



# STATE PURCHASING Quarterly Connection

VOLUME 5, ISSUE 1

FALL 2013

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Lower Level  
650 West State Street  
Boise, ID 83702  
(208) 327-7465  
[purchasing.idaho.gov](http://purchasing.idaho.gov)

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

Copy Center  
Central Utilities Building,  
Lower Level  
550 West State Street  
Boise, ID 83702  
(208) 332-1941  
[copycenter.idaho.gov](http://copycenter.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....

As you are aware, the United States government went into shutdown mode as Congress could not reach agreement for budget funding. The impact to the state of Idaho is not yet known for contracts supported by federal dollars. However, agencies and the Division of Purchasing need to work closely to understand funding availability for existing contracts and actions (amendments, notifications, etc.) required by the state to respond to our impacted supplier base.



**Bill Burns, Administrator  
Division of Purchasing**

The Division of Purchasing will be engaged in a couple of outreach seminars in October. We invite all state entities to join us for our quarterly workshop to be held October 23. We will be transmitting this via ITD video networks across the state. This offers a great opportunity to hear about updates on new state contract activities, changes in processes and policy, training opportunities and DOP focus.

Have a great fall. ~ Bill

## Upcoming Training Classes!!

The following training classes are scheduled through October 2014. To access the registration forms, go to: [http://purchasing.idaho.gov/state\\_buyer\\_training.html](http://purchasing.idaho.gov/state_buyer_training.html) and click "Registration Form".

| DATE                 | LOCATION | CLASS DESCRIPTION                             |
|----------------------|----------|---|
| November 21 (NO FEE) | Meridian | <b>Intro to Public Procurement - DOP</b>      |
| December 4           | Meridian | <b>Managing End Users (NIGP)</b>              |
| February 4, 5 & 6    | Meridian | <b>Developing &amp; Managing RFP's (NIGP)</b> |
| March 12, 13 & 14    | Meridian | <b>Legal Aspects of Procurement (NIGP)</b>    |

For the following classes, email [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov) to get on the waiting list, and we will let you know as we confirm the date of the class.

|               |     |  |
|---------------|-----|--|
| May TBD       | TBD | <b>Ethics (NIGP)</b>                     |
| August TBD    | TBD | <b>Contract Administration (NIGP)</b>    |
| September TBD | TBD | <b>CPPB Prep Course (NIGP)</b>           |
| October TBD   | TBD | <b>Effective Contract Writing (NIGP)</b> |

### **REGISTRATION INFORMATION:**

You can register for one or all of the classes at the same time. Specific training room sites will be announced as we fill classes. For the NIGP classes, please submit registration forms directly to [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov).



## Hildy's Corner

We've seen a number of changes here at DOP over the last year, and there's more to come. If I had to say what I like most about public purchasing, it's that something new and different has crossed my desk on a daily basis over the last 15 years. The challenge is to take what we learn each day and pass that knowledge on to the greater state purchasing community so that we can all benefit from our combined experience.

Right now, we're working hard to streamline our processes, create simple/standardized forms to cover the most common requests, and to enhance our training outreach. We're establishing regular meetings with some of our larger customers (those with higher levels of delegated authority) to help ensure consistency throughout state procurement; and as soon as we are up to full staff, we will be reassigning agency liaisons and offering additional training opportunities for all individuals involved in state purchasing, including SME's, end users, management and support staff.

We rolled out our new SSA request form last quarter, and have established one page request forms for brand name exemptions, emergency purchase authorization (EPA) requests, one-time delegated purchase authorization requests (DPA), requests for multiple award, as well as a form to request an exemption from utilizing statewide contracts. All of these are exception processes, governed by Idaho Code and IDAPA.

We're also working on enhancing our statewide contracts page. We've added a link to the contact here at DOP for each contract, and are in the process of updating and enhancing the informational links on the statewide page.

As always, I'd like to encourage you to reach out to DOP early. If you have questions about an exception process or a possible exemption, contact us. We can help you explore the options. If you have an issue with your contractor or with a product, let us know, so that we can help you resolve it. If you are putting together a solicitation, odds are we've purchased it before at DOP and may have some sample specifications, formats for pricing, sample performance metrics, or other materials that you would find useful.

Let's work together to provide outstanding service to all of our customers, in the best interest of the State.

## Did You Know...???

### Idaho Business Opportunity Conference has been rescheduled

Due to the circumstance beyond their control, many of the federal contracting officials will not be able to attend the IBOC scheduled for 24 October 2013. After working with the Coeur D'Alene Resort, PTAC has moved the **IBOC to February 27, 2014**. If you have already signed up, you will not need to do so again. If you have already made room reservations please cancel them. PTAC will send out a reminder after the first of the year about the event and then you can let them know if you will still be attending.



# Making Cent\$ - Utilizing State Contracts

## Police Radar, Lidar Parts & Equipment

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

As part of the process to determine whether or not to renew a contract, DOP conducted a spend analysis on these three contracts. Due to low spend and infrequent use of these contracts by State agencies, DOP has chosen not to renew any of these contracts. Contracts will expire October 30, 2013.

## Fuel Card—SBPO1277 - Comdata

This contract has been extended through October 14, 2014.

