

Idaho Division of Purchasing



Quarterly Workshop

August 7, 2019



Workshop Agenda

- ▶ 9:00 – 9:05 Introduction (Forrest Benedict)
- ▶ 9:05 – 9:30 Administrator Update (Steve Bailey)
- ▶ 9:30 – 9:45 State Purchasing Manager Update (Valerie Bollinger)
- ▶ 9:45 – 10:05 Statewide Contract Updates (DOP Staff)
- ▶ 10:05 – 10:20 Networking Break
- ▶ 10:20 – 10:40 Jaggaer updates and best practices (Karen Butler, Forrest Benedict)
- ▶ 10:40 – 11:15 New Vehicle Ordering Process (Danny Downen)
- ▶ 11:15 – 11:45 Presentation by Correctional Industries (Terry Tharp)
- ▶ 11:45 – 12:00 Open Discussion (All)



Introduction

Forrest Benedict



Administrator's Update

Steve Bailey

60-Day Priorities

► People

- Conduct summer team building events
- Post and hire Contract Administrators
- Address Luma backfills
- Research team personality testing
- Conduct 1:1 meetings on expectations

► Performance

- Implement metric tracking and reporting
- Conduct leadership offsite
- Implement various efficiency improvements
- Submit budget request for Purchasing assessment consulting

► Support

- Publish a revised DPA policy
- Perform a review of key processes
- Develop a plan to implement DOP Advisory Committee
- Implement customer service training
- Publish DOP communication standards
- Communicate 60-day priorities to DOP and agency stakeholders

DOP Vision and Mission

Our Vision

We are recognized leaders in public procurement by serving as trusted advisors and partners, contributing to Idaho's strategic initiatives, and delivering outstanding customer service.

Our Mission

Our mission is to procure quality goods and services for the benefit of the people in the State of Idaho through collaborative, effective, and innovative procurement solutions. We promote an understanding of public procurement through quality guidance, training, and professional development.

- Publish DOP communication standards








DOP Communication

► Team Communication Response Standards

Communication	Standard Response Threshold
Voicemail	8 business hours
Email	Within next business day
IPRO new work assignment	Within next business day
Exemption requests	Acknowledge – 8 business hours Process – 5 business days

DOP Performance Metrics

PURCHASING METRICS

METRIC	TARGET	STATUS	COMMENTS
Solicitation Outcome	> 90%		Actual: 82%
Net Promoter Score	> 8		Overall customer satisfaction trend
Solicitation Cycle-time <ul style="list-style-type: none"> RFQ ITB RFP 	By type <ul style="list-style-type: none"> < 6 wks < 14 wks < 20 wks 	  	Actual performance: <ul style="list-style-type: none"> 5.9 weeks 13.6 weeks 24.8 weeks
Solicitation Satisfaction	> 8		survey agency procurement staff, SMEs, vendors after a solicitation
Training Survey Scores	> 90% @ > 4		Actual: 4.2

Exemption Requests

Web Correspondence
purchasing@adm.idaho.gov

Steve

- Emergency Purchase Authorization
- Sole Source Authorization
- Multiple Award Authorization

All Agencies

Valerie

- One Time Exemptions \geq \$250,000
- Authorization to Negotiate
- Policy Directives (new/amend)
- Group Discount Purchasing

All Agencies

Exemption Requests

Web Correspondence
purchasing@adm.idaho.gov

Jason

- Brand Name Exemption
- Utilization of Open Contract
- One Time Exemption < \$250,000
- Utilization of a Policy Directive
- Limited One Time DPA
- Trade-in Authorization
- Price Agreements

Chelsea

- Brand Name Exemption
- Utilization of Open Contract
- One Time Exemption < \$250,000
- Utilization of a Policy Directive
- Limited One Time DPA
- Trade-in Authorization
- Price Agreements

Commerce	Tax Commission
Insurance	Water Resources
Libraries	Agriculture
IBOL	State Police
Historical	PERSI
Idaho PTV	Corrections
LCSC	Fish & Game
Admin	ITS
ODP	Soil & Water Comm.
*Any agencies not listed	

