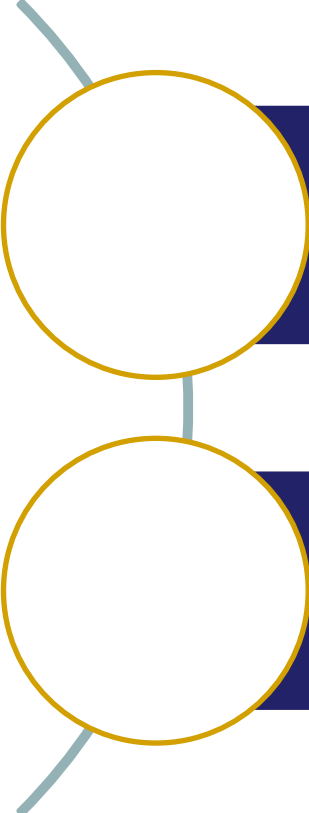
Supplier Overview

COSTARS Resources

Identifying Best Value in Quotes

Audit Ready Suggestion

What is COSTARS?



The commonwealth's
cooperative purchasing
program.

An effective procurement
tool for members and
suppliers

COSTARS Background

1998

Legislature passed the Commonwealth Procurement Code - Act 57

2002

Legislature expanded the scope of eligible participants

2004

Legislature passed an amendment to the Procurement Code - Act 77 authorizing DGS to establish the COSTARS Program

COSTARS Data

Member Growth:

9,400+

Supplier Growth:

2,100+

Sales Growth:

\$1 Billion+



Local Public Procurement Units



**Political subdivision, e.g., local municipalities,
school districts**



**Tax-exempt nonprofit education or public health
institution**



Public authority



**Tax-exempt nonprofit fire, rescue,
ambulance company**



**And to the extent provided by the law, any
other entity that expends public funds for the
procurement of supplies and services**

Benefits to Members & Commonwealth

Membership is Free

Reduces Cost and Time of the Public Bidding Process

Flexibility & Choice

Product Customization (COSTARS-exclusive Contracts)

Efficient Use of Taxpayer Funds

Supports Suppliers of All Sizes

PA Procurement Code

By purchasing through the COSTARS Program, COSTARS members meet the procurement requirements of Chapter 19 of the Procurement Code.

**Below
\$12,600**

No advertising competitive bidding or price quotes required.

**Between
\$12,600 and
\$23,200**

Three informal price quotes required and must award to lowest bidder.

**More than
\$23,200**

Advertise twice and formal, competitive bidding required.

Unless using COSTARS or other acceptable cooperative purchasing program.

COSTARS Member Savings



Costs of Public Bidding Process

\$3,600
(Estimated Average)

- Advertising Costs
- Administrative Costs
- Attorney Fees

COSTARS Contracts

GUIDE TO COSTARS CONTRACTS



COSTARS-exclusive Contracts

- IT Hardware
- Maintenance, Repair & Operation
- Emergency Responder Vehicles
- Recreational and Fitness Equipment
- Municipal Work Vehicles
- Uniforms

Statewide Contracts

- Ag/Grounds Keeping Power Equip.
- Bridge & Highway Maintenance Materials
- Consulting and Training Services
- Credit Cards (US Bank & WEX Fuel)
- Truck, Parts & Equipment

COSTARS Contracts vs. State Contracts

COSTARS Contracts	Statewide Contracts
<p>36 multi-vendor contracts. Variety of suppliers. Contracts are awarded to all responsive & responsible bidders.</p>	<p>Over 100 COSTARS-participating suppliers. Contracted based on state agency need. Focused supplier selection.</p>
<p>Competitive pricing. Contract price is ceiling price.</p>	<p>Competitively priced through sealed bidding.</p>
<p>Products and services are customizable – within scope of the contract.</p>	<p>Products and services purchased as quoted on contract.</p>

Statewide COSTARS-Participating Contracts

Credit Card Services



Universal Fleet Card



Temporary Rented Power
and HVAC Equipment

Construction/Heavy Duty
Type Power Equipment

Fuel

Tires

Carpet

Service-type Contracts
(Accounting, Advertising,
Consulting and Training)

Benefits to Suppliers

Large PA Customer Base

Supplier can sell by quality – not just price

Co-branding helps drive sales

Contract scope allows for flexible product offerings

Reliable Payment

Reduced administrative fees for SB / SDB

SB / SDB classification is a searchable criteria

Supplier Administrative Fees

ADMINISTRATIVE FEE

**Verified
Small, Diverse
Businesses**

\$166

**Self-Certified
Small Business**

\$500

**All Other
Businesses**

\$1,500

Flat annual fee, per contract, paid upon contract award.

