



STATE PURCHASING Quarterly Connection

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SUMMER 2013

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Mr. Bill's Blog....

The Division of Purchasing recently issued and received its annual customer survey. The survey results were encouraging in regard to certain elements such as outreach training, application consistency, assignment of agency liaisons, and decreased turn-around times. Areas for improvement were noted as the need for better procurement tools, DOP suggestions for alternative procurement solutions and continued training. I want to thank those of you who provided feedback; especially where actionable improvement comments were made.



**Bill Burns, Administrator
Division of Purchasing**

As we take continuous improvement quite seriously, we are currently actively engaged in responding to this input with some forthcoming changes. During early FY14, we will be introducing a new buyer handbook/desk manual and increase our agency outreach. The contents of the manual will include procurement process flowcharts, new procurement templates for RFQs, RFPs and ITBs along with other information such as contracting exception guidelines and general "how-to's". We do believe that this refresh will aid in making the procurement process more understandable and provide better statewide consistency for use in our daily work. All training programs will be updated to encompass these new web-accessible tools.

During FY14, our biggest challenge will be personnel. We have several open positions available due to recent retirements. We hope to have these filled very soon so that we can sustain and improve our on-going customer service delivery.

As a last note, Diane Robinson retired from the state and her Purchasing Officer position with the Division of Purchasing. She has been an extremely professional and positive individual, with a laugh that made us all smile. I will miss her and wish her the best!

Have a great summer. ~ Bill



DOP is Looking for a Few Good Buyers!!

Come join the team at the Division of Purchasing. We're hiring! Our office is a dynamic and fast-paced community of dedicated professionals. We have several openings at the DOP Buyer level with the potential to promote to Purchasing Officer. Stay tuned to the state's job board: <http://dhr.idaho.gov/> for future opportunities and more information on how to apply. Those of you with procurement experience, and an interest in joining the Division and supporting our mission, consider applying to become part of our team. There is never a dull day in State Purchasing.

Making Cent\$ - Utilizing State Contracts

Body Armor

Contracts PADD1087 thru PADD1090—once the state of Colorado completes renewals of the Master Price Agreements, which should be very soon, we will send out letters requesting renewal of our Participating Addenda.

Contract PADD with U.S. Armor Corporation will not be renewed due to lack of use by agencies. The contractor has been notified.

Paper, Plastic Bags & Liners, and Cleaning Supplies & Equipment

The contractor for contract SBPO1392 has requested price increases to several items on this contract, which the contract allows for on a semi-annual basis. Agencies will be notified once an amendment to the contract has been issued.

Ammunition

SBPO1390 with Salt Lake Wholesale Sports has been renewed for July 5, 2014. Prices have increased across the board (as was the norm on the previous contract as well [annual price increase]).

CDL Alcohol & Controlled Substance Testing

Contract SBPO1293 has been renewed for another year, effective August 1, 2013.

Facilities MRO with Grainger

We have posted new market basket prices for contact PADD1083 on the statewide contracts webpage.

Vehicle Contracts

The State vehicles contracts are entering their second year of a two-year contract.

Pricing for the 2014 vehicles is coming in and will be updated on the statewide contract listing under 'Vehicles' as information comes available. Currently, 2014 Jeeps, Ford Explorers and Heavy-Duty Trucks have been updated. The rest of the pricing updates should be posted by July 1, with the exception of Ford F-150's which could take another month or so.

****Reminder**** The 2013 vehicle order cut-off dates for several vehicles are also forthcoming. Please check the order cut-off dates on the statewide contracts webpage list under the heading 'Ordering & Production Schedule for US Vehicles' when you are putting your vehicle orders together: http://purchasing.idaho.gov/statewide_contracts.html#V

The direct weblink to the cut-off dates is: https://www.wheels.com/fleet/reference/ng2008/2008StartupDates_USA.asp



Mail Services & Quick Copy

Central Postal will be upgrading to a new inserter in July! The new inserter will have more capabilities including variable inserting, and best of all, it will be able to insert the larger, flat-size envelopes.

Remember to stop by for all your copy and mail services!!!

If you have any questions about our copy services, contact Val Peterson at 332-1941. For postal questions, contact Lew Carroll at 332-1951.



Here is the Hotlink to our Electronic Order Form: http://copycenter.idaho.gov/pdf/cc_order_form.pdf

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

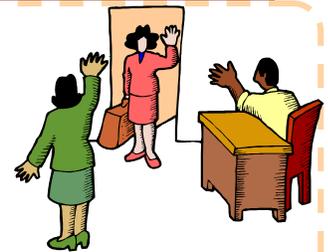
Who is "New"?

Bonnie Spencer, formerly with PHD5-Twin Falls, has accepted the position as the Chief Financial Officer at PHD4-Central District Health.

Carrie Champlin, Promoted to Buyer Trainee for the Division of Purchasing

On...the...Move

Diane Robinson officially retired June 21st and is now on a cruise in Alaska! We will all miss her here at the Division of Purchasing, and we wish her all the best in her retirement.





