NJPA (National Joint Powers Alliance) and NSBA (BuyBoard) are public agencies that allow members to piggyback on their contracts. TCPN is an association that JCC belongs to that allows member to piggyback on the contract of a lead public agency.

**1. When staff requests information**

For NJPA, send an email with the following link: [National Joint Powers Alliance: Contracts - General](http://www.njpacoop.org/national-cooperative-contract-solutions/contracts-general/)

For Buyboard send an email with the following link: [BuyBoard Current Vendor List PDF](https://www.tasb.org/apps/reports/default.aspx?strReportName=CurrentVendors&strFolderName=BuyBoard&intUserID=24&State=TX) (70 pages).

For TCPN send an email with the following link: [TCPN Contracts Search](http://tcpn.org/Pages/Contracts-search.aspx).

For NYS OGS send an email with the following Link: [NYS OGS - New York State Procurement - Search or Browse Contracts](http://www.ogs.state.ny.us/purchase/searchbrowse.asp) .

Generally vendors will only tie a customer’s account to ONE contract. The vendor being considered should be asked if they hold a contract under one or more of the following: a NYS OGS contract, a BuyBoard contract, a NJPA contract, TCPN contract or a SUNY agreement.

If they only have one contract, then that is what we want our customer account tied to. If there are two or even three contracts, then the vendor must be asked to supply a discount analysis, so that we can choose the contract that best suits our needs. Quotes should clearly reference any contract, and be marked on the requisition as well. Deb Rizzo or Lori Jordan should contact the vendor to tie the account to a specific contract.

**2. NJPA Processing Orders**

Jamestown Community Colleges member number is 66830. The member number and the contract number should appear on all purchase orders.

NJPA contract documentation is available at: [National Joint Powers Alliance: Contracts - General](http://www.njpacoop.org/national-cooperative-contract-solutions/contracts-general/)

The documentation should be saved in the [\\jccadmin099\JCC Common\BUSINESS OFFICE\NJPA Contracts](file:///%5C%5Cjccadmin099%5CJCC%20Common%5CBUSINESS%20OFFICE%5CNJPA%20Contracts) folder.

**3. BuyBoard Processing Orders**

1. Complete a requisition using the BuyBoard.com discount.
2. If this is a BuyBoard.com vendor that we have not previously used purchasing will need to obtain a copy of the contract by emailing info@buyboard.com  or sharon.mcafee@tasb.org or connie.burkett@tasb.org and saving a copy of the contract in the [jcc common\BUSINESS OFFICE\NSBA Contracts\_BuyBoard\Contract Documentation](file:///C%3A%5CUsers%5Cmonroerm01%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CY6L7VIS8%5CContractDocumentation).
3. A Copy of the Proposal Tabulation sheet should also be downloaded and copied to the folder if not already there. This is a tabulation of all vendors that bid and if they received an award.
4. Reference the BuyBoard.com contract # on the requisition and the purchase order
5. The purchase order will be submitted to the vendor by JCC.
6. The purchase order will be submitted to Buyboard.com clearly marked “RECORD ONLY

**4. TCPN Processing Orders**

1. Complete a requisition using the TCPN discount.
2. If this is a TCPN contract we have not previously used the documentation should be downloaded from: [TCPN Contracts Search](http://tcpn.org/Pages/Contracts-search.aspx)
3. The TCPN Contract number should appear on the requisition and the purchase order.

**5. PEPPM**

1. Complete a requisition, following the PEPPM instructions.
2. If this is a PEPPM vendor that we have not previously used purchasing will need to opbain a copy of the contract by emailing dmanney@peppm.org. Once received the documents should be saved to [jcc common\BUSINESS OFFICE\Purchasing\_Contracts\PEPPM Contracts](file:///%5C%5Cjccadmin099%5CJCC%20Common%5CBUSINESS%20OFFICE%5CPEPPM%20Contracts).
3. Refer to the PEPPM purchasing instructions for the vendor being used, and write any required instructions on the purchase order.
4. The purchase order MUST be submitted to orders@peppm.org. Twenty four hour order turn- around is guaranteed. Most orders will be turned around in 2 hours.