

STATE PURCHASING

Quarterly Connection

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Copy Center
Central Utilities Building,
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copycenter.idaho.gov

Federal Surplus Program
106 S. 43rd, Suite 105
Caldwell, ID 83605
(208) 334-3477 or
(800) 722-1629
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Mr. Bill's *Last* Blog....

Hello everyone and welcome to the holiday season!

As you receive this newsletter, you may know that I have (will be) retired from the State of Idaho effective December 31, 2015. From a personal perspective, I must use this time to not only thank our employees in the Division of Purchasing, but also our customers who use services provided. I have enjoyed the opportunity to serve the state and to work with all of you.



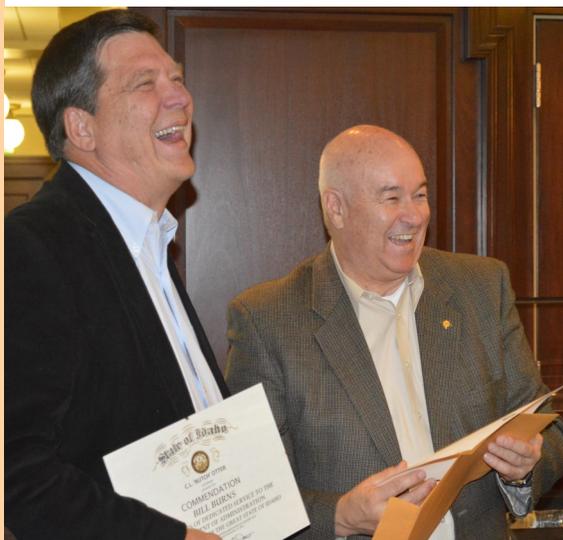
Bill Burns, Administrator
Division of Purchasing

I have set go-forward objectives for all the Division businesses for the upcoming and future years. From the state purchasing area, these objectives primarily focus on improvement in procurement law, the capabilities of all purchasing personnel across the state enterprise, and effectiveness and efficiencies in the purchasing processes.

From the Copy and Postal areas, objectives are very focused on customer satisfaction and efficiencies of processes. The Federal Surplus Program objectives are very focused on customer awareness of the program and the value this can bring to state and political sub entities. These organizations are very capable to meet the challenges of the future, working together with our agency and political sub entity partners. Please use them to the fullest extent possible in fulfillment of your business missions.

So, thanks again to all of you. I will miss this work and wish the best to you and your families.

Best regards,



Director Bob Geddes presents certificate of service and a letter from Governor Otter to Bill at the Department Christmas party.



Hildy's Corner



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

Posting to IPRO: Bill Burns, Administrator of the Division of Purchasing, issued an amendment to the Delegated Purchasing Authority Policy last week, which will become effective on December 31, 2015. The amendment requires posting to IPRO beginning at the competitive threshold of \$10,000. The previous threshold for posting to IPRO was set at \$50,000, primarily due to the fact that the state's contract with Sicomm (the former eProcurement provider) provided that Sicomm would invoice awarded vendors an Administrative Fee beginning at \$50,000.

This policy amendment will:

- Align agency purchasing processes with the long-standing practice of the Division of Purchasing (i.e. almost without exception all solicitations issued by DOP, regardless of the dollar amount, are posted to IPRO).
- Provide greater visibility and ability to inventory solicitations and contracts – addressing a concern which was brought forward by the Legislative Interim Committee.
- Will enhance and broaden competition.
- Ensure that all interested vendors have the same information.
- Ensure that contracts are issued based on firm/fixed offers.
- Ensure that the State's Standard Terms and Conditions (e.g. acceptance, warranty, governing law, etc.) are incorporated in the resulting contract(s), to eliminate the need to negotiate from vendor paper, and reduce the risk to the state.

NOTE: *There is an informal process to request an exemption for a specific solicitation OR for a class of goods or services. Your request should be submitted to purchasing@adm.idaho.gov. If exempted, you will need to keep a copy of the e-mail approving the exemption with your procurement file.*

Templates: DOP's templates are being updated to incorporate lessons learned (*as well as the change to the application of the Administrative Fee, as described below*); and new versions will be posted in the next few weeks. A message will be sent out on the listserv when the updated versions are posted; and if you have a liaison at DOP, your liaison will be in contact with you to review the changes.