Hildy's Corner

What's new at the Division?

We have four (4) open positions (currently we are operating at 1/2 of our procurement staff). We're planning on filling these positions at the DOP Buyer level, and hope to have them all filled before the end of the summer.

We're also working hard on finalizing our "Procurement Desk Manual" (*official title yet to be determined*). An easy-to-use step by step guide to the processes followed by the Division of Purchasing and those agencies with Delegated Authority. It will cover RFQs, ITBs, RFPs, bid opening/closing, amendments, renewals and extensions, Sole Source requests, Policy Directives, Requests to Negotiate, Price Agreements, Professional Service Agreements, DPAs (Direct Purchase Authorization) and EPAs (Emergency Authorization), Appeals, Statewide Contracts, as well as other topics which we handle on a daily basis. It is not intended to be as comprehensive as the Purchasing Guide, which has been on our website for years; instead, it is intended to be a user-friendly process manual, which can be referenced on a daily basis. The manual will also include flowcharts and templates; and is part of our ongoing effort to promote consistency in state procurement.

Once the manual is complete, our training programs will be updated, to train to this new toolkit and its associated templates. We are exploring options for webinars and online training, and expanding training more broadly within the agencies that we support, to include personnel who are or may be involved in procurement at any level; as part of our effort to promote a better understanding of how purchasing works at the State level.

We're looking forward to implementing these new tools and promoting communication and consistency throughout state purchasing.

Federal Surplus Has What You Need

On June 19, the National Association of State Agencies of Surplus Property (NASASP) presented the City of Emmett and Idaho Federal Surplus with the 2012 NASASP Associate Member of the Year Award. The City of Emmett was recognized for their consistent use of the Federal Surplus Program and dedication to saving tax payer dollars. Most notably, the City of Emmett received an amphibious mowing machine that they customized into a dredge for their sewer lagoons saving the city thousands of dollars year after year. The City of Emmett has served as a great example for all of Idaho's public agencies with their continued effort to stretch their constituents' tax dollars as far as possible. NASASP and Idaho Federal Surplus would like to congratulate the City of Emmett.



As we approach the new year, Federal Surplus will quickly accelerate acquisitions of property beneficial to our customers.

We will continue to communicate new property arrivals and notify our customers for viewing on-site or via the web.

Federal Surplus receives between 90% and 95% of all property from the military. Lately, US legislation has been crafted, proposing that the military sell their own property versus donating it through the Federal Surplus program. This change could significantly reduce the benefit that this program has extended to our customers in the past. NASASP has been lobbying to promote continuation of the current Federal Surplus program. Joining NASASP as an associate member will help keep this program intact through NASASP's lobbying power. If you are interested, please contact james.hollis@adm.idaho.gov for more information.

And rememberIf you would like to be on our email distribution list, let us know so that you can receive great updates about the new items as they arrive to our facility. Give us a call at (208) 334-3477 and we'll get you set up.

Did You Know...??? Sole Source

To expand training and provide more insight into Idaho Code, IDAPA and DOP processes, this section of the Division's Quarterly Newsletter will highlight a different FAQ topic each quarter. This quarter's topic is: **SOLE SOURCE**.

Sole Source procurements are frequently a topic of debate throughout all levels of government and in jurisdictions around the world. Why? Because a direct purchase is in complete contravention to the government mandate of fair and open competition. **IDAPA 38.05.01.045** provides that, "sole source purchase shall be used only if a requirement is reasonably available from a single supplier." DOP is tasked by Code to comply with the competitive procurement statutes; and in doing so, protect the State from negative audit reports and litigation if another company demonstrates that it could provide the same equipment or service which is the subject of an SSA.

In some cases, we see personal preference or "wants" rather than a sole source, e.g. a piece of equipment has added features which are desired, but not absolutely necessary. Oftentimes, equipment is available from other vendors which offers the same functionality, just not in a way that we may prefer. It is important that we distinguish between our preferences and our business needs. Desired features should be weighed within a competitive procurement; giving vendors the opportunity to present a variety of solutions.

The review and approval process at DOP can take (on average) anywhere from 10—21 days to complete (including the time for posting and the appeal period). Review begins once DOP has received a complete packet from the requesting agency, including:

- Requisition
- Sole Source Request Form (properly completed with all documentation and signatures)
- Quote from the proposed sole source vendor (in support of the requisition)

DOP will be revising the Sole Source Application Forms to help distinguish between new requests, renewals/extensions and amendments. The Forms will continue to guide you through the inquiry which must be completed as part of the justification process. Requests to renew will be focused on an analysis of the continuing need, as well as confirmation of ongoing status as sole source. Once the new forms are ready, we will post them on our website and notify our listserv by email.

If you have questions on the information provided, Sarah at 332-1612 or sarah.hilderbrand@adm.idaho.gov. If you have suggestions for future topics, those are always welcome.

Statewide Quarterly/Business Meeting

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

Wednesday, July 24th , 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: 293-3300

District 6 Headquarters

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

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