



# STATE PURCHASING

## Quarterly Connection

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FALL 2009

Division of Purchasing  
Len B. Jordan Building,  
Lower Level  
650 West State Street  
Boise, ID 83702  
(208) 327-7465  
purchasing.idaho.gov

Postal Services  
Central Utilities Building,  
Lower Level  
550 West State Street  
Boise, ID 83702  
(208) 332-1950  
postal.idaho.gov

Copy Center  
Central Utilities Building,  
Lower Level  
550 West State Street  
Boise, ID 83702  
(208) 332-1941  
copycenter.idaho.gov

Records Center  
5327 Kendall  
Boise, ID 83720  
(208) 327-7060  
recordscenter.idaho.gov

Federal Surplus Program  
3416 Bennett Street  
Boise, ID 83720-0086  
(208) 334-3477 or  
(800) 722-1629  
fsp.idaho.gov

## Mr. Bill's Blog....

What an amazing past year in our world, the United States and in Idaho. From a deep recession... to an article I saw today estimating that the "US recession seen ending in Q3". Hopefully, the economy is healing as it processes through the economic fallout of past ills.

The economy has played havoc with our state budgets and funding for programs throughout Idaho. Vendors are appealing more than ever before to gain state business. We must act to increase the quality of our work to defend daily purchasing decisions, create good competitions yet look for ways to be as flexible as possible to meet end-user purchasing needs.

Even with restricted budgets, Purchasing (State or Agency) has significant opportunity for our various businesses to help create value.

We need all DOP and agency purchasing personnel to be active participants in working together to seize these opportunities (talk and trade ideas – nothing is new, its all been done before-we just need adopt the best and throw out the rest).

I look at Purchasing in terms of one team across the state. In that regard, we are implementing state/agency programs to promote a more unified approach e.g. agency "one-stop" and the Purchasing Council. We will focus on increased training to improve solicitation quality techniques, e-Procurement usage and contract management skills. We will continue work to improve the capabilities of our e-Procurement system. We have engaged strategic purchasing spend analysis and are implementing commodity/procurement strategies around IT.



**Bill Burns, Administrator  
Division of Purchasing**

We will continue to look for consolidation opportunities for our businesses that reduce the delivered costs of goods and services while increasing the value for state customers.

Wow...enough said...and a lot to accomplish. I look forward to working with you all and helping in any way possible. My door ( and email box/ phone) is always open for your comments and suggestions.

"begin with the end in mind".

Bill



## The World According to "Mark"

The quality of Bids and RFPs, in terms of clarity and information provided, is becoming increasingly more important and cause for scrutiny. We have recently lost some bid appeals due to a lack of clarity and the ambiguity this creates. As a result, the Division of Purchasing (DOP) has re-examined what we do and how we are doing it. Ultimately, the DOP is responsible for the quality of all bid solicitations but we cannot do it alone. We need your help.

We have commissioned a team from the DOP and the Departments of Health and Welfare and Transportation to:

- Rewrite our current RFP template.
- Rewrite the RFP development guide.
- Create a statewide Invitation to Bid template and create accompanying guide.
- Create a responsibility checklist for all aspects of the procurement.

The intent is to create statewide standards to ensure consistency and improve the quality of the documents we produce as well as clarifying responsibilities.

Templates, and training on their use, are only part of the answer. A clear, well-crafted document from the originating agency is the other. In combination with standard templates and checklists, well-crafted documents will not only speed up the procurement process, they will also improve the quality of our documents and make them extremely defensible.

We will be introducing these changes soon.

# Making Cent\$ - Utilizing State Contracts



## **Auto Parts**

California has taken the lead in a cooperative WSCA bid for Auto Parts. Idaho will also participate in the venture. *Anthony Opalka* is our lead for this project. We hope to launch the RFP late August/early September time frame.

## **Auto Rental Cars**

Idaho is participating in the WSCA Rental Car RFP. Oregon is the lead state for this procurement. The bid has closed and is currently under evaluation. We will notify agencies when the contract has been awarded. If you have questions contact *Anthony Opalka*.

## **Vehicles**

The bid for a new contract is expected to be released mid August, and we hope to award the contract in late September. If you have questions contact *Anthony Opalka* at 332-1603.

## **Statewide Office Furniture**

A new RFP was issued in April 2009. While we are still evaluating the responses and working through the process we hope to award the new contract in the next 30 to 45 days.

## **Propane**

New contracts are in place for all areas of the state. Please visit [http://purchasing.idaho.gov/state\\_wide\\_contracts.html](http://purchasing.idaho.gov/state_wide_contracts.html) for contract prices effective 9/1/09 for the purchase of Propane. If you have questions please contact *Anthony Opalka*.

## **Statewide Paper Contract**

SBPO 1276 Corporate Express (CE) was officially acquired by Staples in July 2008. On June 30, 2009, certain CE US legal entities will begin conducting business under the name 'Staples'. We are in the process of updating our website and the contract to reflect this acquisition of Staples.

**Note:** While our paper contract is with Corp Express, now Staples, all **office supply products** should continued to be ordered through the existing, mandatory Office Max contract.

## **Portable Toilets**

BPO 1676 Buildings, Precast Concrete CXT Inc., Precast Products Division contract was renewed 6/5/09. If you have questions contact *Mary Jepsen* at 332-1607.

Note: A 6.6% increase has been allowed and must be added to your order effective 6/6/08. Prices stated on the original contract do not reflect the price increase.