COSTARS Resources

www.dgs.pa.gov/COSTARS

Department of General Services > COSTARS (Cooperative Purchasing)



COSTARS is the **Commonwealth of Pennsylvania's cooperative purchasing program** and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (together "Members") are able to leverage contracts established by DGS to cost-effectively and efficiently identify suppliers with whom to do business. The goals of this program are:

- To encourage, expand, and facilitate the opportunities for Members to achieve procurement savings and the best value through an interactive partnership with the Commonwealth.
- To provide increased opportunities for Suppliers of any size to participate and compete for Members' business.
- To provide contracts with competitive pricing.

- Program Resources
- Member Information
- COSTARS Supplier Information
- COSTARS Training Center
- Aggregates & Anti-Skid Materials
- Procured

Event Calendar

Newsletters

Search Contracts

Guide to COSTARS Contracts

Member Quote Kit

Member FAQ's

Online Trainings & On-Demand Videos



Trainings

Member Trainings

[COSTARS User Registration](#)

[COSTARS Member Registration](#)

[COSTARS Member Association Request](#)

[Update COSTARS Member Profile](#)

[Search Aggregates and Anti-skid Materials Contracts](#)

[Search COSTARS-Exclusive Contracts](#)

[Search Statewide and ITQ Contracts](#)

[Register for Sodium Chloride Road Salt Contract](#)

[View Sodium Chloride Road Salt Contract](#)

You may also be interested in viewing some recordings of webinars we presented this year tailored to existing members and organizations eligible to become members:

[Webinar Recordings for Members](#)

Supplier Trainings

[Access the COSTARS Supplier Gateway](#)

[Bidding on a COSTARS-Exclusive Contract Through Electronic Bidding](#)

[Pay Your Annual COSTARS Administrative Fee](#)

[Report COSTARS Sales](#)

[Update COSTARS Supplier Information](#)

[Access COSTARS Member Contact Information](#)

[Search COSTARS-Exclusive Contracts](#)

[Search Statewide and ITQ Contracts](#)

We also have recorded webinars available for current COSTARS-authorized suppliers and companies interested in the COSTARS program:

[Webinar Recordings for Suppliers](#)



Trainings

www.dgs.pa.gov/COSTARS

Member Trainings

[COSTARS User Registration](#)

[COSTARS Member Registration](#)

[COSTARS Member Association Request](#)

[Update COSTARS Member Profile](#)

[Search Aggregates and Anti-skid Materials Contracts](#)

[Search COSTARS-Exclusive Contracts](#)

[Search Statewide and ITQ Contracts](#)

[Register for Sodium Chloride Road Salt Contract](#)

[View Sodium Chloride Road Salt Contract](#)

You may also be interested in viewing some recordings of webinars we presented this year tailored to existing members and organizations eligible to become members:

[Webinar Recordings for Members](#)



Importance of Member Profiles

Registration Details

Member ID 6867

* Organization Name

* Address

Use street address – not P.O. Box.

House District: h103
 House Rep. Name: Rep. Patty Kim
 Senate District: s015
 Senator Name: Sen. John DiSanto

Street address auto-populates legislative info.

* County

* Phone -
 Fax

General email for organization or an individual's email who understands who needs this COSTARS info.

* Email Address
 Confirm Email Address

from several providers such as AOL, Gmail, MSN, email account' to find a company of your choosing.

* Member Category

Other non-profit entities that receive and expend government funds for the procurement of goods or services including Community Action, state-affiliated entities, constables, Chambers of Commerce, economic development, etc.

* Proof of Public Funding

Examples of public funding include: local, state and federal grants, etc.

Select how to be contacted by suppliers. We recommend at least selecting email so you don't miss limited-time supplier offers.

Information to Share with COSTARS Suppliers Address Phone Number Fax Number Email Address

Contacts (At least one contact)

Job Title*	First Name*	Last Name*	Phone-Extn*	Fax	Email Address	Primary Contact	Associated?	Delete
<input type="text" value="Clerk Typist 3"/>	<input type="text" value="Taju"/>	<input type="text" value="Burden"/>	<input type="text" value="7173464293"/> - <input type="text"/>	<input type="text" value="7177836241"/>	<input type="text"/>	<input checked="" type="checkbox"/>	No	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="button" value="Delete"/>

Not Associated? www.keystonelogin.pa.gov/Account/Login to register for an individual username/password. Select Register in top left corner.

