



STATE PURCHASING

Quarterly Connection

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SPRING 2011

Division of Purchasing
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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
106 S. 43rd, Suite 105
Caldwell, ID 83605
(208) 334-3477 or
(800) 722-1629
fsp.idaho.gov

Mr. Bill's Blog....

For the Division of Purchasing, this legislative session has been an active period. The Division of Purchasing has introduced new legislation and new proposed rules. The legislation is fairly innocuous and primarily introduces some needed definitions and provides for general housekeeping clean-up in existing statutes. We will let you know the outcomes as this legislation is processed. However, the rule changes have a much greater significance on the way we conduct purchasing throughout the state. The summary of the most significant rule changes are as follows:



Bill Burns, Administrator
Division of Purchasing

- Small purchases have been redefined to include all purchases between \$10,000 to \$100,000
- Bids and proposals for property acquisitions of \$100,000 or greater will be solicited through the sealed bid procedure.
- Purchases less than \$10,000 may be acquired as the agency sees fit in accordance with good business practice and if not available under open contracts
- Professional, consultant and Information technology services under \$100,000 can be acquired as the agency sees fit if the contract is nonrenewable, does not exceed one year in duration and where services are not available under an open contract.
- Pre-proposal conferences for all requests for proposals become mandatory.

These rule changes have been reviewed and passed by the legislature and will become effective at the end of the current legislative session. They are meant to provide more flexibility in the way that the state acquires property with minimal associated risk. So stay tuned...we will publish further communications to you in the near future regarding implementation.

To obtain more details about these developments and other initiatives that we are working on, please plan to participate in the DOP Workshop/Business Meeting March 24th available at various locations around the state.

On another note, Bobbi Eckerle Business Operations Manager for the Division of Purchasing, retired from state service on February 18th after thirty five years of service. I thank Bobbi for her years of service and thank those folks who came to her retirement open house. She will be missed!!

Bill



The World According to “Mark”

Spring is here, the weather just doesn't know it yet. Spring signals a change of a season, and I want to focus on a change we made and are continuing to focus on.

In Bill's Blog, Bill tells us of the legislative efforts we have under way regarding code and rule changes. Once the Legislature concludes, we will provide updated Rules to the Division of Purchasing along with the impact of the new rules and code.

We recently published a Contract Administration Roles guide to augment our Contract Management and Monitoring class. While the class is clear in the roles and responsibilities, this guide provides some additional detail on the various roles and responsibilities we all have in managing contracts. This document is available on our web site under Publications/Forms tab.

In the near future, we will have a guide on contract management functions and assignments and novations published. This document will provide additional information on the difference between assignments and novations and the various types as well as best practices for contract file construction. We are working with a team from DOP and three other agencies on this document.

As we do more Best Value procurements, it is becoming clearer to me that accountability and responsibility is tantamount to any success we will realize. The weekly risk report is the key and I am working on expanding the weekly risk report to cover our procurements. We all know, as experts, what potential risks each procurement represents and how to mitigate them. For example, a solicitation without a requisition has the risk of being done outside the law and the mitigation strategy for this is to ensure the end user provides a valid requisition. Service solicitations without schedules, milestones, and deliverables run the risk of payments being made to the contractor with no tangible work products in hand for the agency. The mitigation strategy is to ensure schedules, milestones, and deliverables (and payments made based on them) are included in the procurement. We, as a result of this knowledge, are risk managers as well as procurement professionals. In the following weeks, I will be working on expanding the weekly risk report concept to encompass the tracking of procurements. I believe this will make us more efficient, productive, and bring more value to our customers.

Keep up the good work and know that your efforts are respected and appreciated.

Mark

Records Center



What the heck are Digitalization Standards????

Digitalization standards bring together a standard that creates credibility to a scanned document, a document that can be credible in court. The standards from the Federal NARA recommend using the software created by the Department of Defense (DOD 5015.3). Following these standards will create less paper storage

The Record Center is in the final stages of the “Draft” for the Digitalization Standards for the State of Idaho.

Additionally, the Records Center has converted the Idaho Records Manual to Microsoft Word® so they now have the ability to start the updating process.

EIA and what does this mean?

Annual Alternative Fuel Vehicle Report - The deadline for the report is **March 15, 2011**.

This EIA (U.S. Energy Information Administration) report is for the entire fleet statewide and includes all forms of alternative energy: E85, battery, bio-diesel, LPG, CNG, and gas/electric hybrids. The report asks for the total number of each type of alternately fueled vehicle in service, amount of fuel consumed, and number of miles driven as of December 2010. It also requires the reporting of retired alternately fueled vehicles from the fleet in 2010. This year the report has changed substantially.

Again, the deadline for the report is **March 15, 2011**.

