



STATE PURCHASING Quarterly Connection

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WINTER 2014

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postal.idaho.gov

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(208) 332-1941
copycenter.idaho.gov

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

Mr. Bill's Blog....

Happy New Year! The Legislative Session has begun and the Division of Purchasing is actively engaged in supporting a couple pieces of legislation, and responding to a FY2013 report from the Office of Performance Evaluations and House Concurrent Resolution—HCR18. The report and resolution ask DOP to provide a plan to address “Strengthening Contract Management” in Idaho. We are ready for our response and recommendations which will primarily focus on training and high dollar/high risk contract processes. We will let everyone in the purchasing community know of the results associated with these efforts as we complete the reviews.



**Bill Burns, Administrator
Division of Purchasing**

In addition to the above, DOP's current year strategic goals and related objectives focus on improving consistency in acquisition methodologies, increased training and relationships with specific high impact agency personnel and improving the success rate of high value/high risk contracts. Plans have been set into action to address all of these goals.

We invite all state entities to join us for our quarterly workshop on **February 26**. We will be transmitting the workshop via ITD video networks across the state. These workshops offer 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 winter. ~ Bill

Idaho Business Opportunity Conference

Idaho Business Opportunity Conference – February 27th Coeur d'Alene

Due to the circumstance beyond their control, many of the federal contracting officials who attend this event were not be able to attend the IBOC scheduled for October 24, 2013. After working with the Coeur D'Alene Resort, PTAC moved the IBOC to February 27, 2014.

So...If you had already signed up, you will not need to do so again. PTAC has sent out a reminder about the event and then you can confirm with them if you will still be attending. For more information please go to: <http://commerce.idaho.gov/idaho-business/government-contracting-ptac> and click on the “register for Idaho PTAC”



Hildy's Corner

Welcome to 2014! I'm happy to announce that the Division of Purchasing is now "up to full staff," after being down several positions for most of the last calendar year. I appreciate your patience with us throughout the last year, and going forward as we transition several new Buyers into our office. With our changes in personnel, agency liaisons have been reassigned, and that list will be posted to our website. This provides you with an established contact person within DOP. Your liaison may not work with you on all of your procurements; however, that individual is a direct resource available to you, to respond to your questions or direct you to the proper person who can provide additional assistance.

As you know, DOP is responding to the recent OPE Study, to improve contract management throughout Idaho; as well as to the Joint Resolution issued in 2013, directing DOP to address the recommendations contained in the OPE Study and report back to the legislature in January of 2014, with a "plan" moving forward. As part of its response, DOP has developed a *Procurement Desk Manual* as well as a *Contract Administration and Management Guide*, which are in the final phases of internal review and scheduled for release in the near future. In addition, DOP has created a number of new templates and forms, in an effort to streamline our processes and improve consistency.

Many of you have already started to utilize several of the new forms, primarily the "Request for Brand Name Procurement," "Request for Exemption from Utilizing Open Contract," "Request for Limited Delegated Purchase Authorization," and "Request for Approval to Negotiate", as well as the new ITB and RFQ templates (the RFP template has been posted for years, and is updated as-needed). The majority of the "Request Forms" are one page in length. Requests must contain a justification and be signed; and are preferably submitted via e-mail to: purchasing@adm.idaho.gov. Requests are reviewed by the Administrator to determine whether the justification meets the applicable Idaho Code or IDAPA requirements, which are cited on the face of the form (and linked in the Desk Manual). The new forms (with instructions) will be posted to our website: <http://purchasing.idaho.gov> prior to the next Quarterly Workshop in February.

Finally, please stay tuned for a new web page which will provide status and updates on our transition to our new e-procurement provider, Perfect Commerce. A link to the page will be available on our homepage, and the information will be updated on a regular basis.

As always, I welcome your phone calls and e-mails, with questions, comments and suggestions: sarah.hilderbrand@adm.idaho.gov; (208) 332-1612.

