

To: IPRA Members
From: Heather Weishaar, Cooperative Purchase Program Coordinator
Date: 8/3/2009
Regarding: **2009-10 Cooperative Purchase Program Information**

Dear IPRA Members,

The Illinois Park & Recreation Association would like to invite you and your agency to participate in the **2009-10 IPRA Cooperative Purchase Program**.

Each year, IPRA coordinates a Cooperative Purchase Program specifically for park districts, municipal recreation agencies, forest preserves, conservation districts, special recreation associations and private agencies throughout Illinois. The program is an excellent way for your agency to **save staff time** and **valuable tax dollars** by **purchasing in bulk** with other agencies throughout the state.

The **cost savings** are an obvious benefit of the program, but there are others:

- **Save time** comparing quotes and products.
- **No minimum** order requirements.
- **Freight and delivery charges are included** in vendor's bids.
- **Vendors abide by the "Local Government Prompt Payment Act"** allowing agencies 30 days from receipt of invoice to have it approved and another 30 days to make payments.

Participate, register, purchase and track orders all from the comfort of your own computer!

Go online to www.ILipra.org, beginning August 10, to get started.

1. Designate a member of your staff to serve as **primary contact** for the Co-op program. This person **MUST** be an IPRA member.
2. **Primary contact** will go to www.ILipra.org and log into the Members Only portion of IPRA's website using their username and password. If you do not have this information, please contact IPRA.
3. Once logged in, click the link on the left hand side of the screen labeled "**SIGN UP FOR COOP TODAY**"
4. Verify information and assign a **secondary contact** (if applicable). **Secondary contact** is an additional person at your park and recreation agency that will have access to manage your co-op account online. This person DOES NOT have to be an IPRA member and will receive their login/password credential via the email address provided.
5. Confirm Memorandum of Understanding and complete Payment Information screens.
6. Click on Cooperative Purchase Program link to begin ordering. PLEASE NOTE: There will be no changes to agency orders after September 14 – you may make changes to your orders as many times as you like until this date. Verify your orders. IPRA will not be responsible for any inaccurate data that is in the system and will not make any changes after September 14, 2009.
7. If you experience any problems while completing the registration/ordering process, please contact IPRA immediately.

The Cooperative Purchase Committee thanks you for your support and hopes you and your agency find the program as beneficial as we do. It's never too late to save time and money.