



STATE PURCHASING

Quarterly Connection

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SPRING 2016

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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

Hilderbrand's Highlights

Updates from the Administrator



New State Purchasing Manager

I am pleased to announce the promotion of Valerie Bollinger to the position of State Purchasing Manager, effective March 27, 2016. Valerie has been with the Division of Purchasing since 2014. Prior to working for the State, Valerie was a Buyer in the University of Idaho's office of Contracts and Purchasing Services. Valerie is a 2010 graduate of the University of Pittsburgh School of Law and practiced law in Pittsburgh for two years prior to moving to Idaho. With Valerie's promotion, DOP will be hiring for two "Buyer underfill for Purchasing Officer" positions, after which the agency liaison list will be updated and re-posted to the DOP website.

New Purchasing Legislation

The Legislature's "Interim Purchasing Committee" was successful in passing the House and the Senate with its revised purchasing legislation, which is awaiting review by the Governor. The committee was "re-authorized" for the coming year in order to continue its review and analysis of Idaho's Procurement Code.

If the legislation passes (*if it is not vetoed by the Governor*), it will be effective July 1, 2016, prompting modifications to the majority of DOP's published materials (*manuals, templates, forms, etc.*), to reflect both the change in Code citations as well as the modifications made to individual code sections, along with the addition of a handful of "new" sections, specifically addressing training, delegated authority and contract oversight (*several of which also require the administrator to promulgate rules*). These code changes (*and ultimately the changes to IDAPA*) will also require individual agencies to update their internal manuals and processes.

You can view the text of House Bill 538 (*State Procurement Act*) at: <https://www.legislature.idaho.gov/legislation/2016/H0538.htm>.

DOP will be publishing a cross-walk for code sections as well as a summary of the changes; and updated materials (*manuals, templates, forms, etc.*) will be posted to our website by the July 1 effective date. We will also provide training opportunities over the next several months, to address the impact of the changes (*notices will be posted on our website and advertised via e-mail as well*) and answer specific questions which agencies may have related to the revised and new code sections.

While a handful of the changes will result in additional record keeping and reporting, as well as process modifications; several of the code modifications will allow for increased flexibility (*including the potential for broader exemptions from open contracts*).

As DOP works to incorporate these changes, we look forward to receiving input from the agencies, and encourage your participation as we call for volunteers to staff work groups and sourcing teams.

The Bollinger Brief

from the desk of the State Purchasing Manager



Spring is a time for new life and new opportunities. I am thrilled to be embarking on a new adventure as the State Purchasing Manager. I want to take this opportunity to introduce myself to those of you with whom I've not had the pleasure of working. Like most people, I got into purchasing largely by accident. After moving to Idaho in 2012, I was looking for a job that would allow me to utilize my legal background (I graduated from Pitt Law in 2010), without the crazy hours of practicing law (not to mention the need to take the bar exam again!) I joined the purchasing department at the University of Idaho, where I worked for two years. I then made the move to the Treasure Valley to join the Division of Purchasing in 2014. I love purchasing because it appeals to my logical nature, it offers great variety, and affords me the opportunity to work with great people around the state.

I have two main goals as I take on the role of Purchasing Manager. The first is increased communication and collaboration. We all come to our positions with varying skills and experiences. I hope that with open communications, we can share our perspectives and learn from each other. The second is quality training. I have always believed that good training is the cornerstone of good management. If you expect people to succeed, you must give them the necessary tools. As such, one of the large projects I plan to tackle as Purchasing Manager is to work toward development of a robust training program that addresses the fundamentals of public purchasing and contract management, as well as the specific rules and policies we follow in Idaho. I hope to get input and feedback as we develop this program, so that it can be as useful and effective as possible.

I look forward to working with all of you! Happy Spring!



Mail Services & Quick Copy



A couple of years ago, the Postal Service was given permission to raise rates for first class mail by \$0.02. This rate increase was approved as a short-term surcharge, not a permanent rate increase; the anticipation has been that absent Congressional or Court action to make the existing exigent surcharge for Market Dominant Products and Services part of the rate base or to otherwise extend it, the Postal Service would provide notice of adjusted rates to the Postal Regulatory Commission.

The Postal Service recently provided this notice. What it means to us is a **possible savings of up to \$0.02 per item**, a substantial savings to those with significant mailings. Postal will send out a notice if and when this goes into effect.

