



STATE PURCHASING

Quarterly Connection

VOLUME 2, ISSUE 4

SUMMER 2011

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

Postal Services
Central Utilities Building,
Lower Level
550 West State Street
Boise, ID 83702
(208) 332-1950
<http://adm.idaho.gov/purchasing/postal.htm>

Copy Center
Central Utilities Building,
Lower Level
550 West State Street
Boise, ID 83702
(208) 332-1941
http://adm.idaho.gov/purchasing/copy_cnt.htm

Records Center
5327 Kendall
Boise, ID 83720
(208) 327-7060
http://adm.idaho.gov/purchasing/record_cnt.htm

Federal Surplus Program
106 S. 43rd, Suite 105
Caldwell, ID 83605
(208) 334-3477 or
(800) 722-1629
<http://fsp.idaho.gov>

Mr. Bill's Blog....

Reflecting on this past year for the Division of Purchasing, change has been the one constant above all others. As with most of Idaho's agencies, we have downsized, while trying to execute service to our customers. It has been difficult and FY12 looks to be even a greater challenge. Change will continue to be the one element that we will continue to accommodate as we serve the state.

Change also impacts us individually; some folks thrive on change and the related opportunities presented, while others struggle. Communication will be the key tool to our employees and customers for common understanding of objectives and how change will impact the work we perform.

Two DOP folks that have seen many changes over the course of their careers with the state are Sharon Whitson and Brent Barton. Sharon Whitson started working at the state 32 years ago. She is currently our Central Postal manager. She is an expert in understanding the best, most efficient and cost effective way to take care of our state's mail. Her contributions have been significant with her most recent management of mail services transferred seamlessly from Boise State University. Sharon has just announced her retirement from state service effective in July. From my perspective and her staff, she will be missed greatly. We wish her the best in retirement and thank her for her years of contribution, dedication and service.

Brent Barton has worked for the state for 5 years after a successful military career. Most recently Brent managed the state's Federal Surplus Program and has successfully physically downsized and moved the operation from Boise to Caldwell. The program has been turned around to be a very self-sustaining operation; offering products to many political subdivisions. James Hollis worked with Brent through this difficult transition and has inspired many positive changes to the program. James has been hired to replace Brent upon his retirement in June. We wish Brent the best and congratulations to James in his new position.

For FY12, other changes will occur in all businesses at the Division of Purchasing. For the State Purchasing organization, work is still progressing on the integration of Best Value processes for several solicitations, a greater emphasis on statewide training programs and we will soon announce a change in the way we will manage delegated authority in concert with rule changes adopted through the last legislative cycle. The Central Postal and Quick Copy areas are actively seeking to grow their customer base and will be working to merge their processes to accommodate mail merging functions. Our State Records area is working on a program to consolidate their functions.

All-in-all, this will be a very exciting year. We are focused on continuous process improvement. Managing this change will be exciting....all for the purpose to serve the state, our customers and our citizens as effectively and efficiently as possible.
Have a great summer!

Bill



Bill Burns, Administrator
Division of Purchasing



The World According to “Mark”

Time flies when we are all having fun. The new fiscal year is quickly approaching and with it will be some changes. A few years ago, we gave agency Directors an overview of the Division of Purchasing and stated “purchasing should occur as close to the ‘point of need’ as feasible.” We still believe in this concept and are revamping the way we delegate purchasing authority. Part of the process includes examining how we can better enable you to support your agencies and to provide agency leadership with the tools necessary to have better accountability and visibility into the operations. We want to further decentralize the process while maintaining authority and oversight that is tied to training and eventually a state-specific certification. More training opportunities are in the works along with NIGP sponsored training. Additionally, we plan to develop, maintain, and train to procurement templates, checklists, and other commonly used documents. Some of these initiatives are already underway.

These changes will bring about some challenges that will need to be worked through. One of the biggest challenges will be personnel shortages and added responsibilities such shortages bring. We are up for the challenges and look forward to them.

Have a blessed summer, Mark

Central Postal Updates

Central Postal, like everyone else, faces challenges in the current economy. Decreasing mail volume, accompanied by increasing energy costs, have compelled us to reduce the frequency of mail delivery service to our customers. As of May 16, 2011, our delivery frequency was reduced to once a day. Our customers have been very understanding and accepting of this change. So far, all is going well.



On a lighter note, as of May 23, 2011, Central Postal has assumed the mail processing for the Department of Labor. We are extremely excited at the opportunity to work with Labor. It will be a new challenge, and we have no doubt it will be a successful merge.

Everyone have a great summer!!!



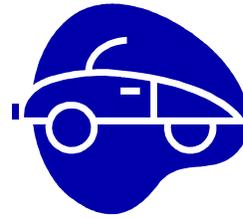
Records Center

Who has records dating back to the 1940's????

Duane Bogstie will be traveling to Orofino on June 16th and 17th to visit the State School and Hospital North to conduct a tour of their 3 divisions. During his tour, Duane will review the processes and procedures currently utilized by SS&NH, and provide feedback on how they could bring their “record program” up to date. SS&NH has records dating back to the 1940's when their facilities were created.

If you or your agency have questions about record retention timelines, visit <http://recordscenter.idaho.gov> then select Retention Schedule. You may also refer to the “Records Management Guide”; this guide provides additional information on standards, policies and schedules.

Did You Know About Car Sharing??



What is Car-Sharing?

Car-Sharing is an alternative transportation program to the traditional model of vehicle ownership and maintenance. Instead of each agency purchasing and operating their own cars, in car-sharing a smaller fleet of vehicles can be made available on an as-needed basis, similar to having a personal rental car company right at your location. Vehicles can be rented hourly, daily, weekly, or even monthly. The entire system is automated and vehicles are available 24-7. The rental contractor is responsible for all maintenance and repairs of vehicles, further reducing costs and hassles of traditional ownership.

The Division of Purchasing is investigating the possibility and cost effectiveness of a car-sharing program for the agencies located in the Capitol Mall area. A small fleet of rental cars could be located here and made available for agency transportation needs, eliminating the need for each agency to procure and maintain its own vehicles.

A presentation of the WeCar program was offered by Enterprise Holdings in Boise on April 27th. If you would like more information regarding this program, please contact Frank Pierce at Frank.Pierce@adm.idaho.gov or call 332-1605.

New...and On the Move

Who is "On the Move"?

Shawna Denton formerly of Division of Building Safety has taken a position as a buyer at the Idaho Department of Lands.

Sandi Dingman, Buyer at Eastern Idaho Technical College, will retire July 29th after 35 years with the State of Idaho. Sandi says it's been a phenomenal career. She has enjoyed all the people she has met over the years and all of the things she has learned about procurement. (As well as a few other things!!) Sandi is looking forward to retirement and her tomato garden which consists of one plant. We all wish Sandi well in her new endeavor.

Bill Applegate, Deputy Director-Purchasing & Distribution Idaho State Liquor Division, retired on May 26th after 38 years with the State of Idaho (July officially 39 years!!). Bill started when the Liquor Division was selling approximately \$25 million. Today, they are selling \$136 million. That is a tremendous growth over the years. Bill has seen many changes at the Liquor Division, most recently the expansion of the facility and installation of the Warehouse Management System and the ASRS automated storage and retrieval system. After all that, Bill is looking forward to fishing, traveling and spending time with the grandkids. We wish Bill all the best!

Brent Barton, Business Manager for Federal Surplus, will retire June 9th. Brent has been with FSP for the past 5 years. He is looking forward to fly fishing trips at Crooked River and spending time with his grandkids. We wish Brent all the best!

Who is "New"?

Howard Wasserstein will replace Bill Applegate as the Deputy Director for the Idaho State Liquor Division. Howard's background includes 18 years with the Seagram's organization.

James Hollis has been named the new Business Manager for FSP. James has been with FSP for 4 years as the federal screener and will be taking over for Brent Barton. Please drop by to meet him!

Making Cent\$ - Utilizing State Contracts

Facilities MRO:

The State of Idaho Facilities MRO (Maintenance, Repair, and Operating supplies) contracts with Fastenal and WW Grainger are now in effect and information is posted on the State contract web page at:

<http://adm.idaho.gov/purchasing/stwidecntrcs.html>

To set up an account with Fastenal follow this link and fill out the Contract Participation Form on their website:

www.fastenal.com/web/resources/ex?action=Contracts&state=ID&stateContractDtIld=12

Vehicle Contracts:

Reminder: The cut off dates for ordering most vehicles from the statewide contracts have passed. If you still need to order a vehicle, the following are still available; some for only a few days:

Vehicle Contracts:	Factory Cut Off:
Ford Expedition SUV	7-1-11
Ford F-150 Pickups	8-19-11
Ford Ranger Pickups	9-23-11

Tires:

As previously reported, our contracts were renewed through December 2011. We are looking at participating in the WSCA tire contract and are waiting for information to become available from the lead state. We will keep you posted.

IT Security Products:

This solicitation is on the street and closes June 10th. The goal is to have new contracts in place by the start of fiscal year 2012.

Capitol Mall Security:

The new contract is in place; rates have changed slightly. Allied Barton was the successful proposer. If agencies have questions on services provided/utilizing the contract, please contact April Rice, State Security Manager.



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 Street in Boise, in the basement level of the State parking garage.



Utilizing state-of-the-art digital equipment, the State 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 www.adm.idaho.gov/purchasing/copy_cnt.htm; or, call Kay or Val at (208) 332-1941.

Federal Surplus Has What You Need

Who has everything from Canoes to Steam Ovens? FSP, that's who...

You can check the 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, and vehicles ranging from carts to 5 tons. Everything moves fast here.

Spread the word to our cities, counties, schools and tax supported agencies on the bargains available at FSP. So if you have any use-it-or-lose-it funds, give us a call!!!

You save money, they save money, so the taxpayer saves money!!!



Statewide Quarterly/Business Meeting

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

Wednesday, July 27th, 9:00 AM - 11:30 AM at a location near you!

Locations listed below will participate via video conferencing. RSVP to the 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

Other Upcoming Events!!

IDAHO BUSINESS CONFERENCE –Boise –BSU Stueckle Center (Formerly known as the Governors Conference)

Mark your calendars for October 21, 2011, 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. Please call for more information or to RSVP – Lee Velton at 208-334-2470 or email lee.velten@commerce.idaho.gov.

UPCOMING TRAINING CLASSES

The following training classes have now been scheduled for June through December. Please review and select the classes you wish to attend. For information about each class go to: <http://www.adm.idaho.gov/purchasing/training.htm>.

DATE	LOCATION	CLASS DESCRIPTION
July 13	Boise	Ethics- A Survival Kit for Public Procurement -NIGP
August 17, 18	Boise	Risk Management in Public Contracting – NIGP
Sept 21, 22, 23	Boise	Legal Aspects of Public Procurement – NIGP
November 10, 11	Boise	Effective Contract Writing – NIGP
November 15	Boise	Intro to Public Procurement **DOP
December 7, 8	Boise	Performance Based Requests for Proposals – NIGP

REGISTRATION INFORMATION:

You can register for one or all of the classes at the same time (preferred, as some classes fill up quickly). Specific training room sites will be announced as we fill the classes. Please register directly with Bonnie.Sletten@adm.idaho.gov.

