



STATE PURCHASING

Quarterly Connection

VOLUME 7, ISSUE 1

SUMMER 2016

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

Hilderbrand's Highlights

Updates from the Administrator



STATE PROCUREMENT ACT (I.C. 67-9201 et seq.)

The [State Procurement Act](#) created a new chapter for state purchasing: Chapter 92, effective July 1, 2016. On July 1, DOP posted updated templates, forms and other materials to our website, reflecting both the change in code citations, as well as a handful of substantive changes. While there are some minor verbiage modifications throughout the new chapter, and the sections have been reorganized for ease of use; there are only a handful of substantive changes. The most notable of which are outlined in LSO's (Legislative Service Office) document which is linked on our home page (and here): [Notes on State Procurement Act](#); and which include a broader exemption from Open Contracts, "in the best interest of the state" (formerly, this piece of Code only allowed for exemptions based on "capability"); the requirement that the Administrator establish training for ALL officers and employees with procurement duties; the requirement that ALL agencies report to the legislature on "qualifying contracts" (defined as over \$1.5M); and two new sections which require the Administrator to promulgate rules on "Contract Oversight" and "Delegated Purchasing Authority" (along with a new and more robust [ETHICS](#) section). DOP is preparing additional materials for agency reference; and if you have an assigned agency liaison, your liaison will be reaching out to you in the next few weeks to schedule a brief training on the provisions of the new chapter which may affect you (additional "general" trainings will be scheduled as well – with the dates and times posted on DOP's website). If you have not updated your internal documents with the new code references, you will need to do so. If you have immediate questions, please don't hesitate to reach out to your liaison, Valerie, myself or purchasing@adm.idaho.gov.

NEGOTIATED RULEMAKING

Two of the new sections in Chapter 92 require the Administrator to promulgate rules related to "Contract Oversight" and "Delegated Purchasing Authority." DOP has announced its intent to proceed with Negotiated Rulemaking, in order to have "final drafts" of each of the proposed rules published by the deadline in August. We have scheduled three (3) "general" meeting times over the next three weeks, for agencies to stop in to DOP and share their comments, questions, concerns and insight related to these two topics. The dates and times are published on the front page of our website: [Rule Changes](#). Additionally, individual agencies may request a separate meeting with DOP (and may also submit comments/questions), by contacting purchasing@adm.idaho.gov or sarah.hilderbrand@adm.idaho.gov. At this time, we have a general outline for each of the rules, addressing the Code requirements, which will evolve over the next several weeks as we have an opportunity to meet with agency representatives.

The Bollinger Brief

from the desk of the State Purchasing Manager



One of the sections of the newly enacted State Procurement Act is a requirement that the Division of Purchasing establish training for all state employees who have responsibilities related to procurement, including contract administration, management or monitoring. See Idaho Code section 67-9207. While DOP has always considered training to be of vital importance, this new mandate by the legislature both reinforces and broadens the need for a robust training program.

To answer this challenge, DOP will be embarking on an effort to develop its training program in two major ways. First, for procurement professionals, DOP is launching an effort to establish a state certification program. At a minimum, the certification program will require completion of a number of Idaho-specific courses aimed at ensuring clear understanding of Idaho rules and requirements, as well as developing standard processes throughout the various state agencies. DOP will be seeking volunteers from various agencies to participate in a working group to help develop the requirements and major content areas for the state certification program. Second, DOP will be developing training materials for state employees who are not procurement professionals, but whose duties relate to contract administration, management or monitoring. Examples may include ordering from statewide (open) contracts, inspection and acceptance of goods, performance monitoring, etc.

Quality, comprehensive training is a fundamental requirement for excellence in public procurement. Personally, I am excited to take on this challenge. I look forward to working with the agencies and DOP staff to develop a training program that we can all be proud of, and that will help everyone to better serve the state and our taxpayers.

Mail Services & Quick Copy



As you may have heard by now, Lew Carroll, manager of the Postal and Copy Centers, will be retiring this month.