As always, Postal and the Copy Center are here to serve your printing and mailing needs at a competitive price. If you have any questions about our copy services, 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)

Making Cent\$ - Utilizing State Contracts

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

State Vehicles

Schedules for vehicle cutoff and production dates have been updated. Updated pricing is not yet available. If you have any questions, please contact Danny Downen at: daniel.downen@adm.idaho.gov

Software VAR with SHI (PADD16200271)

We have issued two additional Amendments. Amendment 4 deletes Salesforce.com, which was inadvertently included on SHI's Pricing Sheet. Additionally, Amendment 4 adds CommVault to the contract. Amendment 5 simply changed "Experian Name Search & QAS Pro Web" to "Experian" on the Pricing Sheet, allowing for more Experian product options. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

Software VAR with Dell (SBPO1338)

The price list has been updated (see the "Dell Cost Proposal" link for this contract here). On the Category 2 tab, "Attachmate" has been changed to read "Attachmate/Micro Focus". This is because Attachmate is now a part of a company called Micro Focus. No changes to pricing for Attachmate have occurred. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

IT Security Related Products—Right! Systems (SBPO01375)

The publisher (manufacturer) Pulse Secure has been added to this contract with Right! Systems, Inc. For pricing information, please see the last page of the information within the "Cost Sheet" link for that contract. 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. If you have any questions, please contact Arianne Quignon at: arianne.quignon@adm.idaho.gov

Lab Supplies and Equipment Update

New master agreements have been awarded to Fisher Scientific, VWR, and Nikon (for microscopes) and PADDs are expected to be executed any day. If you have any questions, please contact Chelsea Cameron at: chelsea.cameron@adm.idaho.gov

Paper and Plastics, Cleaning Supplies—Brady Industries

The contract with Brady Industries has been renewed for another four (4) months (6/9/16 – 10/8/16). If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

Office Furniture Contracts—Herman Miller PADD1116

The Herman Miller contract has been amended to approve the price adjustment for the "Price List" dated February 2016. Additionally the following products have been added to the contract: Canvas Dock, Layout Studio, Metaform, Exclave Performance Gear, Domino Storage, War Bennett Products and Review Link. The contract, Appendix A and Featured Products List have been updated to reflect these changes. Please refer to http://purchasing.idaho.gov/statewide_contracts.html for further information.

Data Breach and Credit Monitoring

Idaho was the lead state for a recent NASPO ValuePoint RFP for Data Breach and Credit Monitoring Services. Idaho has awarded Master Agreements to CS Identity and ID Experts and is currently working toward executing PADDs. If you have any questions, please contact Valerie Bollinger at: valerie.bollinger@adm.idaho.gov

IT Contracted Services

A new PSO form has been rolled out, including a template evaluation form. The new PSO form requires a signature from a fiscally responsible person to be effective. These changes are intended to assist agencies to ensure compliance with Idaho Code 67-5718A (multiple award). If you have any questions, please contact Gregory Lindstrom at: gregory.lindstrom@adm.idaho.gov

Facilities MRO

DOP will hold a vendor forum in April to help the vendor community understand how to participate in future Facilities MRO solicitations (whether issued through NASPO ValuePoint or DOP). Arianne is also establishing a sourcing team to discuss Facilities MRO and work toward statewide contracts that best meet the needs of the state.

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

Who is "New"?

Alan Forrester, Alan has joined the **Division of Veterans Services** as a Buyer.

Jason Skelton, Jason has joined the **Idaho Military Division** as a Buyer.

Patsi Shandera, Patsi has joined the **Department of Lands** as a Buyer.

Jon Wald, Jon has joined the **Department of Corrections** as a Senior Buyer.

On...the...Move

J.P. Brady was recent promoted to **Senior Buyer** in the **Department of Health and Welfare**.

Bob Morlan was recently promoted to **Purchasing Agent** in the **Department of Corrections**

Retiring Too!

Teena Gortsema is retiring after 32 years with the **Department of Health and Welfare**. Best Wishes!



Federal Surplus Has What You Need

We at the Federal Surplus are all about the savings!

With spring upon us, we have all the items you'll need to start your upcoming projects: from ditchers to dump trucks for our outdoor enthusiasts, to office supplies and furniture for our spring cleaners. We offer a wide variety of items that will suit all your needs and at a cost that won't break your budget. Visit the FSP website at www.fsp.idaho.gov to virtually view our growing inventory.

If you're looking for ways to stretch your budget, you cannot afford to pass us up. If we don't have it, we will do our best to find it. The laughter around here is free so stop in today!

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 Monday, May 30th*****



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
April 12-13-14	Meridian	Contract Administration	Almost Full
May 17-18-19	Meridian	Legal Aspects	Almost Full
Nov TBD	Meridian	Intro to Public Procurement	Open

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>

Did you Know???

This is a reminder that the last day to submit purchase requisitions for FY16 to the Division of Purchasing is Friday, April 08, 2016. Requisitions received after April 08, 2016 may not be processed or awarded until after June 30, 2016 (FY17).

