



On behalf of the Ohio Department of Administrative Services Cooperative Purchasing Program, I am excited to introduce myself and my staff to you. My name is Jean Stephenson, the new manager of the program. Starting in this position on June 29, I bring over 20 years of professional public purchasing experience to the position, most recently with the City of Westerville, Ohio. During my time in public procurement, I have actively used cooperative contracts, and I hope to demonstrate to you the many benefits of continued participation in this program.



You may have already spoken with Renee Hinte, Administrative Assistant, who has been answering your inquiries and processing your membership applications and renewals since the recent retirements of Mary Singleton and Roger Grime. Renee recently joined the Cooperative Purchasing Program after 24 years of service with State Printing, including 12 years as a supervisor. Renee has experience purchasing paper, supplies, and services from the DAS contracts, many of which are cooperative contracts.



Shavonna Neal, Cooperative Purchasing Specialist, has been employed by the State of Ohio's Office of Procurement Services since 2007, and brings her administrative skills along with 10 years of hospitality industry management and training experience to her new role. Shavonna will be assisting members with vendor compliance issues, contract analysis, marketing, outreach, and training support.

Your membership makes you part of the buying power of more than 1,900 member agencies we currently serve. This voluntary program, which was created in 1985 by Ohio's Cooperative Purchasing Act, is open to all counties, cities, villages, townships, school districts, public libraries, transit authorities, parks, airport authorities, ambulance and fire districts, county and city hospitals, metropolitan housing authorities and other agencies.

We're here to provide service and support for all government agencies in Ohio to implement cooperative purchasing techniques, combine our purchasing power to obtain deep price discounts, and to reduce your operational, administrative and contracting costs.

The following are among the goals currently established for the program:

- Improve outreach and communication to our members, ensuring that the contracts provided are meeting your needs
- Boost participation with multi-agency/multi-state organizations to increase the volume of cooperative contracts and reduce your contracting costs
- Implement processes to more effectively handle supplier contract compliance issues on behalf of our members
- Improve member renewal and invoicing processes
- Develop effective marketing and training materials
- Improve Web site design, functionality, and accessibility

On behalf of our office, I look forward to working with you and I hope to be able to meet you in person. Please expect additional communication from our office over the coming weeks. I welcome your inquiries, comments or suggestions. The key to improving the success of our program is to ensure that the service we are providing our members is meeting your needs. You may contact me or Renee at the phone, fax, or email listed below, or at any time via our Web site at <http://das.ohio.gov/CooperativePurchasing>

Sincerely,

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