Note*EIA involves your entire fleet of all types of alternative fuel vehicles.**

The forms to collect the appropriate data have been sent out via the list serve; if you did not get a copy please contact Frank Pierce at 332-1605 or by email at frank.pierce@adm.idaho.gov.

Can You Calculate That!!!

Postal rates are going up again for all classes of mail on April 17, 2011. The price of a one ounce First Class stamp will remain the same, additional ounces will go up in cost. Post cards will go up to \$.29. With the economy like it is, and the costs for mailing going up, we all need to look for the least expensive and most cost effective ways to send our mail.

We know that your time is valuable and you need answers in a hurry. The Postal Service has made it easy to compare the simplest and most cost effective way to send your business mail.

The Business Calculator on the Postal Explorer® website lets you calculate prices for all shapes and classes of mail. Not sure which class of mail or preparation method is best for you? Calculate several options and then hit the "Show History" button to have all the calculations you just made listed side-by-side for comparison to make your decisions simpler.

Quick navigation tools assist in providing you with definitions or links to other references for ease-of-use.

No more head scratching when trying to figure out per-piece and per-pound prices — Postal Explorer calculates it for you so that you can spend time on your other business needs.

You can find the Business Calculator, along with the Domestic and International Calculators, on Postal Explorer at pe.usps.com in the upper left frame.

Postal has recently promoted one of our employees to a Postal Coordinator. Congratulations to Perry Hampton. We know he will do a great job.

If you have questions, or need assistance, feel free to contact Sharon Whitson at 332-1951 or Sharon.whitson@adm.idaho.gov.



On the Move...

Al Reimann - Storekeeper at Idaho State Veterans Home Boise - retired January 22, 2011. Al had been with the home and "Caring for America's Heroes" for nearly 20 years. He takes with him a vast knowledge and experience in state purchasing and will be missed by many.

Bobbie Eckerle – retired February 24th from the Division of Purchasing. Bobbie had been with the state for 35 years in several capacities. Most knew her from the records center, copy center, mail room and main office.

Making Cent\$ - Utilizing State Contracts

REMINDER TO ALL:

Prior to placing an order from a statewide contract, **always** check our website to ensure the contract is still **current** and that you are using the **current product list**, **pricing lists** or other information that is important to your order.

The following items have been removed from our website:

- The ITG-McAfee contract—gone!
- SBPO 01233 Progressive Printing—Carbonless cut sheets
- SBPO 01199 Stylart—Business cards
- Statewide Court Reporting Contracts

Rental Vehicles:

PADD 1073 Enterprise:

Rental rates for Enterprise increased January 1, 2011. New prices are posted on the website in addition to new account information and link for online reservations.

PADD 1074 Hertz:

Direct bill accounts are now available with Hertz. Contact your local Hertz representative (found on the contract) to set up your agency's direct bill account.

IT Services:

Computer programming services contracts should be in place within the next 30 days. See article on page 5 of this edition.

Mosquito Abatement:

SBPO 1310 Vector Disease Control Inc & SBPO 1311 Clark Environmental:

Both contracts have been renewed through February 12, 2012.

Statewide Security Services:

CPO 02344—Allied Burton Security Services. A new contract has been issued, effective May 1, 2011. New billing rates will be posted on our website soon.

Tires:

BPO 1616 & BPO 1619 Goodyear and SBPO 1257 Les Schwab:

Contracts with Goodyear and Les Schwab have been renewed through December 31, 2011, or until a new contract is awarded. We are looking at the possibility of participating in the WSCA tire contract for next year.

Tools & Industrial Supplies:

PADD 1019 Grainger:

This contract was rebid through WSCA and new contracts are currently being written. The Grainger contract has been extended through April 30, 2011 to allow time for processing. More information will be made available soon.

Vehicles:

The cutoff date for the Ford Crown Victoria Interceptor has past.

The 2011 Ford Focus is no longer in production and has been replaced with the 2012 model.

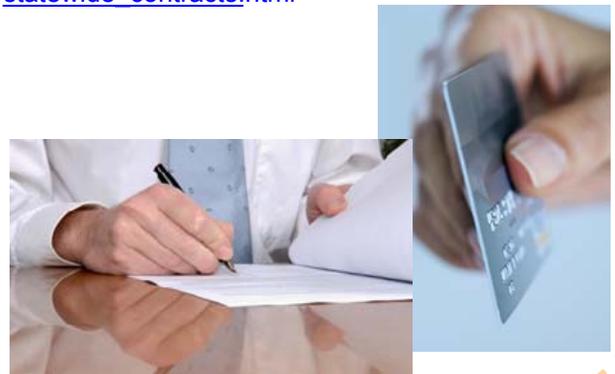
Pricing on our contracts is for the 2012 model.

