



# STATE PURCHASING

## Quarterly Connection

VOLUME 6, ISSUE 1

WINTER 2014/2015

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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....

Happy Holidays!! Before we end out the year, I wanted to thank all of our stakeholders for their continued hard work over this past year.... Thank You!

In the coming legislative session, the Division will be introducing Administrative Rule changes. Pending Rule changes can be viewed on the Division of Purchasing website at <http://purchasing.idaho.gov>. The suggested changes primarily address increased contract monitoring and training for all executive agencies involved in the contracting process.

As these rules were communicated through the negotiated rule making process, we have appreciated input received from our agency partners. We will keep all agencies and stakeholders apprised of any changes to these pending rules as a result of legislative review and update our process documentation accordingly where required.

We look forward to a successful new year and wish the best of the holidays to you and your families.

Bill



**Bill Burns, Administrator**  
Division of Purchasing

## Idaho Business Opportunity Conference

The 2015 Idaho Business Opportunity Conference will be held at the Boise Centre (850 W. Front St., Boise) on **Thursday, February 26, 2015**.

If you have suppliers who are interested in attending, use this link to register for the event: [https://www.ptassist.com/secure/idaho\\_ptac\\_register.php?id=6E2834411](https://www.ptassist.com/secure/idaho_ptac_register.php?id=6E2834411)

For all other inquiries, contact the PATC group at: <http://commerce.idaho.gov/idaho-business/government-contracting-ptac/training>

Gary Moore (208) 287-0777 or Lee Velten (208) 287-3167,  
Email: [ptac@commerce.idaho.gov](mailto:ptac@commerce.idaho.gov)



# Hildy's Corner



## Happy Holidays - and my best to all of you during this joyous time of year

Now that our migration and implementation of a new eProcurement System is nearly complete, with much thanks to the tireless efforts of Bonnie Sletten and all of the folks who put in extra time and energy to assist her in this process: DOP Staff, Bev Berends (DHW), Sonya LaCasse (IDVS), and Cameron Craven (DEQ); and now that our office is almost at full staff, we will be stepping up agency reviews, as well as our training opportunities, so please stay tuned to our website for more information.

*In response to a number of questions we've received lately, please take note of the following:*

**Requisitions:** DOP is not authorized to expend state funds to conduct a procurement without a valid requisition (I.C. 67-5718). Requisitions must be submitted to DOP through IPRO if your agency has an individual with login credentials to IPRO. For those smaller agencies which do not have access to IPRO, requisitions may be submitted via a paper DA-1, and DOP will enter the requisition into the system for you. If your initial requisition is insufficient to cover the expenditure, you must submit an additional or modified requisition in order to account for the additional funds.

**Templates:** The most current templates are posted on our website (*check the version date to be sure you are utilizing the latest template*): <http://purchasing.idaho.gov/form1.html>. If you are submitting a requisition to DOP to conduct a solicitation, you must use a DOP template. If you have delegated authority from DOP, you must use DOP templates to conduct your procurements of \$10,000 and above (*unless alternative templates have been approved by DOP*).

**Renewals:** You will be seeing a new form for renewals of POs, CPOs and BPOs issued by DOP on behalf of the agency. The form will be e-mailed to the agency contact, and must be returned to our general e-mail inbox: [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov). If an agency desires to renew a DOP-issued contract, DOP will issue the letter to the contractor, with an e-mail copy to the agency contact. The agency contact will also receive a copy of the return letter from the contractor via an e-mail from DOP, after which the agency contact may input a requisition into IPRO requesting that the contract be renewed. If an agency desires modifications to the contract, the agency contact must work directly with the DOP contract lead. For SSAs, agencies will receive one e-mail notification alerting the agency to the expiration of the authorization. *Note: agencies will be responsible for tracking and conducting the renewal process for all agency-issued contracts (including those issued pursuant to a DOP exemption or other authorization).*

**Administrative Fee:** An administrative fee applies to contracts with an initial award value in excess of \$100,000. DOP invoices contractors for the administrative fee on POs and CPOs. Contractors holding BPOs and SBPOs provide quarterly reports and fee payments directly to DOP, based on usage during the prior quarter. If you have a solicitation with Federal pass through funds or other unique circumstances, contact DOP to discuss appropriate limiting language for the solicitation document, to properly address the application of the administrative fee (*e.g. if 80% of the contract value is Federal pass through funds or post-age reimbursement, the contractor should not be paying an administrative fee on this amount – and bidders/proposers should not be adding the 1.25% on this portion of their bid/proposal*).

While the Desk Manual and the table of templates and forms, posted on our website, contain the answers to many of the questions that we receive on a daily basis, I'm looking forward to the additional outreach and training that we will implement in the New Year, to help all of the agencies that we support make better use of the forms, templates and other tools that we've put in place.

