



STATE PURCHASING Quarterly Connection

VOLUME 6, ISSUE 2

SUMMER 2015

Division of Purchasing
Len B. Jordan Building,
Lower Level
650 West State Street
Boise, ID 83702
(208) 327-7465
purchasing.idaho.gov

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

Copy Center
Central Utilities Building,
Lower Level
550 West State Street
Boise, ID 83702
(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....

As you may know, the Department of Administration has a new Director, former Senator Bob Geddes. Bob served in the Idaho Senate for many sessions and is the longest serving Idaho Senate president pro tem in history. We are excited to have him and look forward to our mutual work of service to our agencies. Welcome Bob!



**Bill Burns, Administrator
Division of Purchasing**

During the last legislative session, HCR-23 was passed by the legislature. The resolution calls for the creation of a committee to undertake and complete a study of the purchasing laws of the state of Idaho and make recommendations for change. As such, the Division will assist the committee in its review and provide as much support as needed. The committee is obligated to report findings and any necessary change legislation at the next legislative session.

I want to congratulate Sarah Hilderbrand on her hiring campaign and finally getting the State Purchasing office fully staffed. I also am delighted to be working with the caliber of people now on her staff....quite an impressive group. Please drop by and meet Sarah's staff if you are in the area.

Have a great summer and we will see you at this summer's DOP quarterly workshop.



Mail Services & Quick Copy

The United State Postal Service (USPS) has received approval for rate changes that went into effect May 31, 2015. For many agencies, the most significant impact of these rate changes will be an increase of up to \$.01 per piece of mail in First Class and bulk rate mail. The Copy

Center will be upgrading its equipment set to state of the art reproduction equipment in the near future. The Copy Center is right in the middle of processing the Idaho Reading Indicator (IRIs) that the Department of Education sends to all grade schools each year. 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



Hildy's Corner

Welcome to the end of the Fiscal Year. DOP is working diligently to award all solicitations which were requested prior to the April 10th cut off. As you can imagine, dozens of additional requests have been submitted after that deadline and we will endeavor to complete as many as possible prior to the end of the Fiscal Year. Please reach out directly to the Buyer or Purchasing Officer assigned to your project, if you have questions.

In an effort to continuously improve our processes, and in response to feedback from our agency customers, we will be:

- Modifying the format of our quarterly workshops, to include a greater focus on targeted procurement training;
- Updating our website to include more training/educational materials;
- Developing additional checklists and "quick guides" for the use of IPRO; and
- Undertaking other efforts to continue to improve our processes and increase training and public procurement proficiency throughout the state.
- Please reach out to me or to purchasing@adm.idaho.gov, with additional suggestions for improvement.

As a reminder:

- Be sure to utilize the most recent templates and forms when you submit to DOP for processing (posted on our website http://purchasing.idaho.gov/templates_and_forms.html). If you have delegated authority, you must utilize DOP's templates (or a template approved by DOP).
- The solicitation templates have been updated recently and are posted on our website. In addition to minor modifications, the updated versions removed the reference to the Standard Terms and Conditions and Solicitation Instructions, which are now hard-coded in IPRO (with optional instructions available via check box in IPRO as well).
- If you are using an agency Signature Page for your solicitations, under delegated authority, please be certain that you reference the Standard Terms and Conditions and Solicitation Instructions *in effect at the time the solicitation is released* (rather than a specific dated version). This way you will not need to update the Signature Page to reference a new version, each time the Standard Ts and Cs and Instructions are modified (which occurred last July, given the changes to the application of the Administrative Fee).
- If you have questions about the Administrative Fee, please reach out to me directly. If you receive questions from vendors regarding the Administrative Fee please direct these to the DOP main line or purchasing@adm.idaho.gov.

In addition to being a requirement of delegated authority, there are a number of benefits to utilizing the standard templates and forms. Utilization of standard request forms (e.g. brand name exemption, SSA, limited authority, etc.) speeds up the review and approval process. Use of standard solicitation forms ensures that key elements are included in the resulting contract (delivery, scope of work/specifications, etc.); and that the State's Standard Terms and Conditions and Solicitation Instructions are incorporated, addressing critical contract elements such as acceptance, payment, indemnification, liability, termination, warranty, firm pricing, etc.

Finally, while individual messages will still be sent out via our listserv when new PADDs are issued, prices change, forms are updated, etc.; we will also be posting a brief one-page bulletin twice monthly, summarizing any changes made since the last bulletin. If there are no changes to report for a particular bulletin, it will be used instead for training materials, FAQs, helpful hints or other messaging. If you are not currently on the listserv, please contact purchasing@adm.idaho.gov.

Thank you all for the work you do to ensure the integrity of procurement in the State of Idaho, while we work together to meet the business needs of our agencies in a fiscally responsible manner.

Making Cent\$ - Utilizing State Contracts

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

Fuel Card Program

We have extended the contract with Comdata through June 30, 2015 for the sole purpose of completing the transition of the Idaho Transportation Department-owned fueling sites to WEX. Contact Jason if you are not using WEX fuel cards by now. Jason Urquhart at jason.urquhart@adm.idaho.gov or 332-1608.

Office Supplies—PADD1068 Office Max

Please note: for those who watch the paper prices, this contract is locked in until December/January. That means no fluctuation in paper cost (that's a good thing!!).

Office Max has discontinued its "Green Monday" initiative in the Boise Market. The delivery schedule will resume to 5 days as before.

As part of the Office Max/Depot merger the warehouses are undergoing a merger as well. This changes the warehouse from SLC, UT to Kent, WA.

If you haven't ordered your 2015 catalogs — they are available 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

P-Card Update

We are actively working with Bank of America regarding replacement of the current cards with chip and pin cards. Also, we have established the ability to use an online system for obtaining PIN numbers. Contact Jason Urquhart at jason.urquhart@adm.idaho.gov or 332-1608 with any questions about these services.

Pure Storage Computer Equipment PADD15201019

A new NASPO ValuePoint Participating Addendum (PADD) has been issued with Pure Storage, Inc for Computer Equipment, Peripherals, and Related Services. Information pertaining to the new PADD has been posted on the Statewide Contacts webpage. Once there, scroll to the Contract Description "Computers & Peripherals (including WSCA Con-

tracts)", and you will find the new PADD listed at the bottom of the section, as well as the authorized reseller list.

Also, please note that the other current PADDs for Computer Equipment, Peripherals, and Related Services expire on June 30. We are working diligently on the new drafts and anticipating having the new PADDs in place by July 1st. As the PADDs are issued, further information will be distributed detailing PADD specific information.

If you have any questions contact Shawna West at Shawna.West@adm.idaho.gov or 332-1602.

Statewide Propane Fuel Updates

Our Statewide contracts for Propane Fuel and Related Equipment has been amended. The amendment is for the change in rail location from Anacortes, WA to Ferndale, WA, listed on the BPN newsletter.

Tire Contract Updates

A new Price Agreement with Les Schwab Tires (SBPO15200919) has been established. They have provided the State with new tire and service pricing. More information is available on the statewide contract website. (Goodyear, Bridgestone and Michelin)

Tire, Tube and Related Service Contract Updates

We have renewed the term of PADD1099, 1100, and 1101 Participating Addenda's for the period of April 1, 2015 through March 31, 2017. The statewide contracts website has been updated to reflect this, along with new tire pricing.

Wireless Equipment Contract PADD15200993

A new NASPO ValuePoint contract has been issued to Discountcell for **Wireless Services**; limited to Cradlepoint products and Cradlepoint related peripherals. (Wireless routers) This contract is effective through October 2016.

Information, including the ordering/purchasing contact, is available on the DOP website at: <http://purchasing.idaho.gov/pdf/contracts/Wireless/PADD15200993.pdf>.

If you have questions, please contact Stephanie at stephanie.wildman@adm.idaho.gov or 332-1611.