The most current templates are posted on our website at: http://purchasing.idaho.gov/templates_and_forms.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*).

Administrative Fee: Effective January 1, 2016, the Division will only collect Administrative Fees from Blanket Purchase Orders (BPOs), Statewide Blanket Purchase Orders (SBPOs) and statewide cooperative Purchasing Addendums (NASPO ValuePoint PADDs).

No Administrative Fee will apply to agency specific contracts (Purchase Orders (POs) and Contract Purchase Orders (CPOs)) issued from solicitations posted after December 31, 2015. If you have a current requisition with DOP or intend to issue a formal solicitation prior to the end of December, please take note of this policy change, as you may want to wait and post your ITB or RFP on or after January 1, 2016.

Farewell: Finally, I want to thank Bill Burns for his leadership over the last 7 years. Under Bill's administration, the Division of Purchasing instituted numerous time and cost-savings measures; developed manuals and guides; published a multitude of exemption forms to facilitate the exemption process; increased training and outreach; and represented Idaho state procurement on a national stage through his contributions and participation with NASPO.

We wish Bill the best in his retirement, and look forward to continuing his efforts to improve state procurement.

Making Cent\$ - Utilizing State Contracts

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

State Vehicles

The State awarded new SBPO contracts for Statewide Vehicles in late October. There is information regarding each contact person within the "Contract Instructions" link on our website. A new Vehicle Order Form is also located under vehicles. Please make sure this form is used as it has updated information and a newly added section for vehicle registration. Prior to submitting any VOF to the Division of Purchasing provide all the necessary documentation if the vehicle falls within identified perimeters.

Each Contractor has been awarded the manufacturer of vehicle and the area they service. If you have any questions, please contact Danny Downen at: daniel.downen@adm.idaho.gov

Software VAR—Dell SBPO1388 & PADD16200271

We have changed some of the language in the State's Software VAR contract with Dell (contract number SBPO1388), and have added a few items to the contract (see the third tab, rows 65 through 67, in the "Dell Cost Proposal" link on the statewide contracts website).

In addition, we have added IBM software to the State's Software VAR contract with SHI International (contract number PADD16200271) (see the information in the "SHI Pricing" link on the statewide contracts website). If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

IT Security Related Products—

SBPO016200483 Compunet

The State has awarded a contract to Compunet, Inc. for F5 products. This is an IT Security Related Products contract, which can be found on our statewide contracts website. Once at the site, scroll to the "Security-Related Products" Contract Description. See the Contract Instructions, SBPO16200483, and Cost Sheet links. The IT Security Products Breakout by Contractor link has been updated as well.

Please note that this contract has the same expiration date as the other IT Security Related Products contracts (6/30/16). This new contract for F5 products is meant to be a short-term solution since that product was formerly on another contract, and those products were dropped. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

Copier Contracts -

New contracts are in the works and will be available on the website as soon as they are completed.

Lab Supplies and Equipment Update

The current Laboratory Equipment and Supplies contracts (Fisher Scientific and VWR International) have been extended through 3/31/16. The Lab's RFP sourcing team met the week of December 7th and conducted the evaluation of proposals. Contracts will be in place by the first of the year.

Computer Equipment, Peripherals, and Related Services—Apple Inc.

A Participating Addendum (PADD) has been executed with Apple Inc. for Computer Equipment, Peripherals, and Related Services under the NASPO ValuePoint (formerly WSCA) Master Agreement. Due to the historically predominant use by political subdivisions, the State Department of Education will be administering this PADD, not the Division of Purchasing. This PADD is for the benefit of State of Idaho agencies, institutions and departments as well as political subdivisions in Idaho. If you have any questions, please contact Tony Pirc at: tpirc@sde.idaho.gov

Paper and Plastics, Cleaning Supplies—Brady Industries

Prices increased on Schedule A items A-4, A-8, A-9, A-22 through A-24, and A-26 through A-29 by 1.5% on this contract for Paper & Plastics, Cleaning Supplies and Plastic Bags & Liners with Brady Industries (effective November 19, 2015). Changes are reflected on the statewide contracts website. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

New Plain and Printed Envelopes Statewide—SBPO16200336 Allied Envelope

The new statewide contract for plain and printed envelopes was issued to Allied Envelope. Ordering and pricing information for **SBPO16200336** is available on the website. Please note Allied Envelope recently moved to their new location on Five Mile Road in Boise, Idaho. If you have questions, please contact Stephanie at: stephanie.wildman@adm.idaho.gov

Office Furniture Contracts

All three office furniture contracts have been renewed and extended to 11/29/17 per the contract provisions.

