



STATE PURCHASING

Quarterly Connection

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SUMMER 2010

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(208) 327-7465
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Postal Services
Central Utilities Building,
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550 West State Street
Boise, ID 83702
(208) 332-1950
postal.idaho.gov

Copy Center
Central Utilities Building,
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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
106 S. 43rd, Suite 105
Caldwell, ID 83605
(208) 334-3477 or
(800) 722-1629
fsp.idaho.gov

Mr. Bill's Blog...

Welcome to almost Summer – a time for dusting off the old barbeque, playing baseball, walking the greenbelt, riding your Harley, picnicking, gardening, swimming, or just snoozing in the sun. Idaho is a wonderful place in the summer, and I am blessed to have the luxury to live here. I hope you and your families have the opportunity to enjoy all this state has to offer. I have not figured out how to incorporate all these fun things into our jobs...but I am working on it.



With the passing of the seasons, we will soon start a new year in the State. This year, I want to refocus our efforts on our customers; the end user of our products and services. We need to continually look at our service offerings, find efficiencies, balance decisions with protecting the taxpayer, and expand our client pool for the related DOP businesses.

Now, it is really time for us all to shake off the old strategic plans and make the adjustments for what we really want to get done over the coming year.

- In examining state spend data, approximately 80% of the state spend is for services. State Purchasing has now implemented the Best Value process on a few major service solicitations with success. A major focus this next year will be to expand the adoption of this process (See Mark Little's article) and the training that will be required for all statewide purchasing personnel. I believe this to be the proper tool for service solicitations in terms of quality vendor selections and maximizing value to the state.
- Our Central Postal Services group recently completed a seamless consolidation of the Boise State postal services. They will continue to drive operational efficiencies and examine additional value-add customer services.
- State Records, Copy Center and Federal Surplus will continue to focus on customer satisfaction, expanding the client pool and ensuring their operations are market competitive. In FY10, all three areas did a marvelous job in trimming their operations while continuing to meet customer needs.
- Finally, in his State of the State address, the Governor promised to focus on improvements in the way the State's vehicle fleet is managed. For the time being, this organization will take a lead role in getting this effort underway.

This year promises to be pretty tough financially. I believe all DOP businesses offer great value for the dollar and this will continue to improve. A customer survey is soon to be released from the Department of Administration. Please take time to let us know your thoughts, areas for improvement and how we can better work together.

Have a great summer!

Making Cent\$ - Utilizing State Contracts



WSCA Lab Equipment

The NASPO RFP for Laboratory Equipment and Supplies closes May 28, 2010. Our goal is to have the new contract(s) in place by July 2, as the current WSCA contract expires June 30th. If that is not possible, we are looking at extending the current WSCA contract to cover the transition period.

Auto Parts

WSCA –Auto parts. California has finally processed three new WSCA contracts for Auto Parts. One to a local Idaho vendor Buck's Off Road Auto Supply (BORAS), as well as NAPA, and O'Reilly (Schuck's). Participating Addendums (PADD's) should be available some time in June. PADD's will be posted on the purchasing website upon completion. Signup and training for each contract will be setup in the next couple of months.

Tires

Dick Vogel is currently working on the specifications for the new statewide tire contract. If you have any input for this commodity, please contact Dick by email at dick.vogel@adm.idaho.gov.

Paper & Plastics

SBPO1256—Paper and plastics contract with Gem State Paper & Supply Co. Amendment 10 to SBPO1256, contract for Paper, Plastics, Plastic Bags & Liners, and Cleaning Supplies & Equipment with Gem State Paper and Supply Co., went into effect May 11, 2010. This amendment initiated price increases to several items. The amendment is posted to the statewide contracts website at http://purchasing.idaho.gov/statewide_contracts.html.

Ammunition

SBPO1225 – Ammunition contract with Salt Lake Wholesale Sports – The State is working with the contractor to extend the contract for 1 year.

Please Note: The Statewide Court Reporter contracts were NOT renewed. Contact Sarah Hilderbrand with any questions.



Other Important Contract News

Offender Health Care – Best Value RFP for ID Dept of Correction (IDOC) – The contract was awarded to the incumbent contractor, Correctional Medical Services, Inc., who received the most points in the evaluation of proposals. The evaluation process included evaluations of: work plans; risk assessment and value added plans; past performance information; interviews; and cost.