Liquor Div.	Building Safety
IDJC	Industrial Comm.
ICOA	Wine Comm.
Labor	Parks & Rec
IREC	DEQ
Veterans	Health & Welfare
Military Div.	STEM Action Center
OSBE	Vocational Rehab
PUC	Transportation
Blind Comm.	SAPD
Lava Hot Springs	

Exemption Requests

- ▶ Helpful Pointers for exemption requests
 - “Connect the dots” in your justification
 - Write it as if someone may contest it
 - Help DOP help you!
 - Questions are meant to help us understand the request so we can help strengthen it and to ensure the exemption is legal

- Publish a revised DPA policy

Delegated Purchasing Authority Policy



BRAD LITTLE
Governor
BRYAN MOONEY
Director
STEVE BAILEY
Administrator

State of Idaho Department of Administration Division of Purchasing

304 N 8th Street, Rm 403 (83702)
P. O. Box 83720
Boise, ID 83720-0075
Telephone (208) 327-7465
Fax: 208-327-7320
<http://purchasing.idaho.gov>

Division of Purchasing Delegation of Purchasing Authority Policy Revised August 9, 2019

1 Statutory Basis for Delegation of Purchasing Authority

- 1.1 Delegation of purchasing authority is promulgated through Idaho Code and the Rules of the Division of Purchasing (IDAPA). An agency which falls under the jurisdiction of the Division of Purchasing (DOP) must obtain delegated purchasing authority from the Administrator of DOP prior to soliciting quotes, bids or proposals for a purchase with a total value of \$10,000 or more.
- 1.2 **Idaho Code §67-9206(1)** provides that "[t]he administrator [of DOP] may delegate such authority as the administrator deems appropriate to an employee of the division, an agency employee or an agency, provided that any such employee or the procurement staff of any such agency demonstrates sufficient competence in procurement as to satisfy the administrator.

- A revised DPA policy will be released on August 9
 - Input provided by DOP, DAG and select agencies
- Goals of the revised DPA policy
 - Cleanup dated content
 - Make decision regarding DPA transparent and objective
 - Ensure statewide Purchasing is done in a consistent and legal manner
 - Provide opportunity for more agencies to have DPA

- Publish a revised DPA policy

Delegated Purchasing Authority Policy

Major Revisions

- DPA holder is being moved to the agency Director or senior leader
 - Sub-delegation is expected
- Statewide DPA certification process has been established
 - Experience and education components
 - Annual certification of Purchasing team will be required
- Guide for DPA limits has been developed
 - Based on certification level of agency Purchasing team

- Publish a revised DPA policy

Delegated Purchasing Authority Policy



* Certification training that is not available will be waived until it is available



State Purchasing Manager's Update

Valerie Bollinger



IDAPA Overview

- ▶ All but one subsection of DOP's pending rules were approved by the 2019 legislature
- ▶ Entirety of IDAPA 38.05.01 (effective as of 2019 *sine die*) was re-issued as a temporary rule on July 1, 2019
- ▶ DOP is not proposing any additional changes to the purchasing rules for 2020



IDAPA Highlights

- ▶ **New solicitation type: Invitation to Negotiate (ITN)**

- ▶ This is a *competitive negotiation*– still requires an open competitive process, but allows for more dialogue and negotiation with multiple finalists
- ▶ Requires Administrator approval; being used on a limited basis

- ▶ **Purchasing records**

- ▶ Purchasing authority may determine the form in which records are maintained (e.g. electronic vs. hard copy)
- ▶ DOP officially moved to electronic format as on August 1, 2019 for contract/solicitation files

IDAPA Highlights

IDAPA 38.05.01.042. EXCEPTIONS TO COMPETITION.

10. Exempt Purchases. By written policy the administrator may exempt from the formal sealed procedure or the requirement for competitive solicitation that property for which bidding is **impractical, disadvantageous or unreasonable under the circumstances**...

a. Examples include, but are not limited to:...

vi. **Ongoing maintenance, upgrades, support or additional licenses for software or other information technology solutions, including a change in the manner of solution delivery; which software or solution was originally acquired in compliance with the purchasing laws in effect at the time of acquisition;**

► Key Points:

- Not intended to cover services that can be competed or major changes to scope of original solicitation– still must demonstrate that bidding would be impractical, disadvantageous, or unreasonable.
- Example: Annual licensing and maintenance for existing software

Recruiting Efforts

▶ Contract Administrators

- ▶ Two new FTEs- one on each DOP team
- ▶ Purchasing staff will “hand off” contracts- CAs will be primarily responsible for renewals, amendments, performance issues, proactive contract administration
- ▶ First round of interviews being conducted this week- hope to have people onboarded in early September

▶ Luma backfill

- ▶ Jason Skelton will be leading the Procurement Team for the Controller’s Luma implementation
- ▶ DOP will be hiring for a limited service position to backfill- position posted yesterday



Communications: Reminder



► IPRO

- IPRO@adm.idaho.gov

- Please do NOT email Karen or Forrest directly with IPRO questions/issues

► Exemptions

- purchasing@adm.idaho.gov

- Please do NOT send directly to Steve, Valerie, Chelsea or Jason

► Statewide Contracts

- Email the DOP staff assigned to administer the statewide contract

► Liaisons

- Contact your liaison with general questions– he or she may not be the person with the answer, but can get you to the right person!

Qualtrics

- ▶ DOP will be purchasing and implementing Qualtrics to conduct surveys and analyze results
 - ▶ Expect to see surveys related to customer satisfaction (general), solicitations, potential statewide contracts, training, etc.
 - ▶ Please participate!
-
- ▶ Toyuti
 - ▶ DOP has implemented a Learning Management System
 - ▶ Stay tuned for information on how to set up your profile, register for classes, complete online training, review your transcript, and much more!





Statewide Contract Updates

DOP Staff



Networking Break



Jaggaer Update & Best Practices

Karen Butler

- Jaggaer
 - Implementation
 - System implementation is complete
 - Technical Support or Questions: ipro@adm.idaho.gov
 - Supplier onboarding continues
 - 3274 Idaho suppliers onboarded, more daily (~12,000 to go)
 - 50,000 Jaggaer Suppliers available. What does that mean to you?
 - Suppliers can find information to login or register at purchasing.idaho.gov/information-for-vendors
 - Public Site –Forrest Benedict
 - Process for posting: if a supplier needs to see it **before** they bid but it is posted in pre-reqs or questions duplicate as an attachment in Buyer Attachment section.

The screenshot shows the 'Total Supplier Dashboard' for the Idaho JPRO Electronic Procurement System. The dashboard is titled 'Total Supplier Dashboard' and includes a help icon (?). It displays the following statistics:

- 50000 Total Available Suppliers
- 16093 My Organization's Suppliers
 - 32 Diverse
 - 706 Approved
 - 2 Rejected
- 3274 Total Supplier Registrations
 - 2310 Invited
 - 256 In Progress
 - 706 Profile Complete

The dashboard also features a navigation breadcrumb: Suppliers > Manage Suppliers > Supplier Management Home > Dashboard.



Amendments

How to:

- Agency Owns Contract
- DOP created contract on behalf of agency

Newsletter

Standard Operating Procedures (SOP)



New Vehicle Ordering Process

Danny Downen & Joey Nelson

Placing Your Vehicle Order

The Division of Purchasing

Updated 8/5/19



Step 1: Division of Purchasing website



The screenshot displays a contractor's profile page on the purchasing.idaho.gov website. The contractor's name is "Mountain Home Auto Ranch" and their ID is "SBPO18200324". The page lists several menu items: "Chevrolet Pricing" (dated 2/4/2020 by Danny Downen), "Dodge-Ram Pricing", "Ford Pricing", "GMC Pricing", "Summary of Awards", "Vehicle Order Form", "Ordering & Production Schedule for US Vehicles", "EPA Fuel Ratings", "Area Map", and "Contract Instructions". Two black arrows point from the text on the right to the "Vehicle Order Form" and "Ordering & Production Schedule for US Vehicles" links.