Federal Surplus Has What You Need

FSP has a full warehouse of items ready-to-go!! You can check out the inventory on the website at 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.



Making Cent\$ - Utilizing State Contracts

Drug Testing Kits

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

The State has renewed these contracts through December 16, 2014. There are no price changes with these renewals. Renewal amendments have been posted on the statewide contracts site.

Body Armor PADD1088

Point Blank Enterprises has updated their price list which Colorado, the lead state for the WSCA contract, has accepted. This price list incorporates some additional products and some price increases on trauma plates. The amendment and "Price Schedule" are posted on the statewide contracts site.

Body Armor PADD1090

The new amendment (Amendment 4) for the contract with Survival has been updated on the statewide contracts site. With this amendment we added a new distributor, Ambush Tactical, for Survival Armor. The amendment has been posted on the statewide contracts site.

For questions about Drug Testing Kits or Body Armor, contact Jason Urquhart at jason.urquhart@adm.idaho.gov.

Auto Parts—PADD1072-03 NAPA Auto Parts

This contact has been renewed through December 31, 2014. There are no price changes with this renewal. The amendments have been posted on the statewide contact site. Contact Danny Downen with any questions, daniel.downen@adm.idaho.gov.

Office Supplies—PADD1068 Office Max

WSCA has approved an average 1.49% price increase for Office Max. This increase is reflected in orders placed on or after January 15.

The new 2014 catalogs are ready—you can order them online at: <http://www.officemaxworkplace.com/index.shtml>

Use the following catalog numbers when ordering:

- Contract catalog P/N-J9Catalog-14
- Extended catalog P/N-J9USGeneral-14

Vehicle Contracts

The following updates do not have pricing on them at this time:

- Chevy Malbu's—2015 pricing will be available for Edmark (SB1394-01) by the end of February
- Chevy Tahoe's, Suburbans, Silverado 2500 & 3500, Caprice, GMC Sierra 3500 and Yukon will have 2015 pricing available by the end of February

The current contracts will expire October 2014. Contracts will be modified to allow 2015 pricing. We will be going out to bid on the new vehicle contracts around August 2014.

If you have any questions about statewide vehicle contracts, contact Danny Downen at daniel.downen@adm.idaho.gov or Carrie Champlin at carrie.champlin@adm.idaho.gov.

Statewide Contracts Website: http://purchasing.idaho.gov/statewide_contracts.html



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

Who is "New"?

Kirk Anderson, Buyer, ITD Headquarters, Kirk was previously employed by the Federal General Services Administration as a Lease Administration Database Manager.

Chase Croft, Buyer, ITD Headquarters, Chase comes from the Coast Guard with purchasing and storekeeping background.

Travis Frei, Buyer, ITD District 3, Travis brings previous buyer experience from the private industry and has been a storekeeper at ITD for the past 5 years.

Andrew Page, Buyer, DOP, Andrew comes to us from the Army Corps of Engineers as a contracting specialist.

Andrew "Drew" Evans, Buyer, DOP, Drew comes to us from Correctional Industries as a purchasing agent. He also brings previous buyer experience from the private industry.

On...the...Move

Sherry Jenkins, Purchasing Agent, ITD Headquarters, Sherry has accepted a position as a Grants Contract Officer with the Office of Highway Safety.

Kudos Too! New NIGP Certifications!

Katherine J. Wanner, CPPB—City of Meridian

Natalie J. Wolfe, CPPO—Idaho Department of Corrections

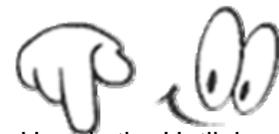


Mail Services & Quick Copy

The United State Postal Service (USPS) has received approval for rate changes that will go into effect January 26, 2014. For many agencies, the most significant impact of these rate changes will be an increase in First Class mail. The standard rate for First Class 1 ounce mail will be changing from \$0.46 to \$0.49 per piece of mail. The larger First Class 1 ounce flat envelopes are currently \$0.92 will be changing to \$0.96. This increase will be passed on to all agencies; all discounts currently received will reflect the three cent increase.

