



# STATE PURCHASING

## Quarterly Connection

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WINTER 2011/2012

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Record Center  
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Boise, ID 83720  
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[recordcenter.idaho.gov](http://recordcenter.idaho.gov)

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

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

Welcome to the winter addition of our Division of Purchasing newsletter. I hope that you all had a great holiday season and you are ready for the New Year!

State Purchasing has been working with many of our agency partners on delegated authority reviews and we hope to have that process completed in the near future. The quarterly workshop is planned this month and I hope many of our readers can participate and learn about contract updates and other items for use in your daily work. Please read Mark Little's article regarding delegated authority and proper terminology that is critical for application in our solicitations.



**Bill Burns, Administrator**  
**Division of Purchasing**

For the current legislative session, the Department of Administration and the Idaho Historical Society are working together to consolidate the State Records Center with State Archives. This consolidation has many benefits for our agencies, counties and cities. New legislation has been proposed and will be introduced during this session.

And...here at the Division of Purchasing we want to offer a new statewide service to you, our agency customers. Our new service offering is called *Publish and Distribute*.

*Publish and Distribute* takes the hassle out of getting documents through the many steps between the printer and the mailbox by combining the established printing services of the Copy Center and the delivery services of Postal Services. A great example of this service would be if your organization wanted to produce a multi-part document or brochure that needed to be reproduced, inserted and mailed to your list of 5,000 customers. We will pick-up your project and take care of it every step of the way while you rest assured that your customers are receiving a quality product that meets your high expectations.

Call us and we can provide you with a free quote. If you have already received a quote from an outside company for equivalent service, we will meet it! Best of all, you are putting your dollars back in to the State. Please contact either Lew Carroll at 332-1951 or Val Peterson at 332-1941 for more information.

Have a great winter season and please drop us a note or give us a call if we can help you in any way.

Bill



## The World According to “Mark”

Happy New Year to all of you and I hope it will be a fulfilling one at that.

We are now finalizing the updated delegated authority and I feel the need to discuss the various procurement vehicles available to us, when to use them, and the impact of their use. If we have not addressed your agency, please email me.

Some agencies with increased delegated authority will start using Invitations to Bid (ITB) and Requests for Proposals (RFP) (formal sealed procurement vehicles) in addition to informal Requests for Quotes (RFQ).

ITBs and RFPs are used for procurements in excess of \$100,000 (using a dollar amount which includes all potential renewals). Procurements under this threshold should be issued as informal Requests for Quotes (RFQ). I want to emphasize the need to be diligent in your use of terms within the procurement document, in order to clearly distinguish between an informal RFQ and a formal ITB or RFP. This is important because “Bids,” as defined in Code, are appealable events. Idaho Code §67-5716(15) defines a “Bid” as a response to an Invitation to Bid or Request for Proposal. There is no dollar amount affixed to these terms in Code. Dollar thresholds are fixed by Administrative Rule (IDAPA). The *name* of the procurement document, therefore, is the essential element. If you call your procurement an “Invitation to Bid” or “Request for Proposal,” the Code provisions applicable to formal “Bids” will apply, *even if your procurement was under the \$100,000 threshold and you did not intend to issue a formal “Bid.”*

This is why we place such an emphasis on issuing RFQs (entitled “Request for Quotes”) when the procurement is within the small purchase dollar range, rather than a formal ITB or RFP.

ITBs and RFPs have a number of additional statutory and administrative requirements which apply to each phase of the procurement process (See [http://purchasing.idaho.gov/pdf/publications/guidelines\\_for\\_rfp.pdf](http://purchasing.idaho.gov/pdf/publications/guidelines_for_rfp.pdf)). These formal processes include “Letters of Intent,” which must be issued prior to award; as well as “Non-Responsive Letters,” which are issued to notify suppliers of the reason(s) why their bid or proposal was found non-responsive. Award determinations and findings of non-responsiveness are both appealable events. Moreover, Idaho Code §67-5733 allows for specification appeals (for ITB’s and RFPs). By Code, all appeals must be addressed by the Administrator of the Division of Purchasing.