## **Photocopier Contracts:**

In cooperation with WSCA, DOP is working to set up contracts for photocopiers. *Diane Robinson* will be sending out information via email to the "idpurch" list serve when the contract is in place. We anticipate a start date of September 1, 2009. If you have any questions or concerns please contact *Diane Robinson* at 332-1631.

Note: The current contracts will remain in place until this RFP process has been completed.



# Need Something Printed Quickly?

The State Copy Center can help you meet your deadline.

The State Copy Center is conveniently located at 550 West State in Boise, in the basement level of the State parking garage.

Utilizing state-of-the art digital equipment, the Copy Center has the ability to provide a full range of copy and binding services, and can work from either hard copy originals or digital files.

For more information on the variety of services available, go online to [copycenter.idaho.gov](http://copycenter.idaho.gov) or call *John, Kay or Val* at (208) 332-1941.

# Making the Most of Postal Services

It has been a quiet summer in Central Postal. We have made the most of the down time by cleaning house and training our staff.

To better serve customers, Central Postal and the Records Center have worked together to merge delivery routes for maximum efficiency and utilization.

Central Postal is now spraying the new Intelligent Mail Barcode (IMB) on all outgoing letter mail. IMB is the next generation in evolution of USPS technology. Mailers and the Postal Service will gain end-to-end visibility into the mail-stream through the use of this technology.

By transitioning to IMB, Central Postal has enhanced the value of our mail with expanded sorting and tracking capabilities. We are now able to make copies of address changes for our customers, before the mail piece enters the mail-stream. This, along with our *FastForward* service, spares the expense of resending returned mail.

*FastForward* has the capability of updating the database automatically. Ultimately saving agencies postage costs, the cost of address cleansing, handling time, and delivery time.



Central Postal staff will continue to educate customers so they can take full advantage of what *FastForward* and IMB has to offer.

**Education: is when you read the fine print. Experience: is what you get when you don't."**

**~Peter Seeger**

## We Can Save You Money.....\$\$\$\$

Come on down to Federal Surplus (FSP) and see what we have. We can save you money.....\$\$\$\$

We have a new web site. Its soooooooooo...much easier to search for items. You can now search by description or key word, date range or just browse through the list of everything we have; which now includes pictures!

Check it out at <http://fsp.idaho.gov>

For those who hadn't heard, *Bruce Hutchinson* retired in February of this year, after 19 years with the FSP. *Brent L. Barton* was promoted from Surplus Property Screener to Business Manager. *James Hollis* was promoted from Shipping and Receiving Materials Handler to Surplus Property Screener.

Do not hesitate to contact the guys over at Federal Surplus personally if you have questions.

Brent L. Barton  
Business Manager  
State of Idaho  
Federal Surplus Property (FSP)  
208-334-3477  
1-800-722-1629  
Fax: 208-334-5320

## Did You Know

### DOP Contract Web Page

The Division of Purchasing has updated the contract page to include a short description of what the contract is for and the point of contact for each contract. Check it out! The link is: [http://purchasing.idaho.gov/statewide\\_contracts.html](http://purchasing.idaho.gov/statewide_contracts.html)

### "idpurch" List Serve

For those who don't know, this is the email group for all purchasing people across the state of Idaho where we can share info like notices, scams alerts, contract and training information etc. If you have personnel that have changed, moved, or new employees that would benefit from receiving this information please let us know.

Email Rogene Evans,

[Rogene.evans@adm.idaho.gov](mailto:Rogene.evans@adm.idaho.gov), to add or remove names from the list.

### State of Idaho Terms & Conditions

We have updated the States Terms and Conditions you can access them at: [http://purchasing.idaho.gov/terms\\_and\\_conditions.html](http://purchasing.idaho.gov/terms_and_conditions.html)



# Training - Mark Your Calendars

## SICOMM BASEC AND BUYER TRAINING CLASS

The following dates have been scheduled for Basic Requisitioning and Buyer training:

### Pocatello Area

Sept 16th, 2009  
8:00 AM - 5:00 PM

### Location:

Idaho State University  
Library Basement Computer Lab

## SICOMM VENDOR TRAINING

### Pocatello Area

Sept 15<sup>th</sup>, 2009  
1:30PM – 5PM

Sept 17th, 2009  
1:30PM - 5:00 PM

### Location:

Idaho State University  
Pocatello Library Basement  
Computer Lab

Please confirm your attendance , so we can make sure we have plenty of seats.

\*\* More training dates to come\*\*

For more information or to confirm your attendance please contact *Bonnie Sletten* at [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov)

## Upcoming Events!!! Plan to Attend

### **DOP FALL WORKSHOP**

Join us for the first quarterly workshop of fiscal year 2010!

September 17, 2009

9:00 AM – 11:30AM

Location: Pocatello  
Idaho State University

### **DOP WINTER WORKSHOP**

Join us for the second quarterly workshop for the 2009/2010 year!

December 2, 2009

9:00 AM – 11:30 AM

Location: Boise  
ITD Main Auditorium

### **ANNUAL GOVERNOR'S CONFERENCE**

Mark your calendars for November 4, 2009 to attend this excellent one-day opportunity to meet some of Idaho's finest manufacturing and service-oriented businesses that are ready to fulfill your procurement needs.

The event will be held at the Nampa Civic Center in Nampa, ID. Invitations to register your agency will be sent the first part of October.

Please call for more information or to RSVP – *Sundi Neely* at 208-334-2470 or email; [sundi.neely@commerce.idaho.gov](mailto:sundi.neely@commerce.idaho.gov)

If you have any comments or questions, please feel free to contact Bonnie Sletten at [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov)