Idaho Division of Purchasing

Quarterly Workshop
13 February 2020
Workshop Agenda

- 9:00 – 9:05 Introduction (Forrest)
- 9:05 - 9:20 Updates from the Administrator (Steve Bailey)
- 9:20 -10:05 Statewide Contract Updates (Jason, Danny, Arianne)
- 10:05 -10:15 Contract Administration (Maria, Gina)
- 10:15 -10:25 LUMA Procurement Update (Jason Skelton)
- 10:25 -10:45 Networking Break
- 10:45 -11:05 How to work with Statewide Contracts (Arianne Quignon)
- 11:25 – 11:50 Update on phase 2 of Modernization (ITS)
- 11:50 – 12:00 Questions
Introduction

Forrest Benedict
Administrator’s Update

Steve Bailey
# DOP Key Metrics – January

## PURCHASING & FEDERAL SURPLUS METRICS - JANUARY (NEXT UPDATE: MARCH 6)

<table>
<thead>
<tr>
<th>METRIC</th>
<th>TARGET</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation Outcome</td>
<td>&gt; 90%</td>
<td><img src="#" alt="Green" /></td>
<td>Actual: 81% (+3)</td>
</tr>
<tr>
<td>Net Promoter Score</td>
<td>&gt; 8</td>
<td><img src="#" alt="Green" /></td>
<td>8.9 (+0.1)</td>
</tr>
<tr>
<td>Solicitation Cycle-time</td>
<td></td>
<td><img src="#" alt="Green" /></td>
<td>Actual performance:</td>
</tr>
<tr>
<td>RFQ</td>
<td>&lt; 6 wks</td>
<td><img src="#" alt="Green" /></td>
<td>• 5.8 weeks (+0.4)</td>
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<tr>
<td>ITB</td>
<td>&lt; 14 wks</td>
<td><img src="#" alt="Green" /></td>
<td>• 12.5 weeks (-1.4)</td>
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<tr>
<td>RFP</td>
<td>&lt; 20 wks</td>
<td><img src="#" alt="Green" /></td>
<td>• 19.8 weeks (-3.2)</td>
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<tr>
<td>Solicitation Satisfaction</td>
<td>&gt; 8</td>
<td><img src="#" alt="Yellow" /></td>
<td>7.8 (first number)</td>
</tr>
<tr>
<td>Training Survey Scores</td>
<td>&gt; 4</td>
<td><img src="#" alt="Green" /></td>
<td>Actual: 4.2 (Flat)</td>
</tr>
<tr>
<td>Line Items Received</td>
<td>&gt;150</td>
<td><img src="#" alt="Yellow" /></td>
<td>Actual: 102 (+26)</td>
</tr>
<tr>
<td>Eligible Donees</td>
<td>&gt;250</td>
<td><img src="#" alt="Green" /></td>
<td>Actual: 262 (Flat)</td>
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<tr>
<td>Donations</td>
<td>&gt;200</td>
<td><img src="#" alt="Green" /></td>
<td>Actual: 239 (+18)</td>
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**NOTE:** (X) = month-over-month change
## IT Acquisition Improvement Workshops

### DOP & ITS Collaboration

<table>
<thead>
<tr>
<th>IT Supplier Representatives</th>
<th>IT Agency Representatives</th>
<th>Idaho Core Team</th>
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</thead>
<tbody>
<tr>
<td>November 19th</td>
<td>November 22nd</td>
<td>December 11th &amp; 20th</td>
</tr>
<tr>
<td>22 Members</td>
<td>14 Members</td>
<td>12 Members</td>
</tr>
</tbody>
</table>

### Workshop Themes

- **Training** – Additional training is needed for both agencies and suppliers, particularly in use of processes.
- **Terms & Conditions** – Concerns over unlimited liability & indemnification; ability to adjust terms.
- **Process** – Early involvement of DOP & ITS is essential; Solution based ITN is welcomed.
- **Communication** – Open more channels of communication across the entire acquisition process.
- **Speed & Agility** – The rate of change in the IT segment requires speed in the acquisition process; cut waste.
- **Early Adopters** – Enable technology pilot testing within competitive purchasing process.
A Friendly Reminder…
Purchasing Advisory Committee

**PAC Vision:** An impartial, objective group providing advice, assistance, and support for the Idaho Division of Purchasing on matters that will strengthen purchasing for those served by our agency.

**PAC Membership**
- **Governor’s Office**
  - Brian Wonderlich
- **Agency Purchasing**
  - Valerie Carlson – Health & Welfare
  - Tonya March – Agriculture
- **Agency Leadership**
  - Maria Barratt-Riley – Public Utilities Commission
  - Pat Donaldson – Department of Corrections
- **Private Industry Purchasing**
  - Heather Baldwin – Micron, VP Purchasing
  - Kevin Price – AmerisourceBergen, VP Sourcing
- **Local Entrepreneurs**
  - Shannon Rush-Call – Strelo Group, Owner
  - Dan Sell – The Stil, Owner
- **Suppliers to the State of Idaho**
  - Mimi Farr – Cisco
  - Dana McLean – Public Consulting Group
- **Academia**
  - Matt Castell – BSU Supply Chain
CY2020 Strategic Focus

Strategic Objectives

Build a Talent Pipeline
- Recruiting resources
- Onboarding process
- Professional development plans
- Succession plans & HIPO management

Strengthen Agency Relationships
- Agency relationship strategy
- Agency IPRO user group
- Service Partnership Agreements

Drive Speed, Agility & Awareness
- Process analysis & improvement
- Annual purchasing conference
- DOP branding and social media strategy
- Annual procurement month recognition

Increase Contract Leadership
- Contract Administration and Management Toolkit
- Statewide contract management program

Sponsors & Initiatives

Chelsea Robillard
- Recruiting resources
- Onboarding process
- Professional development plans
- Succession plans & HIPO management

Steve Bailey
- Agency relationship strategy
- Agency IPRO user group
- Service Partnership Agreements

Valerie Bollinger
- Process analysis & improvement
- Annual purchasing conference
- DOP branding and social media strategy
- Annual procurement month recognition

Jason Urquhart
- Contract Administration and Management Toolkit
- Statewide contract management program
Statewide Contract Updates

Jason Urquhart
Danny Downen
Arianne Quignon
Statewide Contract Updates

Jason Urquhart

- Ammunition
- CDL Alcohol & Controlled Substance Testing
- Data Breach & Credit Monitoring Services
- Fresh Produce
- Light Bars
Statewide Contract Updates
Danny Downen III

- Propane
- Car Rentals
- Bulk Fuels
- Vehicles
- Transition
Statewide Contract Updates

Arianne Quignon

- MRO – Grainger additional help on website
- Copiers – Anticipated award information

<table>
<thead>
<tr>
<th>Offeror</th>
<th>A3 MFD’s</th>
<th>A4 MFD’s</th>
<th>Production Equipment</th>
<th>Single-function Printers</th>
<th>Large/Wide Format Equipment</th>
<th>Scanners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Group B</td>
<td>Group C</td>
<td>Group D</td>
<td>Group E</td>
<td>Group F</td>
<td>Group F</td>
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<tr>
<td>Toshiba</td>
<td>HP</td>
<td>Ricoh</td>
<td>HP</td>
<td>Canon</td>
<td>Canon</td>
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<td>Canon</td>
<td>Canon</td>
<td>Canon</td>
<td>Toshiba</td>
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<td>Kyocera</td>
<td></td>
<td></td>
<td></td>
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5 Awarded Contractors:
Contract Administration

Post-Award Activities

• Amendments, Renewals, Extensions
• Assistance with contract management challenges

Contract Management (day-to-day activities) remains with the agency.

DOP Contract Administrators
Gina Cabrera    Maria Minicucci
LUMA Procurement Update

Jason Skelton
Network Break
How to work with Statewide Contracts
Arianne Quignon
Helping Vendors: How Much is Too Much

Valerie Bollinger
Appropriate Assistance

- Telling vendors to register and view sourcing events in IPRO
- Sending vendors to DOP IPRO help or Jaggaer help

Too Much Help

- Giving individual vendors information about sourcing events in advance
- Making changes to vendor profiles
- Sending sourcing event documents directly to vendors
- Providing direct assistance to a vendor trying to prepare or submit a bid
Update on phase 2 of Modernization
Functional and Personnel
IT Modernization Phases and IT Services
- Phase 2 Agency Results
- FTP Totals
- Phase 1 Financial Analysis
## Modernization Phases and IT Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Original ITS</th>
<th>Phase 1 (adds)</th>
<th>Phase 2 (adds)</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Administrator</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Security Policy</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Geospatial</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Business Ops</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Security Operations</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Network Operations</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Service Desk</td>
<td>5</td>
<td>7</td>
<td>17</td>
<td>29</td>
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<tr>
<td>Web Hosting/Database</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>14</td>
</tr>
<tr>
<td>Server and Sys Admin</td>
<td>4</td>
<td>8</td>
<td>25</td>
<td>37</td>
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## Modernization Phases and IT Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Original ITS</th>
<th>Phase 1 (adds)</th>
<th>Phase 2 (adds)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance <em>(NEW</em>)</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Application Development</td>
<td>5</td>
<td>9</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>1</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Architects <em>(NEW</em>)</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Licensing/Sourcing <em>(NEW</em>)</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Program Management <em>(NEW</em>)</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Data Analytics <em>(NEW</em>)</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
<td><strong>36</strong></td>
<td><strong>74</strong></td>
<td><strong>140</strong></td>
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## Modernization and Phase 2 Agency Impact