To assist those who have increased delegated authority and will now be able to issue “formal” ITBs and RFPs, the Division of Purchasing will be posting examples of Letters of Intent and Non-Responsive Letters on our web site, along with guidance on how to handle an appeal.

Should you have questions regarding this information, let us know and we will be happy to help.



## Records Center

What the heck are Digitalization Standards????

Digitalization standards bring together a standard that creates creditability to a scanned document, a document that can be creditable 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.

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

## New...and On the Move & Kudos Too!!!!

### Who is "New"?

**Cameron Craven, Buyer, DEQ** - Cameron has been with DEQ in IT/Facilities positions for over six years administering the phone and voicemail systems for the agency to the State and Regional offices. He recently accepted the position of Buyer for the Department of Environmental Quality.

**Sandy Hetzel, Buyer, Idaho Commission for Libraries** - Sandy has been with the ICL for 16 years most recently as an office specialist and now has accepted the position as a full time Buyer.

**Steve Vinsonhaler, Purchasing Agent, Idaho Military Division** - Steve has accepted the position of Purchasing Agent replacing Dennis Harris who retired in Oct. Steve has been the buyer with the Military Division for 5 years.

**Tami Mills, Buyer, Idaho Military Division** - Tammy has accepted the position of Buyer replacing Steve Vinsonhaler who has moved to Purchasing Agent. Tammy was with the City of Boise as their Customer Service Specialist for the Engineering Division of Public Works. She is the proud mother and wife of two great kids. Tammy's husband Phil is part of the Communication Group with the Idaho Air National Guard.

### KUDOS!!! Newly Certified!!!

**Tina McBride, Purchasing Agent, ISP** - Tina received notice that she has passed her CPPO certification and is now a Certified Public Purchasing Officer! Kudos... Kudos... Kudos!

**Marcia Todd, Grants Contract Officer, DEQ** - Marcia has passed her CPPO certification and is now a Certified Public Purchasing Officer! Kudos... Kudos... Kudos!



## Need to Send Lots of Letters?

Central Postal has a four station inserter, two sheet feeders and two insert feeders. This process consists of inserting tri-fold letters, post cards, return envelopes or card stock inserts. We have the capabilities of inserting up to four documents.

There is a minimum fee for these services. Inserting and folding jobs **must be** pre-approved to make sure material meets specifications and a time must be scheduled to do the job. If you have any questions concerning these services call **Central Postal Services at 332-1950**.

## Need Something Printed Quickly??

Whether you need fingerprint bump cards, a fast copy job, need some flyers printed in color or want to try out the new "Publish and Distribute" program. The Copy Center is here to assist you with all your copy projects. Need some booklets made in color (using the new finisher)? The copy center can even provide saddle stitching too!

Give Val a call to assist you with any of your copy and quick print needs.

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



# Making Cent\$ - Utilizing State Contracts



**MILK - SBP01387**

We are currently processing a new statewide contract for milk purchases for Idaho institutions. The contact is with Meadow Gold Dairy and has a public agency clause which will be open to all who wish to participate. Contract and detail information is posted on the DOP website. For questions, contact Jason Urquhart at 332-1608, [Jason.urquhart@adm.idaho.gov](mailto:Jason.urquhart@adm.idaho.gov).

**Vehicles**

The 2013 Ford Explorer has been added to the contract. The Explorer may now be ordered, but production will not begin until February 2012.

The latest word of the 2013 Ford Escape is that production is scheduled for April 2012. The 2013 model is totally redesigned and Ford has not released any pricing info yet, so that has not been added to the contract yet.

Additionally, Ford has not yet released pricing for the 2013 Ford Taurus, Flex and Edge vehicles. Production should begin in February 2012.

**Drug Testing Kits**

The State has renewed the Drug Testing Kits Participating Addenda with the following:

- PADD1065 Redwood Toxicology
- PADD1066 Germaine Laboratories
- PADD1067 Micro Distributing

There are no price changes with these renewals. Renewal adjustments are posted on the statewide contracts webpage.

**Tires**

The current contracts have been renewed through June 30, 2012. DOP is participating in the WSCA tire proposal that is currently being developed. We will post more details on the website as they become available.

**Office Supplies PADD 1068 - Office Max**

Paper prices continue to decline. Effective January 3, 2012, the contract paper prices dropped another 0.46%. This is the 3rd month that prices have been reduced.

Other office supply products have had some increases and decreases due to manufacturers: SP Richards, United Stationers and the Office Max Brand. The average overall increase of 1.64% has been verified and approved by Oregon (the lead state).

**Police Radar and Lidar Equipment, Parts & Accessories**

The State has added three (3) statewide contracts. These are WSCA issued contracts issued by the State of Washington and available for use by all Idaho departments and public agencies. The contracts provide for new equipment as well as replacement parts for existing embedded devices, already owned and in operation by various governmental agencies. The statewide contract list has pricing and order information.

- PADD1092 MPH Industries
- PADD1093 Laser Technology
- PADD1094 Kustom Signals

## Upcoming Training Classes!!

Please review and select the classes you wish to attend. For more info go to: [purchasing.idaho.gov](http://purchasing.idaho.gov)

DATE	LOCATION	CLASS DESCRIPTION
January 26 - 27	Boise	Effective Contract Writing – NIGP
February 23	Boise	Managing Your End Users - NIGP

**REGISTRATION INFORMATION:**

You can register for one or all of the classes at the same time. Class location will be announced as we fill the classes. Please register directly with [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov). Hurry, classes fill quickly!!

# Federal Surplus is Bigger & Better Than Ever

FSP is now able to stock all types of products...

James Hollis at FSP says they have been receiving property on a weekly basis. Newly received property can be viewed at [fsp.idaho.gov](http://fsp.idaho.gov). The best part...a lot of these items are BRAND NEW!!!!!!

Don't forget to go to our website at [fsp.idaho.gov](http://fsp.idaho.gov) to fill out requests and view the entire inventory.



## FEDERAL SURPLUS PROPERTY 2012 NEW YEAR SAVINGS PROMOTION

MAKE ANY PURCHASE OF \$25 OR MORE DURING THE MONTH OF JANUARY AND GET A CHANCE TO DRAW A COUPON FOR SAVINGS ON YOUR NEXT PURCHASE BETWEEN 02/01/2012 AND 01/31/2013

You could draw one of the following AMAZING discounts:

- \$25 OFF \$25
- \$25 OFF \$50
- \$50 OFF \$50
- \$50 OFF \$100
- \$75 OFF \$100
- \$100 OFF \$100
- \$100 OFF \$200

Phone orders also qualify for the opportunity to draw. The FSP employee helping you will draw the discount coupon while on the phone with you and put it with your invoice.

- \*Limit of one coupon drawn per person, per day
- \*Limit of one coupon redemption per day
- \*Coupons are non transferable
- \*Must reach purchase requirement in order to redeem coupon
- \*Items reserved over the phone must be picked up within 1 month of order (unless other arrangements are made) or items will be put back in to inventory and the coupon will be forfeited.
- \*Not valid on prior purchases
- \*Not valid on delivery charges

# Statewide Quarterly/Business Meeting

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

**Wednesday, April 25th, 9:00 - 11:30 AM (MST)/8:00 - 10:30 AM (PST)** 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

If you have not yet attended a Statewide Quarterly Workshop/Business Meeting, check out these photos from January's meeting. It's easy to participate; you can attend at any of the ITD regional office locations. The meetings are very informative. We often have speakers of relevance and sometimes even have a bit of fun too! So mark your calendar and plan to attend the next meeting in April.