The State spent just over a month in a pre-award phase with this company, during which time the company addressed several specific issues identified by the IDOC, and addressed all risks identified by the other proposers. The end result was a pre-award document, which became part of the contract. The time spent during the pre-award phase was very valuable, in that, issues that would normally be dealt with after the contract award were addressed in a very short time frame prior to contract award. All in all, the procurement took about the same amount of time as the normal RFP process, and yielded better results.

A Good Thing To Know About Data Protection

Hard Drives in Photocopiers???? The State has a policy that covers this very issue.

P4530 – CLEANSING DATA FROM SURPLUS COMPUTER EQUIPMENT can be found at <http://itrmc.idaho.gov/psg/p4530.pdf> and its associated guideline at <http://itrmc.idaho.gov/psg/q550.pdf>.

The major copier manufacturers make models that automatically wipe the data from their hard drives after each job which helps address this data storage issue. Agencies who use those secure copiers would not need to address this issue.

Including IT personnel in the decision making process to purchase, lease, or dispose of copiers and multifunction devices will help agencies ensure that the model selected has the necessary functionality. We encourage you to share this information with your IT personnel and involve them in this process. If you have any questions or concerns about data protection you may contact the IT Resource Management Council (ITRMC) Staff at (208) 332-1845.

Did You Know????

The Idaho State Liquor Dispensary (ISLD) has changed dramatically by completing a 5-year remodel project.

Between 1995, when Dyke Nally became Director, and 2005, ISLD sales grew 78.5%, from \$54.3 M to \$95.2 M. In 2005, it appeared that the facility, built in 1998, was approaching its maximum capacity.



Consultants were hired in the summer of 2005 to complete a study of the distribution center capacity. The study determined that if growth continued at the current rate, the facility would be outgrown within as few as 2 years. The consultants presented 4 alternatives, and a 30 year plan was selected. This plan included: the expansion of the facility, the adoption of modern warehouse management software (WMS), new order picking technologies, the addition of a 2nd floor mezzanine to allow expansion of the repack area, and the adoption of Automated Storage and Retrieval System (ASRS) technology for pallet loads.



Congratulations are in order to ISLD as they will complete and commission their project in the next 4 - 6 weeks. This project was funded entirely from ISLD operating profits.

In May of this year, Dyke Nally retired from his tenure with the ISLD. Jeff Anderson, Idaho Lottery Director, will take on additional responsibilities in succeeding Nally.

The World According to “Mark”



We now have two Best Value procurements behind us. Both procurements have been awarded and the transitions are underway. Note, I have not used the word “successfully” in describing our two Best Value contracts. As we all know, success can be measured in several ways. So far, we can say the procurements have been successful, but this addresses only the source selection and contract award. It does not address contract execution or conduct of either party during the life of the contract. The ultimate gauge of success is how well the process worked throughout the life of the contract. So in this regard, the jury is still out, and we have more to learn.

Nonetheless, we have learned a great deal about the Best Value process, how it is perceived and interpreted, both by the supplier community and

State agencies. This newly gained experience will assist us in future Best Value procurements. We are convinced this process, as a source selection tool, is the way of the future for service related contracting as nearly eighty (80) percent of our total spend is for services. Here again, I have not addressed the entire process as we do not have the data from our own experience to say anything else.

In the upcoming months, we will be conducting several “how to” presentations that will address what Best Value is, what it is not, and what is necessary to make it successful. If you would like to receive this training, feel free to contact me at mark.little@adm.idaho.gov.

Mark

Let Federal Surplus Help You



Who has everything from Adapters to Zippers? FSP That's who.....

Come check out the new and improved Federal Surplus Property (FSP)
We are located at 105 S. 43rd Ave, Ste 105, in Caldwell.

You can check our inventory at our web page, www.fsp.idaho.gov. We have tools starting at \$0.50 on up, and vehicles ranging from carts to 5 tons. Everything moves fast here!



If you want to get on our distribution list, e-mail us and we will put you on, so that you can receive updates when new items arrive!

Spread the word to our cities, counties schools and tax support agencies on what a bargain we are. You save money, they save money, so the taxpayer saves money!!!!



Do You Know the True Cost of Printing????

...why should you care?

...here's why

The costs associated with printing are the most misunderstood expense in the office environment today.

- The cost of acquiring the hardware continues to be competitive and is just the tip of the iceberg compared to a printers total cost of operation. The traditional printing costs such as toner, ink and paper are really what escalates the cost to produce a document.
- Conducting a "print study" is the only accurate way to determine the Total Cost of Ownership (TCO) and will provide you with validation to better manage your printer fleet.
- An option may be to simply relocate the printers to match low cost per copy with high volume environments.
- Some organizations choose to centralize the image production devices and others want to standardize models to alleviate additional labor costs for IT support.
- However, your organization may decide to utilize the study results as a decision making tool but with information in hand the management of these devices becomes an understood and controllable budget item.