- **Herman Miller PADD1116**

This contract has been renewed and extended. There are no other changes at this time.

- **Steelcase PADD1115** – This contract has been renewed and extended. Please see the websites for new products, new pricer and new Featured Product list.

- **Allsteel PADD1113**

This contract has been renewed and extended. In addition there is a change in Dealer representation. Kershaw's will now service Northern Idaho and MBI will service Eastern Idaho. All contract information has been updated on our website.

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

Who is "New"?

Andrea Magee, Andrea has joined the **Department of Health and Welfare as a Grants/Contract Officer.**

Ellise Fowler, Ellise has joined **PERSI as a Buyer** to replace Jo Anne Dieffenbach who recently retired.

Sherry Leason, Sherry has joined the **Department of Lands as a Buyer.**

On...the...Move

Sam Sibert was recently promoted as the **Business Manager for our Federal Surplus Property (FSP)** operation, replacing James Hollis. Sam has worked at FSP since 2011 and has been involved in all facets of this growing operation.

Dean Bloss was recently promoted to **Procurement Manager** at the **Department of Lands.**

Retiring Too!

Jo Anne Dieffenbach, Buyer, PERSI, Joanne retired after 25 years with **PERSI.**

She has already traveled to Alaska and Denver, and is now planning a trip to Florida. We wish her well in her retirement!

Barbara Bates, Buyer, retired after 29 years from the **Idaho Transportation Department in Pocatello.** She is enjoying time with her family and friends. We wish her well in her retirement too!



Federal Surplus Has What You Need

FSP also has a new Property Business Manager! If you haven't already, stop by and meet **Sam Sibert.**

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 to get the newest items 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.

****FSP will be closed Friday Dec 25 and Jan 1****



Did you Know???

The Following changes are coming Jan 1, 2016

DOP Administration fee:

- ◇ Effective January 1, 2016, the Division will only collect administrative fees from blanket purchase orders, statewide blanket purchase orders and statewide cooperative purchasing addendums. The Division will no longer require a fee for use on agency specific contracts (POs and CPOs) issued from solicitations posted after December 31, 2015.

Delegated Purchasing Authority:

- ◇ This change in policy is effective December 31, 2015. For agencies that have delegated purchasing authority, the Division will require that all solicitations in excess of \$10,000 (the competitive threshold) be posted using the state's e-Procurement system (IPRO). The current threshold is \$50,000.
- ◇ This change will provide for the following enhancements to our procurement processes:
 - Better visibility and inventorying of solicitations/contracts being issued (this concern was brought forward by the Legislative Interim Committee).
 - Is consistent with requirements of the Division's internal staff.
 - Will enhance and broaden competition.
 - Provides for automatic inclusion of the state's standard contractual Terms and Conditions and solicitation instructions.

Templates will be updated to reflect the changes. Modified Instructions and Ts and Cs will be ready to post to the web on the morning of January 1, and incorporated into solicitations beginning on that date.



Mail Services & Quick Copy

The United State Postal Service (USPS) has received approval for rate changes that may go into effect January 17, 2016. When this is confirmed you will receive further notice.

The Copy Center will be processing Idaho Reading Indicators (IRIs) that the Department of Education sends to all grade schools each year. And also gearing up for this legislative session.

Check out these organizations for print and mailing capabilities in a one-stop environment. If you have any questions about our copy service, please 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](http://copycenter.idaho.gov/pdf/cc_order_form.pdf)

Upcoming Training Classes!!

The following training classes are scheduled through April 2016. 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	STATUS
February 16-17-18	Meridian	Developing and Managing RFP's	FULL
March 24-25	Meridian	Capital Acquisitions	Almost Full
April 6	Meridian	Intro to Public Procurement	Filling Fast
April 12-13-14	Meridian	Contract Administration	Almost Full

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 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>