

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)
 - 11:05 -11:25 Helping Vendors: How Much is Too Much? (Valerie Bollinger)
 - 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)

METRIC	TARGET	STATUS	COMMENTS
Solicitation Outcome	> 90%		Actual: 81% (+3)
Net Promoter Score	> 8		8.9 (+0.1)
Solicitation Cycle-time	By type		Actual performance:
• RFQ	• < 6 wks		• 5.8 weeks (+0.4)
• ITB	• < 14 wks		• 12.5 weeks (-1.4)
• RFP	• < 20 wks		• 19.8 weeks (-3.2)
Solicitation Satisfaction	> 8		7.8 (first number)
Training Survey Scores	> 4		Actual: 4.2 (Flat)
Line Items Received	>150		Actual: 102 (+26)
Eligible Donees	>250		Actual: 262 (Flat)
Donations	>200		Actual: 239 (+18)

NOTE: (X) = month-over-month change

IT Acquisition Improvement Workshops

DOP & ITS
Collaboration

IT Supplier Representatives

November 19th
22 Members

IT Agency Representatives

November 22nd
14 Members

Idaho Core Team

December 11th & 20th
12 Members

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...

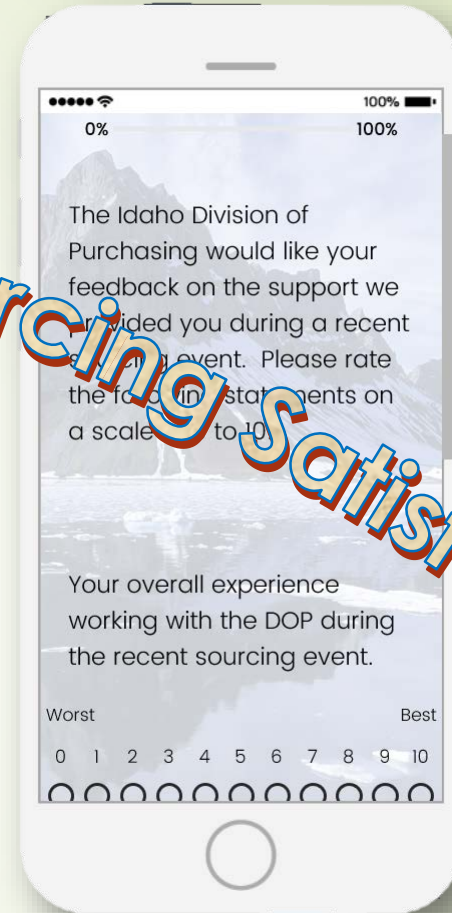
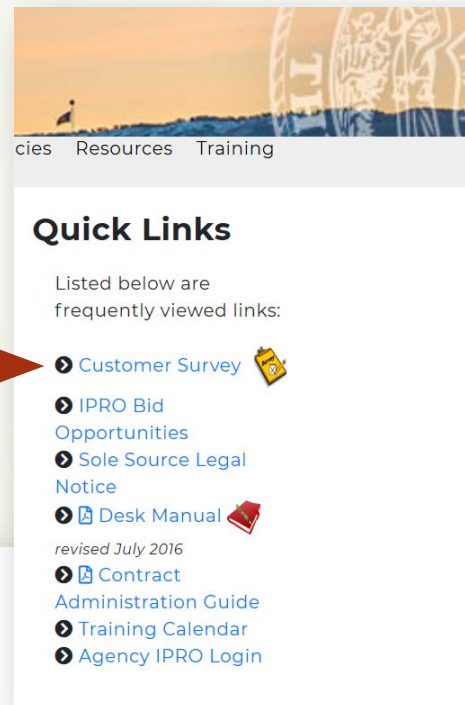
NPS Survey



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<https://purchasing.idaho.gov/>

- Spend 5-seconds telling us how we're doing @ [DOP Customer Satisfaction Survey](#)
- Questions about Jaggaer? Email: ipro@adm.idaho.gov
- Public record requests? Email: Purchasing@adm.idaho.gov



Sourcing Satisfaction

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**
 - Valarie 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

Strengthen Agency Relationships

Drive Speed, Agility & Awareness

Increase Contract Leadership

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

	A3 MFD's	A4 MFD's	Production Equipment	Single-function Printers	Large/Wide Format Equipment	Scanners
Offeror	Group A	Group B	Group C	Group D	Group E	Group F
5 Awarded Contractors:	Toshiba Canon Kyocera	HP Canon	Ricoh Canon	HP Toshiba	Canon	Canon

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

Too Much
Help

Telling vendors to register
and view sourcing events
in IPRO

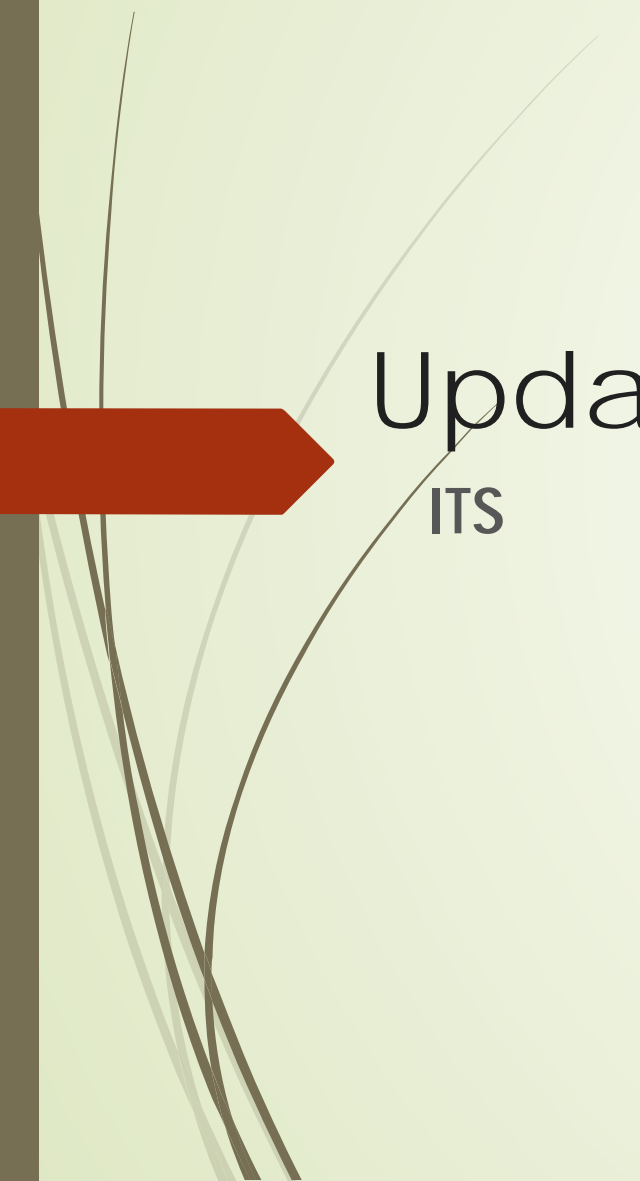
Sending vendors to DOP
IPRO help or Jaggaer help

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

ITS

Functional and Personnel

Functional and Personnel

- 
- ➡ IT Modernization Phases and IT Services
 - ➡ Phase 2 Agency Results
 - ➡ FTP Totals
 - ➡ Phase 1 Financial Analysis

Modernization Phases and IT Services

	Original ITS	Phase 1 (adds)	Phase 2 (adds)	Total
Administrator	4	1	0	5
Security Policy	2	0	1	3
Geospatial	2	0	1	3
Business Ops	3	0	2	5
Security Operations	3	2	2	7
Network Operations	3	4	3	10
Service Desk	5	7	17	29
Web Hosting/Database	4	5	5	14
Server and Sys Admin	4	8	25	37

Modernization Phases and IT Services

	Original ITS	Phase 1 (adds)	Phase 2 (adds)	Total
Compliance (NEW*)		2	1	3
Application Development		5	9	14
Financial Analyst		1	1	2
Human Resources		1	0	1
Architects (NEW*)			3	3
Licensing/Sourcing (NEW*)			2	2
Program Management (NEW*)			0	0
Data Analytics (NEW*)			2	2
TOTAL	30	36	74	140

Modernization and Phase 2 Agency Impact

	Total Personnel	IT Personnel	FTP Reduction
Fish & Game	932	34	16
Water Resources	169	20	12
Environmental Quality	347	18	16
Corrections	1,919	33	21
Real Estate	18	1	1
Parks & Rec	415	6	6
Agriculture	390	11	11
	4,190	123	83



IT Modernization FTP Totals

83	Phase 2 Agency FTP Reduction
74	Phase 2 FTP Additions to ITS
9	FTP Reduction (Phase 2)
16	FTP Reduction (Phase 1)
25	Net FTP Reduction to date

Phase 1 Financial Analysis (2% CEC)

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

Upcoming Events





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