For more information about print studies, contact your local business machine representative.

It's All About the Chair...A Love Story

I'm in a hurry! I need a couple extra chairs today! I can put it on my P-Card. I'll just go to the store and pick out what I want!

Many have asked why we cannot purchase office chairs from the office supply stores. Here are a couple things to keep in mind when you get asked this question:

- What is on the office supply show room floor is recommended for home use, not commercial use.
- Many of these items are only rated for "casual" use, 0-3 hours per day. Some are rated 3-6 hours per day, but not meant for 40 hours per week usage.
- Most come with a one year limited warranty, and in most cases only the cylinder is warranted nothing else.
- If you do make a purchase you typically have to take it with you or pay to have it delivered.

We have 3 State contracts for furniture with lots of options. Best of all, you can select the dealer in your local area to work with. Our contracts:

- Offer a variety of products and styles from ****Steelcase****, ****Herman Miller****, and ****Kimball****
- Warranty all their products for 10 years or better.
- Have chairs rated for a minimum of 40 hours for single shift usage or better.
- Range in price from \$225 - \$800 (you select the price range that fits your budget)
- Have a wide range of options available such as arms, no arms, high back, etc..
- Has a selection of fabrics and finishes to choose from.

So when your end user says they want to buy at chair at an office supply store.....

- Remind them we have 3 contracts to purchase office furniture with lots of options.
- Give them a list of the local dealers and a flyer.
- Have your end users call the local dealer or go to the local showroom to test drive a new chair!
- Share the contact information below for the 6 dealers around the state.

Area	Manufacuter	Delears	Contact	Phone
A	Herman Miller	Contract Design Associates	Bob Charbonneau	509.624.4220
	Kimball	Intermountain Design	Jay Nagel	208.658.2252
	SteelCase	Office Environment Company	Shelly Rossiter/ Claudia Day	208.385.0507
B	Herman Miller	OP-Dundas Office Interiors	Tracy Crites	208.658.9111
	Kimball	Intermountain Design	Jay Nagel	208.658.2252
	SteelCase	Office Environment Company	Shelly Rossiter/ Claudia Day	208.385.0507
C	SteelCase	Porter's Office Products- Pocatello	John Finnegan	208.232.1234
	SteelCase	Porter's Office Products-Rexburg	Boyd Cook	208.356.4616
	Herman Miller	Henriksen Butler Design Group	Mary Rowe	208-524-1007
	Kimball	Intermountain Design	Jay Nagel	208.658.2252



New and On the Move

Tina McBride, CPPB – Purchasing Agent for ISP. Tina was a purchasing agent for the City of Boise for the past 5 years; prior to that she spent 24 years in purchasing at Micron.

Joanne Sooter – Purchasing Agent for DOC. Joanne previously worked at Weyerhaeuser for 8+ years in various capacities, most recently as a Process Support Manager for Manufacturing Technology.

Kevin Voss - Supply Operations Supervisor. Kevin has transferred from Idaho State Hospital (ISH) to the IDHW main headquarters as part of the purchasing and contracting group.

PCC Spring Business Expo, June 8th



Want to reduce your mailing costs and improve your mailroom efficiency??

The PCC Spring Business Expo June 8, 2010 is on!
Southwest Idaho Postal Customer Council Spring Fair and Business EXPO

When: June 8, 2010

Where: Doubletree Riverside

Registration begins at 9:00 AM. Lunch will be provided.

For more information contact Sharon Whitson at Sharon.Whitson@adm.idaho.gov, Kay Martinson at Kay.Martinson@adm.idaho.gov, or Suelynn Williams at 208-433-4301 or swidpcc@yahoo.com.

Upcoming Events!!! Plan to Attend

Training Opportunities

June 11th DOP Class - Introduction to Procurement
This class is filling up fast, register now!

June 23rd NIGP Class – Protests and Disputes
What's a Buyer to Do?

Registrations need to be submitted by May 28th to confirm this class

July 13 & 14 NIGP Class - Fundamentals of Leadership
Back by popular demand – Barb Johnson will be instructing this class!

Registrations need to be submitted by June 18st to confirm this class

For information about each class go to <http://purchasing.idaho.gov/training.html>

If you have any comments or questions on the newsletter, please feel free to contact Bonnie Sletten at Bonnie.Sletten@adm.idaho.gov