 **Quick Guide for Interstate Cooperation Contracts**

 April 15, 2021

Instructions: This guide can be used to complete the required sections of the Interstate Cooperation Contract template. Please make sure you read the agreement and fill-in-the requested information highlighted in Yellow, sign and return to interstatecontracts@dir.texas.gov for processing. A Sample Copy in included in this Quick Guide.

**STEP 1: Determine Customer Eligibility**

Be sure to confirm your entity meets eligibility criteria to participate in the DIR Cooperative Contract Program. We serve a wide spectrum of customers including state, county, local government offices and public education entities of all sizes.

Customer eligibility can vary, to find out if your entity qualifies, please visit the following link: [https://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=25.](https://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=25)

**STEP 2: Download the Interstate Cooperation Contract Template (MS Word) from the**

**DIR Resources from Out of State Customers web page**

Download the fillable form **Interstate Cooperation Contract** (MS Word Template).

**Please Note:** The form is locked and only allows for certain sections of the contract to be filled out.

**STEP 3: Fill-in-the-blanks for the following sections highlighted in Yellow:**

**Introductory Paragraph:**  Insert Entity Name, Address, State and Zip

**Section I. Statement of Purpose:**  No entry required

**Section II. Consideration:**  No entry required

**Section III. Payment for Goods and Services:**  No entry required

**IV Term of Contract: Enter a term for the Contract. Some options include the following:**

* **Option 1** **Until terminated**. This would create a perpetual or evergreen, which may be terminated in writing by either party.
* **Option 2 through December 31, 2025 or 4-year term.**  For termed agreements, the customer can request a specific term to meet their needs.

***Please note:***  *Due to the nature of these contracts, there are no available optional renewals or extensions for termed contracts.*

**V. Governing Law and Other Representations DIR Customer:** Current options for determining customer eligibility to participate in a cooperative contract program. Please select only one of the boxes that is applicable to your entity’s statutory authority

|  |
| --- |
| **This section requires the entity to identify their specific state statute for their** |
| **authority to enter into an Interstate Cooperation Agreement with DIR.**  |

 **For illustrative purposes, below are examples for each of the possible DIR Customer eligibility options. Note: Option 2 would be most applicable to Out of State entities.**

**Option 1 *This option is only applicable to entities within the State of Texas***

**[ X ]** Unit of Texas Local Government hereby certifying that it has statutory authority to perform its duties hereunder pursuant to Chapter **Texas Government Code 2054.0565**.

# Option 2 This option is applicable to eligible Customers Outside of Texas

**[X]**  Non-Texas State agency or unit of local government of another state hereby certifying that it has statutory authority to enter into this Interstate Cooperation Contract and perform its duties hereunder pursuant to **Customer Statute. § 88.5.**

***Option 3 This option is applicable to Customers that are not part of a Texas State Agency or Unit of Local Government of another state.* For example, an entity such as a Special Hospital District or a political subdivision of a State.**

**[ X ]**  Non-Texas State agency or unit of local government of another state hereby certifying that it has statutory authority to enter into this Interstate Cooperation Contract and perform its duties hereunder pursuant to **Arizona Public Hospital Health District Purchasing Code 65.1.1.5§099.2** .

**Section VII. Terms and Conditions for Out of State DIR Customers:**

SELECTIONS PER THE GOVERNING LAW OF THE OUT OF STATE DIR CUSTOMER:

1. In any issue concerning this Interstate Cooperation Contract, or the DIR Contracts, in which DIR is involved shall be governed by the law of the State of Texas, excluding the conflict of law provisions. No entry required
2. Exclusive Venue for any litigation whatsoever involving DIR is the state district court of Travis County, Texas. No entry required.

1. DIR Customer’s use of the DIR Contracts shall be governed by the law of the State of **Oregon**, excluding the conflicts of law provisions.
2. Exclusive Venue for litigation arising between DIR Customer and Vendor from use of the DIR Contracts is **Oregon County, Oregon**.
3. The following dispute resolution procedures shall be used to resolve disputes arising from use of the DIR Contracts **a mutually agreeable alternative dispute resolution method must be used before initiation of judicial action.**

**Section VIII. Notification:**  Please fill in the entity’s Point of Contact.

**DIR Customer:**

Contact Name: Bob Bobston

Address: 45 South First Blvd

City, State, Zip Code: Any City, Any State and Zip

Phone Number: (123) 456-7676

Email: btyler@anystate.org

**Signature Page:** Please fill in the entity’s name under Customer and please sign, insert the signature delegation’s name, title and date in this section.

**CUSTOMER**

# Any State USA

 DocuSigned by:

Bob Bobston

Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7F0909B18D7A

Name: Bob Bobston

Title: Purchasing Manager

Date: April 7, 2021

**STEP 4: Submit the Interstate Cooperation Contract:**

Please submit your completed and signed agreement to **interstatecontracts@dir.texas.gov.**

**STEP 5: DIR Review & Turnaround Time for Processing Your Contract:**

DIR will review and may reach out to the customer for any clarifications or questions. The turnaround time for these contracts is 3-5 business days.

**STEP 6: Welcome to DIR!**

Once the Interstate Cooperation Contract is fully executed, your entity is eligible to purchase a wide variety of technology products and services at deeply discounted prices through our Cooperative Contracts program. You can browse all available contracts by visiting our website at:

[www.dir.texas.gov](http://www.dir.texas.gov/) and clicking on the Contracts and Services link. Once you’ve selected the appropriate contract, you can place your order directly with the vendor.

**For Additional Assistance or Questions:**

Submit an email to **interstatecontracts@dir.texas.gov.**