# Making Cent\$ - Utilizing State Contracts

**Statewide Contracts Website:** [http://purchasing.idaho.gov/statewide\\_contracts.html](http://purchasing.idaho.gov/statewide_contracts.html)

**Auto Parts**—PADD1072-03 NAPA Auto Parts  
This contract has been renewed through December 31, 2015. There are no price changes with this renewal. The amendments have been posted on the statewide contract webpage. Contact Danny Downen with any questions, [daniel.downen@adm.idaho.gov](mailto:daniel.downen@adm.idaho.gov).

## **Drug Testing Kits**

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

These contracts are expired. Jason has been working on a solution for several months to take the place of these contracts, but has not been successful due to some legal hurdles. Unfortunately, we do not have a new contract(s) ready to go into effect on December 17. Jason will provide updates as they are available.

## **Fuel Card Program**

A new contract has been awarded to WEX Bank. (WEX = Wright Express). The contract went into effect December 9, 2014 so that the implementation can begin while the current contract (SBPO1277) with Comdata is still active (through February 28, 2015). More information regarding implementation is forthcoming. Contact Jason Urquhart at [jason.urquhart@adm.idaho.gov](mailto:jason.urquhart@adm.idaho.gov) or 332-1608 for any questions that you may have.

## **Lab Supplies**

Idaho is the lead state for the WSCA bid for Lab Supplies. Work continues with the Sourcing Team as they finalize the RFP and get it ready for release in January. They anticipate the close will be sometime in April/May with a July 1, 2015 role out and implementation. Current contracts are in place through June 30, 2015.

## **IT Hardware Contracts**

We are currently in the process of extending the contracts through March 31 of 2015 while WSCA finalizes negotiations for new contracts. Extensions on all WSCA hardware contracts are expected to be

completed prior to their expiration on December 31.

## **IT Service Contracts**

The IT Contracted Services Commodity team had its pre-bid meeting on December 9, and the time for receiving questions closes on December 12. We are on track for a January 7 bid closing. The solicitation was released as a weighted ITB which will only evaluate client references, resumes per IT Service Category, and cost per IT Service Category. We should be able to complete the evaluation and have contracts in place prior to the expiration of the current contracts on March 31.

## **Office Supplies—PADD1068 Office Max**

The new 2015 catalogs will be ready in January — when they are available you can order them online at: <http://www.officemaxworkplace.com/index.shtml>

Use the following catalog numbers when ordering:

- Contract catalog P/N-J9Catalog-15
- Extended catalog P/N-J9USGeneral-15

## **Public Safety Comm Equip—PADD15200514**

This contract has been extended for the period of October 31, 2014 through March 31, 2015. The statewide contracts page reflects this change.

## **Statewide Alcohol and Controlled Substance Testing**

A new contract was awarded to Central Drug System, the current contract holder. The new contract will begin January 1, 2015. Contact Jason Urquhart at [jason.urquhart@adm.idaho.gov](mailto:jason.urquhart@adm.idaho.gov) or 332-1608 for any questions that you may have.

## **Vehicle Contracts**

Corwin Ford has released updated pricing for the 2015 Fords. Edmark Chevrolet/GMC has released updated pricing for 2015 GMC's. And, Mountain Home Auto Ranch has released pricing on 2015 Dodge Journey's. Pricing can be found on the statewide contract site.

If you have any questions about statewide vehicle contracts, contact Danny Downen at [daniel.downen@adm.idaho.gov](mailto:daniel.downen@adm.idaho.gov)

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

### Who is "New"?

**Valerie Bollinger, Buyer, Division of Purchasing**, Valerie was previously with the University of Idaho in Moscow before coming to DOP.

**Gabe Wilson, Storekeeper, Department of Juvenile Corrections**, Gabe joined IDJC as a storekeeper to replace DeAnn who is retiring!

**James Lusk, Storekeeper, Federal Surplus**, Please call him "Jim" so we don't confuse him with the boss, James Hollis!

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

**Todd Sorensen, Purchasing Agent, ITD Headquarters**, Todd has accepted the Purchasing Agent position at ITD.

### Retiring Too!

**DeAnn Fausett, Storekeeper, Department of Juvenile Corrections—St. Anthony**, DeAnn is retiring 37 years with the State. We wish her well in her new endeavors.

**Marcia Todd, Grants Contract Officer, DEQ**, Marcia is retiring 28 years with the State, 16 of those at DEQ. We wish her well in her new endeavors.

**Duane Bogstie, State Records Manager, State Record Center**, Duane retired this fall after 35 years of service to the Department of Administration. We wish him the best in his retirement years.



### She's Back!!!!

**Marilyn Rushing, Support Staff, Division of Purchasing**, As reported at our October workshop, Marilyn is back to work after being off a short time. We are all very glad to have her back in the office!!