When to Update a Member Profile

- ❖ **When your organization's information has changed.**
- ❖ **When your contacts' information has changed.**
- ❖ **When a contact is listed as not-associated.**



❖ **Yearly check up.**

Identifying Best Value in Quotes

PA Supplier Portal eMarketplace COSTARS Commonwealth Phone Directory View / Schedule Capitol Events Diversity, Equity, & Inclusion

[Department of General Services](#) > COSTARS (Cooperative Purchasing)

COSTARS is the **Commonwealth of Pennsylvania's cooperative purchasing program** and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (together "Members") are able to leverage contracts established by DGS to cost-effectively and efficiently identify suppliers with whom to do business. The goals of this program are:

- To encourage, expand, and facilitate the opportunities for Members to achieve procurement savings and the best value through an interactive partnership with the Commonwealth.

Program Resources

Member Information

COSTARS Supplier Information

COSTARS Process – Online Trainings

Aggregates & Anti-Skid Materials

Identifying Best Value in Quotes

pennsylvania
DEPARTMENT OF GENERAL SERVICES

pennsylvania PA
COSTARS (Cooperative Purchasing Program)

Welcome emizdail(Member)! | [Logout](#)

WELCOME TO THE COSTARS MEMBERS AREA!

CONTRACTS:
Registered COSTARS members have the option to purchase from COSTARS Contracts or from a large selection of Statewide Contracts for which suppliers have consented to participate. And, participation in any COSTARS purchasing is completely voluntary, meaning that each COSTARS member is also free to obtain products and services through its regular procurement procedures.

COSTARS Contracts are for exclusive use by registered COSTARS members. The Department of General Services (DGS) has created these contracts especially for COSTARS members in accordance with the Procurement Code. In addition, many contracts created by DGS for Commonwealth agency use (statewide contracts) are also available to COSTARS members. All DGS contracts through which LPPUs and state-affiliated entities may make purchases, including COSTARS contracts and specific statewide contracts are part of the COSTARS Program.

Because the Commonwealth awards contracts through its own competitive bidding process, COSTARS procurements meet the cooperative purchasing requirements under 62 Pa.C.S. § 1902 (Title 62-Procurement) for local government purchasing. However, other statutory provisions, including without limitation, the requirement for prevailing wage determination, may apply. Government entities should consult their solicitors to determine if COSTARS contracts meet their procurement requirements. We suggest that private purchasers refer to their charters, by-laws, or other policies and/or consult with their boards of directors or legal counsel for guidance.

The COSTARS Program is intended for the exclusive use of member organizations. Individuals associated with the member organization are prohibited from using the contracts for personal purchases. Failure to abide by this may result in the member organization being removed from the COSTARS Program and appropriate action taken against the individual(s) who improperly used the contract.

Commonwealth executive and independent agencies are not eligible to register as COSTARS members and may not make purchases from the COSTARS-exclusive contracts.

STAY CURRENT - UPDATE MEMBER PROFILE:
It is very important to keep your organization's profile current. COSTARS staff periodically communicates with our members regarding important news, updates, notices, etc. It is critical that we have accurate contact information for each member, including a primary contact person's name, address, phone, **and email**. Members can confirm that their information is up-to-date and/or update their member profile by selecting "COSTARS Membership" on the left. When cued, log in with your User ID and password, make any necessary changes, and submit. Don't miss out on important information and opportunities!

CONTACT US:
For more information regarding the COSTARS Program contact:
Department of General Services
Bureau of Procurement
1800 Herr Street
Harrisburg, PA 17103
Ph: 1-866-768-7827
Fax: 717-783-6241
Email: gs-pacostars@pa.gov

NEWSFLASH

CURRENT NEWS

- [2024-2025 Sodium Chloride \(Road Salt\) Participation Guidelines](#)
- [Sodium Chloride \(Road Salt\) 2023-2024 Season Contract](#)
- [Sodium Chloride Ordering Tracking Sheet TEMPLATE](#)
- [WEX Fuel Card Program - 2023 Application to Participate](#)
- [Members earn money through Credit Card Services Contract](#)
- [PSFEI and COSTARS Electricity Procurement Services](#)

OTHER VITAL NEWS

- [COSTARS Members Quote Kit](#)
- [Assembly/Installation/Construction Activities when applicable as Ancillary Service](#)
- [Saving Money with Surplus](#)
- [Spotted Lanternfly-What To Look For](#)