Making Cent\$ - Utilizing State Contracts, Cont.

Vehicle Contracts

Corwin Ford (SBPO1393), Goode Motor (SBPO1397), and Mountain Home Auto Ranch (SBPO1396) have all provided updated pricing and availability for their Ford fleet. Pricing can be found on the Statewide Contracts webpage.

Be aware of the cut-off dates for Chrysler and Chevrolet products. Information is available at: http://www.us.leaseplan.com/pu/enUS/2015_ordercutoff_startup_dates.jsessionid=612E23372EF451B703D2E22188FC700E.node2.

If you have any questions about statewide vehicle contracts, contact Danny Downen at daniel.downen@adm.idaho.gov or 332-1605.



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

Who is "New"?

Shawna West, joined Division of Purchasing as a Buyer

Jessica Howell, joined the Department of Corrections as a Grants/Contracts Officer

Jaimy Adams, joined the Department of Corrections as a Grants/Contracts Officer

Josee Jensen, joined the Department of Corrections as a Sr. IT Buyer

Rachael JeanBlanc, joined Public Health-Idaho North Central District (PHD2) as the Financial Manager

Kelly DiRocco, joined the Department of Health and Welfare as a Grants Contract Officer

Glyn Roberts, joined the Department of Water Resources as a Storekeeper

JP Brady, joined the Department of Health and Welfare as a Buyer

On...the...Move

Cameron Craven, promoted to Grants Contract Officer Supervisor for the Dept. of Environmental Quality

Jim Cryer, promoted from WOTC to Purchasing for the Department of Labor

Tony Pirc, Chief Procurement Officer for the Department of Education



Retiring Too!

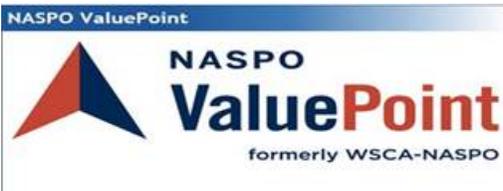
Jade Bacus, Retiring after 43 years with the Department of Labor and is looking forward to several camping trips. We wish her well in her retirement.

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. Select "Inventory Search" in the left-hand column, and click on "view all items" at the top of the new page. You will then have the ability to sort all inventory by "date" in the farthest right column so that the newest inventory shows on the top of the chart. 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 June 28 through July 5 for inventory.****



Did You Know???

NASPO ValuePoint – What is this?

"WSCA" (Western States Contracting Alliance) is now "NASPO ValuePoint." WSCA was the cooperative contracting arm of NASPO (National Association of State Procurement Officials), an association consisting of all 50 states, led by the Chief Procurement Officers of each state (Bill Burns for Idaho). Internal restructuring has resulted in a branding of the contracting arm formerly known as "WSCA," as well as increased participation on the cooperative procurement side, by all 50 states.

What does this mean for you?

The only impact on state agencies is the change to utilize the name "NASPO ValuePoint" in place of "WSCA" when referring to these cooperative contracts. Our Statewide Contracts are issued as SBPOs and PADDs:

1. If a contract starts with "SBPO," it is a Statewide Blanket Purchase Order (this is a contract which was competitively bid by the Division of Purchasing and awarded for use statewide).
 2. If a contract starts with "PADD" it is a Participating Addendum to a NASPO ValuePoint cooperative contract (formerly "WSCA" contracts), with the master agreement held by another state.
- For more information on NASPO ValuePoint, you can visit: <http://www.naspovaluepoint.com/#/home/contracts>.
 - We will have additional information and answer any questions you may have at the next Quarterly Workshop (or feel free to reach out to us directly).

Upcoming Training Classes!!

The following training classes are scheduled through November 2015. 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
June 23	TBD	Intro to Public Procurement
July 14-16	TBD	Sourcing in the Public Sector
August TBD	TBD	IPRO/WebProcure Training
October 13	TBD	Ethics in Public Procurement
November TBD	TBD	Intro to 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.

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., July 21, 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!!!!

The next 2015 meeting is 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