

**Group Purchasing Vendor Program**

The Group Purchasing program is currently a staff function. Lisa Babcock is responsible for this program. The list of current vendors is periodically reviewed and suggestions made for additional services/vendors. Staff researches vendors who would provide the appropriate service. In some (most) instances, companies contact the SAAGNY office and offer their services.

There are two types of vendors:

**AUTHORIZED** – this is an exclusive program and only one company can provide the service.

**RECOGNIZED** – any number of companies can be approved to provide the service.

As of 3/19/10, we do not have any AUTHORIZED Vendors.

Requirements to become an AUTHORIZED or RECOGNIZED Vendor:

- Must provide a valuable service / program to SAAGNY member companies
- Must provide a discount, lower than the standard discount provided to all other companies.\*
- Must submit a Proposal form outlining program and attach flyer or brochure outlining the company background and service.
- If Accepted, vendor to provide marketing schedule; participate in SAAGNY trade shows; provide literature for distribution to SAAGNY members.

## **PROCEDURE:**

- 1. SAAGNY staff to send Proposal form to potential group purchasing vendor.**
- 2. SAAGNY staff to review proposal and, if deemed appropriate, submits to Board for review and approval.\***
- 3. Upon Board approval, SAAGNY staff draws up Agreement form, sends two copies to vendor for signature, one copy to be returned to SAAGNY office.**
- 4. Upon receipt of signed Agreement, SAAGNY staff:**
  - Sends standard announcement to SAAGNY members, via Constant Contact broadcast e-mail.**
  - Adds to web-site list of vendors, with vendor logo (if provided), short description of service provided and link to vendor website.**
  - If appropriate, contract for current trade show, stamped Complimentary, is sent to vendor. All group purchasing vendors should be placed together on show floor near SAAGNY membership table.**
  - Follow up on marketing plan, provide membership database.**
- 5. We are currently issuing agreements for a period of two (2) years.**
- 6. SAAGNY staff responsible for sending renewal agreement forms.**