## Did You Know...EPAct???

State agencies are subject to the Energy Policy Act (EPAct) requiring an annual report of acquired alternative fuel vehicles and qualified biodiesel purchases. **Send your EPAct reports directly to Daniel Downen at [daniel.downen@adm.idaho.gov](mailto:daniel.downen@adm.idaho.gov).**

Please do not attempt to submit your report by selecting "Reply" to the listserv notice. This will not get your report where it needs to go. All reports should go to Daniel under a separate email cover.

## Federal Surplus Has What You Need

FSP has a warehouse of items ready-to-go!! You can check out the inventory on our website, [www.fsp.idaho.gov](http://www.fsp.idaho.gov). To view new arrivals select "view all items", scroll to the right, click on date until the newest stuff is on the top. 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.



## More News...IPRO E-Procurement Update

This has been an extremely busy year for me as I wore many hats throughout this transition from our old system to the new "WebProcure" system.

Over the summer there was a lot of activity with getting the system up and running, loading Agency information and staff set up, transferring existing data from PO's and Contracts; migrating suppliers, notifying suppliers and provided basic training on the use of the system to the majority of the agency users. In July, August and November we saw additional features of the system get implemented and we will have more to come sometime in late January.

**Training:** We started training late June with two sessions, two more in July, another session August and September. While the training focused on "basic use" of the system via a training site, those that took the time after the training to practice requests, solicitations and awards are finding the system fairly easy to use. Those that are struggling may need to run a few samples to get more familiar with the process. We also offered several 1 to 2 hour forum type sessions via go-to-meeting for additional assistance in August and September.

**PO's and Contracts:** When we migrated our PO's and Contracts, these then became an exception for the new format of processing requests through solicitations and awards. We are developing some additional training materials that should assist with amendments and renewals and others as we work through these types of documents. And we will schedule 2 to 3 additional open forum type sessions starting in January where we can work on specific areas or process steps.

**Suppliers:** On the Supplier side of things, the global vendor base in Perfect Commerce's "WebProcure" is massive and suppliers are seeking out to do business in Idaho in large numbers. In the IT commodity arena it is not uncommon for me to see 8 to 10 new suppliers in this category coming in on a daily basis along with others.

For the migrated Suppliers that we brought over, there is still a lot of work to be done. Many did not keep their accounts current, people changed, no current email info etc. When we notified the suppliers, those who did not have accurate email information could not receive the invite. If you have a supplier with either of these situations, please let me know so we can continue to assist them with the access.

The "Web Procure" product today offers many features we previously did not have.

- ⇒ There is more visibility of the request, solicitation and award processes. We can now see side by side the specific changes of the different versions.
- ⇒ The approval process clearly maps out where a document has been and will go, and follows a dashboard type effect as it moves through the system.
- ⇒ The audit trail in all three areas of request, solicitation and award tracks each transaction as the documents move through the system.
- ⇒ The tracking pages on the request, solicit and award have views and filters for easy access and we have learned a lot of new icons for viewing documents at various stages of the process.
- ⇒ We have more visibility of our suppliers associated with the solicitations.
- ⇒ Suppliers can register directly from our home page or direct at WebProcure.
- ⇒ For the Supplier community, they too have some improvements from our previous system. They can select how and what types of notifications they would like to receive. The front page of the solicitation is "tabbed" for ease of use; the user interface for attachments lets them know when they download documents as well as a similar view listing notifications of new and past solicitations.

We are excited to be able to bring in a new system with many new features and benefits, and that has a user interface that is easier to use, and stronger capabilities for bidding and data management to all.

## Upcoming Training Classes!!

The following training classes are scheduled through December 2015. Please refer to [http://purchasing.idaho.gov/state\\_buyer\\_training.html](http://purchasing.idaho.gov/state_buyer_training.html) for a complete list of NIGP and DOP classes that are currently available. To access the registration forms from this web site click on "Registration Form".

DATE	LOCATION	CLASS DESCRIPTION
February 24 & 25	TBD	Risk Management (class is filling fast!)
April 23—25	TBD	Fundamentals of Leadership and Management
May	TBD	Strategic Procurement Planning
July	TBD	Sourcing in the Public Sector
October	TBD	Ethics in Public Procurement

### 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).

### Please note:

If you are seeking a class that is not available at this time you can always refer to the "on-line" classes that are available directly from NIGP. For a list of "on-line" classes go to: <http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=pd-ep-ot>

And to view currently scheduled classes go to: <http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=SemSched>

## Statewide Quarterly/Business Meeting

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

**Wed., January 28, 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!!!!!!

**All Meeting Dates for 2015: Wednesday, April 29; Tuesday, July 21, and Tuesday, October 28**

### 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:** Todd Sorenson, 334-8093

### 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