All agencies should be aware of all of the USPS rate changes in addition to the First Class rate increase. Full details of the new rates can be viewed via the Postal Explorer site: <http://pe.usps.gov/>. Click on Mailing Services Prices for a complete list of rate increases.

We appreciate the opportunity to work with you and ask that you call our Central Postal Services office if you have questions regarding the new postage rates, 208-332-1950.



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



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. Each year we gather this report to assure our records of state vehicle purchases and use are accurate, that all alternative fuel vehicles have been identified, and that all exemptions have been recorded.

The Energy Policy Act (EPACT) report was filed in December 2013. This act aims to reduce US petroleum consumption through the use of alternative fuels, alternative fuel vehicles, and other petroleum-displacement methods. The act requires "covered fleets" to acquire a certain percentage of annual light-duty vehicle purchases to be alternative fuel vehicles. This year's requirement for alternative fuel vehicles was 129 light duty vehicles. Idaho reported 172 light duty vehicles were alternative fuel vehicles.

More News...E-Procurement

The Division of Purchasing is moving to a new e-procurement provider!

What's Changing:

As many of you are aware, we have contracted with Sicomm, our current e-procurement provider, for nearly 12 years. This industry has changed and evolved a great deal over the last few years. There are more providers and more options now available.

During Summer 2013, DOP issued an RFP for a new e-procurement system. The RFP closed in late August 2013, and after evaluation, supplier demonstrations and letter of intent were completed, the State issued a contract on November 20 to Perfect Commerce for its "Web Procure" product.

Perfect Commerce has been in the business of supporting procurement needs of the public sector since 2000 and private entities since 1998. The "Web Procure" product has also evolved over the years and today offers many features that we currently do not have.

What's Staying the Same:

Several years ago, DOP established the "IPRO" e-purchasing brand, specific to Idaho. When a vendor logged in from our "IPRO" homepage, they would then enter the front door (so to speak) and from there, enter the Sicomm system. The "IPRO" front door will continue when we go-live with our new system which will then be powered by Perfect Commerce's "Web Procure" product.

DOP will lead the statewide initiative to transition to this new system. A team is in place and work is underway to develop the new site and base system.

What Should I Know?

- User Training for All Buyer types will be conducted in late February—early March. This training will be live and hands-on in a computer lab. Webinars and online tools will also be available for training.
- Go Live—The go-live date for the "Web Procure" is projected for mid-April.

What Does this Mean for My Agency? Here are a few things you can do now to help the process:

1. Are your billing and shipping locations correct?
2. Are your staff contacts up-to-date?
3. Are there other areas of your agency's basic set-up that need to be updated?

Please email us at purchasing@adm.idaho.gov and we will be sure to get your information updated.

On-going Communication?

As we get closer to the transition time, we will establish a date to stop entries into Sicomm. More information will be provided as we work through the implementation process.

We have dedicated a page on the DOP website, www.purchasing.idaho.gov, for updates about this transition including timelines and project status. We will update this site often in addition to the email updates that we will be sending out.

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

Upcoming Training Classes!!

The following training classes are scheduled through December 2014. Please refer to 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 4, 5 & 6	Meridian	Developing & Managing RFP's (NIGP)
March 12, 13 & 14	Meridian	Legal Aspects of Procurement (NIGP)
May 15	TBD	Ethics a Survival Guide for Public Procurement (NIGP)
September TBD	TBD	CPPO Prep Course (NIGP)
October 28, 29 & 30	TBD	Contract Administration—NEW DATE
November TBD	TBD	Protest & Disputes
December TBD	TBD	Mgmt. Measures and Metrics

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.

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!!!

Wedn., February 26, 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: 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

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