## Furniture Contracts—SBPO1321 - Kimball

This contract for loose, free standing furniture expired September 30. Please refer to the three current contracts with Steelcase, Herman Miller and Allsteel for your furniture needs.

## Paper and Plastics—SBPO1392 - Brady Industries

Brady Industries has updated their website this month. The effort was to make the website more user friendly. If you haven't checked it out yet, please do so, and let the vendor, as well us (Jason Urquhart), know what you think of the new website.

## Vehicle Contracts

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

All pricing for 2014 Ford, GMC and Dodge (including heavy duty trucks) has been updated on the statewide contract list. The remainder of the 2014 vehicles should be updated by the end of October.

When sending in requisitions or DA1's, you must include the Excel version of the Vehicle Order Form. This form is located on the statewide contract list under "My 2013-14 Vehicle Order Form".

**\*\*Reminder\*\*** 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](http://purchasing.idaho.gov/statewide_contracts.html#V)

The direct weblink to the cut-off dates is:

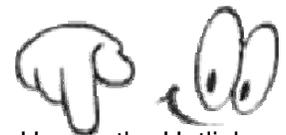
[https://www.wheels.com/fleet/reference/ng2008/2008StartupDates\\_USA.asp](https://www.wheels.com/fleet/reference/ng2008/2008StartupDates_USA.asp)



## Mail Services & Quick Copy

In the last two years, the Copy Center and Postal Operations have made several improvements to expand service offerings to better meet the needs of its customers. The Copy Center NOW has the ability to do mail merge, and Postal Services has upgraded the inserter and Fast Forwarding services. Call Val Peterson at 332-1941 for your Copy Center needs or Lew Carroll at 332-1951 to see how we can help you with your Postal Services.

Additionally, part of our efforts to provide outstanding service include keeping our customers informed about possible changes coming down the pipeline. With that said, USPS has requested a \$0.03 postage increase to take effect January 1, 2014. The requested increase has not yet been approved, but we will inform our customer immediately when more definitive information is available.



Here is the Hotlink to our Electronic Order Form:  
[http://copycenter.idaho.gov/pdf/cc\\_order\\_form.pdf](http://copycenter.idaho.gov/pdf/cc_order_form.pdf)

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

### Who is "New"?

**Sandy Frazier, Buyer, Division of Purchasing**, Sandy joined DOP after spending 12 years with IT in various positions including IT Analyst, Buyer, Contract Specialist and Grant/Contract Specialist—working with compliance, ensuring sub recipients were following all federal guidelines for procurement.



**Danny Downen, Buyer, Division of Purchasing**, Danny joined DOP after spending time as a contractor for the Department of Interior - Aviation Management and as a Procurement Specialist (contractor) in the Middle East.

### On...the...Move

**Bonnie Spence, CPA, CPM**, Bonnie moved from Twin Falls to Boise to fill the position of Chief Operations Officer for Central District Health.

**Michelle Doane**, Michelle moved from the auditing group at ITD to their Supply Operations to take on the role of Business & Support Management Manager, replacing Kathy Chase.

### Retired

**Clayton Anderson, Contracting Officer, Idaho Military Division**. Clayton officially retired on Friday, September 27th. After a long career as a contracting officer for the Military Division, Clayton said he is looking forward to a little bit of hunting and fishing. We wish Clayton all the best in retirement!!!

## And, Did You Also Know...???

Anyone interested in CPPB or CPPO Certification should check out the new UPPCC requirements that go into effect January 1, 2014.

What does that mean??? Currently, there are 4 category schedules that a person can qualify under. The category schedules range from no college degree and 96 hours of purchasing courses to an advanced degree and 24 hours of purchasing courses.

Effective January 1, 2014 these categories change to:

- 1) CPPB - minimum requirement of an Associate's Degree, 3 years in public procurement and up to 158 credit hours of purchasing courses
- 2) CPPO - minimum requirements of a Bachelor's degree, 5 years in public procurement and up to 174 credit hours of purchasing courses

**Note:** If you can qualify under the "current requirements", get your application in by December 15, 2013. If you are approved, you will be able to take the exams in March or October of 2014 to pass either the CPPB or CPPO. If your application is submitted after January 1, 2014, your requirements will be based on the new schedule which is available on line at: <http://www.uppcc.org/certified/newcertelig.aspx>

**The bottom line is.....**if you can meet the requirements "now", get your application in now!

If you need a few extra credit hours there is still time to take a face-to-face class or sign up for an online class. Class schedules can be found at: <http://www.nigp.org>.

## Federal Surplus Has What You Need

While the federal government is shutdown, FSP may be unable to purchase new items to meet your "wish list". However, FSP has 6 - 7 truckloads that were already headed their way and should be on the shelves soon.

And remember, FSP has a full warehouse of items ready-to-go!! You can check out the inventory on the website at [www.fsp.idaho.gov](http://www.fsp.idaho.gov). Select 'list of items' to search all of the inventory on hand. Tools starting at \$0.50, vehicles ranging from carts to 5-ton trucks...they have a great selection, and everything moves fast!

Spread the word to our cities, counties, schools and tax-supported agencies about the bargains available at FSP. You save money, they save money, so the taxpayer saves money!!

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



## Statewide Quarterly/Business Meeting

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

**Wedn., October 23rd, 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:** Barbara Bates  
General phone number: 293-3345

### 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