If you are using the Chrome Carbook information for options, be sure to use information for the 2012 model as the prices on certain options are higher.

Vehicle order cutoff dates are now published for GMC trucks, and Chevrolet cars and trucks.

Information for all the latest cutoff dates is posted on the STW contract webpage.

Go to: http://purchasing.idaho.gov/statewide_contracts.html



Did You Know??

....Often times we receive calls wanting to know about "Use Law" organizations, where they are or what services they provide. The Division of Purchasing has recently added a new link on our website under publications http://purchasing.idaho.gov/useful_links.html scroll down to Ability Idaho <http://abilityidaho.com/>. When you open this link you will see a video that describes who these organizations are as well as the capabilities, products and services they offer. You may also recognize a certain *celebrity* with a heartfelt message as well. If you have not yet reviewed this link please check it out today!

Remember:

State law permits the purchase of commodities and services in any amount and without bids by every state agency and department; and city, county and political subdivision with the State of Idaho from a Use Law organization.

- Many diverse commodities and services are available to you for purchase at fair market value without advertising for bid.
- More than five hundred (500) workers in this state are ready, willing and able to deliver to you such preferentially procured goods and services now.

Idaho is one of some thirty states with laws that give priority to the purchase of goods and services from people with disabilities. Idaho's State Use Law, Section 67-2319 of the Idaho Code, was passed in 1973 and provides as follows:

Products which are manufactured by and services as provided by non-profit corporations and public agencies operating rehabilitation facilities serving the handicapped and disadvantaged and offered for sale at fair market price as determined by the Administrator of the Division of Purchasing which meet the specific requirements for such products may be procured by the state agencies or departments or any political subdivision of the state for such non-profit corporation or public agencies **"without advertising for bid."**

We strongly encourage agencies to consider the Use Law when looking for product and service providers.

IT Services Commodity Strategy

Gregory Lindstrom has rebid the statewide Information Technology Services contracts. Using a new approach for these procurements, Gregory formed a team to develop and document a commodity strategy for the purchase of IT services.

The IT Services Commodity Team is comprised of representatives from DOP, the Office of the CIO, PERSI, IDHW, ITD, Labor, and IDOC as well as engaging our current contract holders (private sector) so that we make sure our strategy is in line with the marketplace.

The team set out to :

- Define and Document the Current Commodity Environment
- Define and Document the State Customer's Perspectives & Expectations, and
- Define the 'To Be' Environment

The RFP has been completed, and per Gregory; "The Strategic Commodity Team hit this portion of the assignment out of the park, and that should be conveyed to our customers. It is a process that I am sure I will use again, and need our customers to know that it worked exceptionally. We had a great team....great team effort...."

DOP is in the process of submitting letters of intent to all respondees. During this transition to new contracts there will be concerns as some contracts begin and the old contracts phase out....particularly among those using augmented staffing. Once the website has been updated with the new contracts notification will be sent out on the list serve.



Federal Surplus Has What You Need

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 on our webpage at www.fsp.idaho.gov, and then select "list all items" to search inventory on hand. 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 supported agencies on the bargains available at FSP. You save money, they save money, so the taxpayer saves money!!!!



Statewide Quarterly/Business Meeting

Plan to attend the STATEWIDE QUARTERLY/BUSINESS MEETING, Yes STATEWIDE!!!

Thursday, March 24th, 9:00 AM - 11:30 AM at a location near you!

All locations listed below will participate in this meeting via video conferencing. Select the location nearest you, RSVP to the appropriate contact person, and plan to attend!!!!

District 1 Headquarters

600 W. Prairie Avenue, Coeur d'Alene
Seating is limited to 9-12 individuals
Attendees must sign in at the front desk
Contact: Jim West
General phone number: 772-1243

District 2 Headquarters

2600 Frontage Road, Lewiston
Seating is limited to 12-16 individuals
Attendees must sign in at the front desk
Contact: Sharon or Kathy
General phone number: 799-5090

District 3 Headquarters ITD Boise

3311 W. State Street, Boise, Main Auditorium
Seating is limited to 120 individuals
Attendees are not required to sign in
Contact: Sherry Jenkins, 334-8088

District 4 Headquarters

216 S. Date Street, Shoshone
Seating is limited to 8-12 individuals
Attendees must sign in at the front desk
Contact: Dan Pierson
General phone number: 886-7800

District 5 Headquarters

5151 South 5th, Pocatello
Seating is limited to 20 individuals
Attendees must sign in at the front desk
Contact: Pam Landon
General phone number: 239-3300

District 6 Headquarters

206 N. Yellowstone, Rigby
Seating is limited to 60 individuals
Attendees must sign in at the front desk
Contact: Nancy Luthy
General phone number: 745-7781