Identifying Best Value in Quotes

COSTARS Quote Worksheet (Sample)

Product / Service to be Purchased: (One) Ford Passenger Van

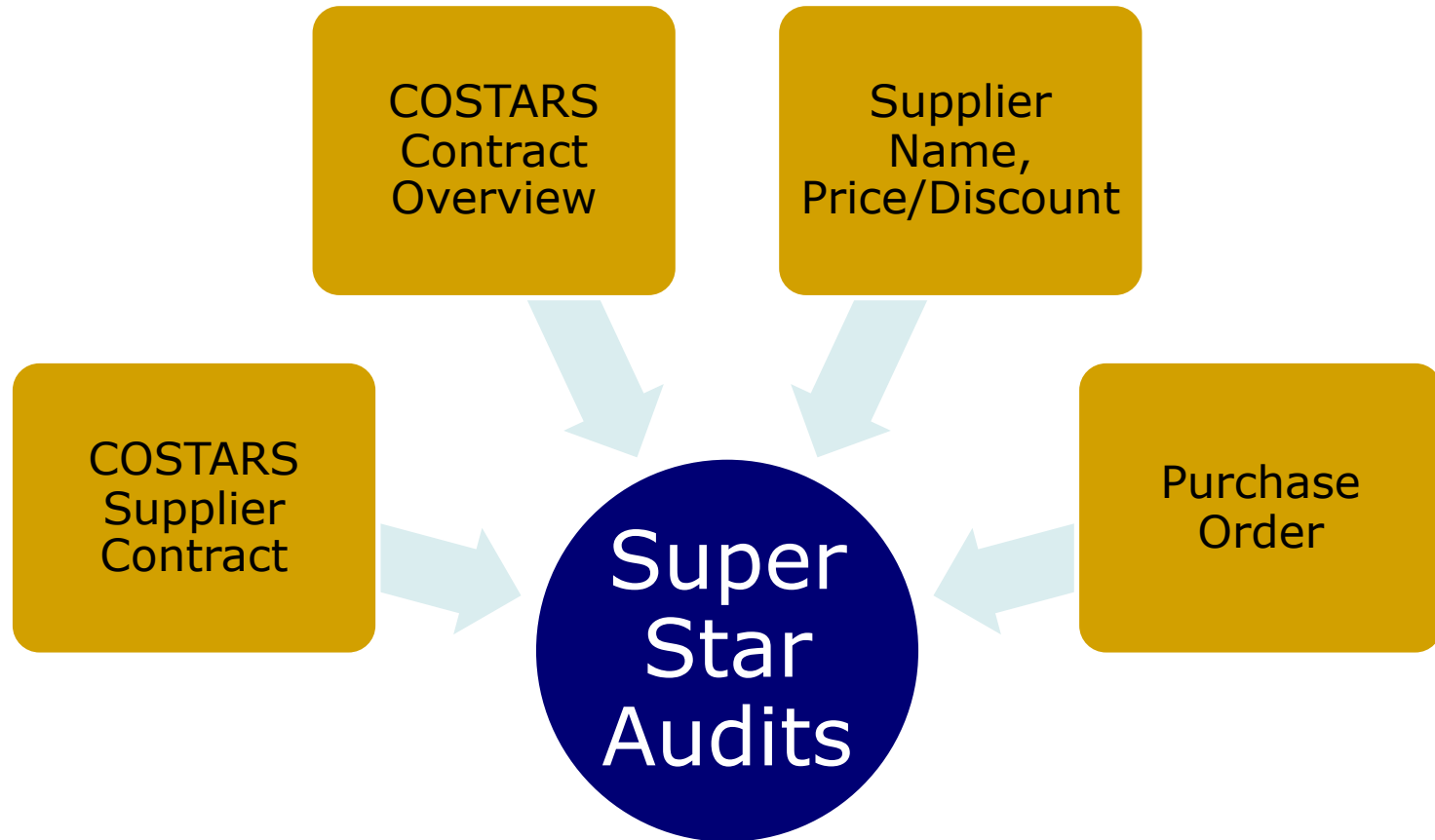
VENDORS CONTACTED		
Vendor 1		
Vendor Name: ABC Ford, Inc.	Contract # (e.g. COSTARS-25): 025-XXX	
Address: 123 Ford Rd., Harrisburg, PA 17101	Contract Name (e.g. Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles	
Contact Person: John Doe	Email: jdoe@abcfordinc.com	
Telephone #: (717) 123-4567	Fax #: (717) 123-4568	
Comments: Economic Passenger Van (e.g. Value-added Benefits: Extended warranty offered)		
Contract Price: 10% off list price		
Quote A	Quote B	Quote C
Date: 3/7/17	Date: 3/8/17	Date: 3/8/17
Quote: \$ 17,812.00	Quote: \$ 17,000.00	Quote: \$ 17,000.00
Comments: Spoke to John Doe	Comments: Per John Doe	Comments: Can't go lower.
Vendor 2		
Vendor Name: 123 Automotive Group	Contract # (e.g. COSTARS-25): 025-XXX	
Address: 111 Auto Lane, York, PA 16111	Contract Name (e.g. Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles	
Contact Person: Jane Doe	Email: janedoe@123autos.com	
Telephone #: (717) 111-0000	Fax #: (717) 111-2222	
Comments: Extended warranty per quote (e.g. Value-added Benefits: Extended warranty offered)		
Contract Price: 4% over cost		
Quote A	Quote B	Quote C
Date: 3/7/17	Date: 3/8/17	Date: 3/8/17
Quote: \$ 18,100.00	Quote: \$ 17,500.00	Quote: \$ 16,750.00
Comments: Spoke to Jane	Comments: Spoke to manager, Jane Smith	Comments: Per John
Vendor 3		
Vendor Name: XYZ Autos	Contract # (e.g. COSTARS-25): 025-XXX	
Address: 222 Good Deal Road, Philadelphia, PA 19111	Contract Name (e.g. Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles	
Contact Person: Mary Smith	Email: msmith@xyz.net	
Telephone #: (215) 555-5555	Fax #: (215) 555-1115	
Comments: Ford Caravan (e.g. Value-added Benefits: No extended warranty offered)		
Contract Price: \$18,514.00		
Quote A	Quote B	Quote C
Date: 3/8/17	Date: 3/7/17	Date: 3/8/17
Quote: \$ 18,000.00	Quote: \$ 17,500.00	Quote: \$
Comments: Mary will include a 2-4 year extended warranty.	Comments:	Comments: No lower.
Vendor 4		
Vendor Name: M & L's Fleet Services	Contract # (e.g. COSTARS-25): 4400011811	
Address: 1234 Bay Ave., Huntington, DE, 23654	Contract Name (e.g. Municipal Work Vehicles): Passenger Vehicles	
Contact Person: Mike Brown	Email: brown@miffleet.com	
Telephone #: (215) 992-5555	Fax #: (215) 992-5533	
Comments: Ford Caravan (e.g. Value-added Benefits: Includes 3-yr preventative maintenance agreement)		
Contract Price: \$19,522.00		
Quote A	Quote B	Quote C
Date: 3/8/17	Date:	Date:
Quote: \$	Quote: \$	Quote: \$
Comments: Unwilling to negotiate lower.	Comments:	Comments:

COSTARS Request for Quote

This section to be completed by purchaser (COSTARS Member)

DATE				
COSTARS MEMBER NAME				
COSTARS MEMBER NUMBER				
CONTACT PERSON				
ADDRESS				
STREET, PO BOX				
CITY, STATE, ZIP				
TELEPHONE				
FAX				
EMAIL				
VENDOR NAME				
VENDOR NUMBER				
COSTARS VENDOR CONTRACT NUMBER				
VENDOR ADDRESS				
VENDOR CONTACT				
QUOTE DUE DATE AND TIME				
RFQ EXPIRATION DATE				
Quoted price remains in effect until this date				
This section to be completed by COSTARS Member		This section to be completed by Vendor		
ITEM # and DESCRIPTION	QTY	CONTRACTED PRICE	OFFERED PRICE	TOTAL COST
COMMENTS/VALUE-ADDED OFFERINGS				
VENDOR SIGNATURE		DATE		

Audit Ready Suggestion



Other Uses for the COSTARS Program

Price Benchmarking

- Even when purchasing through another source, COSTARS can help ensure competitive price.

Budgeting and Grant Writing

- Estimate commodity costs.

Contact Us

COSTARS

Department of General Services
Bureau of Procurement
1800 Herr Street, 2nd Floor, Arsenal Building
Harrisburg, PA 17103

1-866-768-STAR (7827)

www.dgs.pa.gov/COSTARS

Email: gs-pacostars@pa.gov



<https://www.facebook.com/PAGenServices/>



<https://twitter.com/PAGenServices/>



<https://www.linkedin.com/company/pagenservices/>