He wanted to share the following:

I would like to thank all our customers for their cooperation, dedication and faith in us. If it were not for you there would be no copy or postal.

I would like to thank the postal and copy center employees. I have heard that a manager is only as good as his employees; if true, I must be a good manager, as my staff is the best. The entire crew is completely dedicated to the needs of the State agencies we serve.

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 us at 332-1941. For Postal questions, contact us 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

Public Safety and Communication Equipment

New contracts have been awarded to JVCKenwood for radios. Please note that all the information regarding value added resellers, pricing, and the Contractor contact is included as hyperlinks in the contract description column. If you have any questions, please contact Danny Downen at: daniel.downen@adm.idaho.gov

Software VAR with SHI International

The contract with SHI International has been extended through 9/30/16. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

IT Security Related Products

The following IT Security Related Products Contracts have been extended through 8/31/16.

SBPO1373—Advanced Systems Group
SBPO1374—Network Consulting Services
SBPO 1375—Right! Systems
SBPO 1376—Structured Communication Systems
SBPO 1377—CompuNet

Note: the new solicitation closed on 7/13/16

If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

Copier Contracts

New contracts are in place and posted to the website. Please note that not all of the previous contractors have signed PADDs at this time. PADDs that have been awarded are:

PADD16201163—Sharp—Group A, & B.
PADD126001164—Xerox—Group A, B, D.
PADD16201165—HP—Group D.
PADD16201166—Cannon—Group A-B-C & D
PADD17200007—Konica Minolta—Group A, B & D

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 posted. The contract terms are 4/1/2016-3/31/2019. If you have any questions, please contact Chelsea Cameron at: chelsea.cameron@adm.idaho.gov

Body Armor

The Participating Addenda for body armor expire 7/31/16. Please be advised we will not have new contracts in place by that time. Please make accommodations when considering your agency's body armor needs. If you have any questions, please contact Jason Urquhart at: jason.urquhart@adm.idaho.gov

Practice Ammo—SBPO1390

The statewide contract for practice ammo with Salt Lake Wholesale Sports has been renewed. (7/6/16-7/5/17) There are price changes on several items and some items are no longer available on the contract. If you have any questions, please contact Jason Urquhart at: jason.urquhart@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 67-9211 (multiple award). If you have any questions, please contact Gregory Lindstrom at: gregory.lindstrom@adm.idaho.gov

Automobile Rental

The contract with Enterprise has updated pricing and website information. Please view the changes under the Program Summary and Pricing as well as the Information and Website links. If you have questions, please contact Danny Downen at: daniel.downen@adm.idaho.gov

State Vehicle Contracts

The following contracts have updated pricing.
SBPO16200401 (Goode Motors)
SBPO16200403 (Mountain Home Auto Ranch)
If you have any questions, please contact Danny Downen at: daniel.downen@adm.idaho.gov

Office Supply Contracts

Please refer to the last page in this newsletter for information regarding the Office Max/Office Depot platform changes that are coming in the next few months.

****Further instructions will be sent out on the purchasing list serve to each agency that will detail the next steps.

Statewide Quarterly/Business Meeting

Plan to attend the STATEWIDE QUARTERLY/BUSINESS MEETING!

Tuesday, Oct 11, 2016 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: Lora Longhurst
General phone number: 293-3346

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



CALL FOR IDEAS. . .

- * WE ARE ALWAYS LOOKING FOR MORE TOPICS FOR OUR WORKSHOPS.
 - * IF YOU WANT TO VOLUNTEER TO PRESENT OR PARTICIPATE, LET US KNOW
 - * IF YOU WANT TO BE PART OF PANEL DISCUSSION, LET US KNOW
- EMAIL US AT: PURCHASING@ADM.IDAHO.GOV

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

Who is "New"?

Joseph Nelson, Joey has joined the **Division of Purchasing as a Buyer.**

Karina Myles, Karina has joined the **Department of Labor as a Financial Specialist, Principal.**

Linda Chromey, Linda has joined the **Department of Health and Welfare as a Buyer.**

Whitney Senwick, Whitney has joined the **Idaho Transportation Department, District 5 as a Buyer.**

On...the...Move

Trevor Hall was recent promoted to **Purchasing Agent for the Idaho Military Division.**

Retiring Too!

Paul Walker is retiring from his position as a Supply Operations Supervisor in Idaho Transportation Department's District 6! Best Wishes!

Val Petersen After 30 years with the copy center Val will be moving on to retirement. He says he's ready do to whatever he wants to. His first trip will be to Yellowstone in a converted 1956 greyhound bus equipped with all the modern necessities. From there it will be a "honey-do" list. We wish him all the best in his travels.

Lew Carroll After retiring from the US Postal Service in 2005, Lew started with the State of Idaho Military Division. In 2011, he transferred to the Department of Administration, Division of Purchasing as the manager of the postal and copy centers. Now it is time for a new frontier – retirement! We wish him all the best in his new frontier!

Federal Surplus Has What You Need

We at Federal Surplus are all about the savings!

Summer is in full swing and we're here to provide you with all your maintenance needs. Come browse our inventory of hand tools, tires, engines and transmissions. Now is a great time to stock your office and work vehicles with first aid supplies for the occasional burn or cut. 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. Humor 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.



Office Supply Contract – Office Max/Office Depot – More Changes are Coming!!!

Due to the continuation of the merger between OfficeMax and Office Depot, we will begin the migration from **Office Max** to the new **Office Depot** Platform. This will be completed in two stages. The State of Idaho's agencies will begin migrating to the new Office Depot platform in August. **All political subdivisions will follow in the next quarter after the State agencies have moved.**

What does this mean for you?

1. You will continue to receive the pricing and benefits you currently have, with some additional features offered by the Office Depot website.
2. We will coordinate training at a later date, to show you the new advances on the site, and how to navigate and place orders on the new website.
3. In the meantime, we need your assistance to ensure this process is seamless and only incorporates the data you need.

What are the steps that you need to take?

1. You will receive a notice via the purchasing list serve and Office Max that has an attachment with several tabs for you to note changes/deletions to current ship to addresses and/or users on your OfficeMax on-line accounts.
2. **By Friday July 29th**, you will need to complete the attached form and send it to the "Office Depot Implementation Manager" working on the project noted below. The attachment was created to allow you an easy way to note changes/deletions to current ship to addresses and/or users on your OfficeMax program. Please rename this file to include your agency name when emailing this back to the contact at Office Depot, as this process is being tracked to confirm which agencies have responded requesting changes.
3. This form also confirms your billing requirements. In order to expedite the process and ensure proper billing on your account as well, it is highly recommended that you provide your AP contact's name, email and phone number on the first tab for the Office Depot team to contact in the event changes are needed on the billing setup. If a contact is not provided and your billing format/frequency cannot be accommodated on the new system, you will automatically be set up with a weekly ePDF emailed to the contact on the current account. The benefit of this process is to allow your agency an opportunity to "freshen up" old out-used data before moving information over to the new site, which will benefit your associates by providing the most current data on the new site.
4. **Beginning Friday August 5th, no new changes will be transferred to the new site.** You will however, be able to update Beginning 08/01. Office Depot will begin transferring data stored under your account to the new platform. This includes all ship to, user, and any cost center/GL code information you have stored on your OfficeMax account.

A go live date for this change when the new Office Depot site will be active, as well as training dates, will be announced shortly. We appreciate your attention to this process. If you have questions, please contact the Implementation Manager at Office Depot to assist.

Office Depot Implementation Manager - Heather Grass Email - heather.grass@officedepot.com

Upcoming Training Classes!!

The following training classes are scheduled through November 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
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???

The Great Seal of Idaho....

was designed by Emma Edwards Green.



And is the only one in the nation that was designed by a Woman.

