



How to Become an End User

To become an End User (Member) and participate in purchasing through HGACBuy, you must:

- Be a state agency, county, municipality, special district, or other political subdivision of a state, or a qualifying non-profit corporation (providing one or more governmental function or service)
- Possess legal authority to enter into the Contract.

The End User warrants that both requirements are fulfilled by execution of an Interlocal Contract (ILC).

Types of Participating End Users:

- Municipalities, Cities, Counties and State Agencies
- Councils of Government
- Schools, School Districts, Colleges, Universities
- Hospitals and Hospital Districts
- Emergency Medical Services and Services Districts
- Volunteer Fire Departments and Rural Fire Prevention Districts
- Special Law Enforcement Jurisdictions
- Judicial Courts & Districts
- Emergency Communications Districts
- Utility Districts (MUDs, WCIDs, Irrigation, etc.)
- Special Districts
- Authorities (Airport, Port, River, Water, Toll Road, etc.)
- State Agencies
- Not-for-Profit Corporations [501(c)(3)] providing government function or service

Steps for Completing and Executing the ILC

Step 1

Complete the [Interlocal Contract Form](#) *(This step will only need to be completed once.)

Step 2

Print or Save the completed ILC form.

Step 3

Secure a signature by an individual with authority to contractually bind your entity.

Step 4

Deliver the signed copy of the ILC to HGACBuy via email, fax, or mail (See details below). If you require a contract original, print and sign two (2) contracts.

Step 5

H-GAC will execute the contract and return a copy to you electronically.

Email

cpcontractfax@h-gac.com

Fax

713-993-2424

Mail

H-GAC Cooperative Purchasing Program

P.O. Box 22777

Houston, TX 77227-2777

Special Requirements for Non-Profit Corporations

Qualifying non-profit corporations providing one or more government services (e.g. Volunteer Fire Departments, Emergency Medical Services) must also submit the following items together with the ILC documents:

- Copy of 501(c)(3) Form
- Copy of Charter and By-Laws highlighting section(s) demonstrating that your organization performs a governmental service.
- Certification of the governmental service(s) that your organization performs. (Form included in the Non-Profit ILC)

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