<table>
<thead>
<tr>
<th>Agency</th>
<th>Total Personnel</th>
<th>IT Personnel</th>
<th>FTP Reduction</th>
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<tbody>
<tr>
<td>Fish &amp; Game</td>
<td>932</td>
<td>34</td>
<td>16</td>
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<tr>
<td>Water Resources</td>
<td>169</td>
<td>20</td>
<td>12</td>
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<tr>
<td>Environmental Quality</td>
<td>347</td>
<td>18</td>
<td>16</td>
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<tr>
<td>Corrections</td>
<td>1,919</td>
<td>33</td>
<td>21</td>
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<tr>
<td>Real Estate</td>
<td>18</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Parks &amp; Rec</td>
<td>415</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Agriculture</td>
<td>390</td>
<td>11</td>
<td>11</td>
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<tr>
<td><strong>Total</strong></td>
<td>4,190</td>
<td>123</td>
<td>83</td>
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### IT Modernization FTP Totals

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>83</td>
<td>Phase 2 Agency FTP Reduction</td>
</tr>
<tr>
<td>74</td>
<td>Phase 2 FTP Additions to ITS</td>
</tr>
<tr>
<td>9</td>
<td>FTP Reduction (Phase 2)</td>
</tr>
<tr>
<td>16</td>
<td>FTP Reduction (Phase 1)</td>
</tr>
<tr>
<td>25</td>
<td>Net FTP Reduction to date</td>
</tr>
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</table>
Phase 1 Financial Analysis (2% CEC)

<table>
<thead>
<tr>
<th></th>
<th>FY 19</th>
<th>FY 20</th>
<th>FY 21</th>
<th>FY 22</th>
<th>FY 23</th>
<th>FY 24</th>
<th>Total</th>
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<tbody>
<tr>
<td>Net PC reduction</td>
<td>$0</td>
<td>$1,008,600</td>
<td>$1,028,772</td>
<td>$1,049,347</td>
<td>$1,070,334</td>
<td>$1,091,741</td>
<td>$5,248,795</td>
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<tr>
<td>Direct/Indirect Costs</td>
<td>$436,000</td>
<td>$423,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$859,000</td>
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<tr>
<td>Phase 1 IT Ops Savings</td>
<td>$45,576</td>
<td>$153,459</td>
<td>$228,480</td>
<td>$228,480</td>
<td>$228,480</td>
<td>$228,480</td>
<td>$1,112,956</td>
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<tr>
<td>ITS Process Savings</td>
<td>$267,601</td>
<td>$248,450</td>
<td>$248,450</td>
<td>$248,450</td>
<td>$248,450</td>
<td>$248,450</td>
<td>$1,509,848</td>
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<tr>
<td>Net Savings/(Loss)</td>
<td>($122,823)</td>
<td>$987,509</td>
<td>$1,505,702</td>
<td>$1,526,277</td>
<td>$1,547,264</td>
<td>$1,568,671</td>
<td>$7,012,599</td>
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Upcoming Events

17 Feb.
President’s Day Holiday

5 Mar.
Ice Cream Social

17 Mar.
ITCore Group Meeting

24 Feb.
DPA Council

18 Mar.
Procurement Month Celebration
Open Discussion

All
Procurement Month
March 2020

You are cordially invited to the
NATIONAL PROCUREMENT MONTH LUNCHEON

Hosted by the Idaho Division of Purchasing
Wednesday, March 18, 2020 at 11:00 a.m. - 1:30 p.m. MT
Galaxy Events Center
Located at Wahooz Family Fun Zone
1385 S Blue Marlin Ln, Meridian, ID 83642

Special guests:
- The Honorable Brad Little, Governor of Idaho
- Lindle Hatton PhD, CEO of the National Association of State Procurement Officials

Limited seating available! Please RSVP by March 4, 2020
purchasing@adm.idaho.gov