Vehicles	Mountain Home Auto Ranch	Chevrolet Pricing	2/4/2020	Danny Downen
SBPO18200324		Dodge-Ram Pricing		
		Ford Pricing		
		GMC Pricing		
		Summary of Awards		
		Vehicle Order Form		
		Ordering & Production Schedule for US Vehicles		
		EPA Fuel Ratings		
		Area Map		
		Contract Instructions		

Each Contractor has their individual pricing hyperlinked under their name.

Agencies will need to download the Vehicle Order Form.

You will need to review the order and production schedule for dates of the vehicle you are looking to order to ensure order cut-off hasn't surpassed.



Step 1: Division of Purchasing Website Continued...

- ▶ The Contract has been broken down into three geographic areas...A B and C. Each Contractor has been awarded per manufacturer per area. Make sure that you are sending your EXPO's to the correct Contractor.
- ▶ The Contract pricing is the most current up-to-date pricing the State has on record. They documents are living documents.

VEHICLE ORDER FORM

Agency Name:		Contract Number:	SBPO
Agency Req. #:		Dealership Name:	
		Dealer Contact:	
		Phone Number:	
		every AREA (A, B or C):	

VEHICLE	
Brand:	
Contract Group - Item #:	
Model #:	
Description:	

****NOTE**** Delivery to any location within 50 (one-way) highway miles of any of the "Major Idaho Cities" within the AREA is included in the Base Vehicle Price. Delivery to any location within the AREA but over 50 miles from the city is an additional charge of \$4.00 per mile (one-way miles) for every mile in excess of the 50 miles.

OPTIONAL EQUIPMENT			
CODE	PRICE		DESCRIPTION
Optional Total:			

NOTE: All Options are at Dealer Invoice

INTERIOR COLOR: _____ **EXTERIOR COLOR:** _____

CONTACT AND DELIVERY	
Agency Name:	
Agency Contact Person:	
Phone:	
FAX:	
E-Mail:	
Delivery Address and Mailing Address:	
Contractor to register vehicle:	YES: _____ NO: _____
Agency Name on title:	
Agency Address on title:	

PRICING BREAKDOWN	
Dealer Net Invoice:	\$ -
Deduct Government Bid Assistance:	
Add Mfg's Destination Charge:	
Add AREA Dealer Margin:	
Add Options Total:	\$ -
Additional Delivery (if applicable):	
QUANTITY:	
Total before Admin Fee:	\$ -
Contract Admin/Usage Fee 1.25%:	\$ -
Purchase Order Total:	\$ -

County of principal Use:
(Where vehicle will accumulate the majority of its annual mileage)
VIN:

ORDER ACKNOWLEDGEMENT by CONTRACTOR:	
Agency Request # _____	Date order accepted by Factory: _____
_____ (Signature)	_____ Date

Contractor to complete and return to Ordering Agency

Ordering Agency FAX:	
Ordering Agency Email:	
Ordering Agency Phone:	

Step 2: Filling out the Vehicle Order Form (VOF)

The highlighted area will need to be filled out by the agency.

These sections should auto populate as the agency enters the cost in the price section

**NOTE: This is a new VOF. Make sure all the information is completely and accurately filled out.

Step 2: Filling out the Vehicle Order Form (VOF) Continued...

ITB18000254 - Statewide Vehicles														
Manufacturer: FORD														
Bidder (Company) Name: Mountain Home Auto Ranch						Mfg's	Mfg's	AREA A	AREA B	AREA C	AREA A	AREA B	AREA C	
All vehicles to be bid are base model vehicles as defined in Section 5.					Dealer-Net	Dest.	Gov't. Bid	Dealer's	Dealer's	Dealer's	Final	Final	Final	
					Invoice	Charge	Assistance	Margin	Margin	Margin	Cost	Cost	Cost	
Group 2														
Item	MIDSIZE SEDAN	Model Code	Model Year	Fuel										
F-3	Fusion 4dr Sedan S FWD	POG	2020	Gas	\$ 20,576.00	\$ 995.00	\$ 4,700.00	\$ 500.00	\$ 125.00		\$ 17,371.00	\$ 16,996.00		
F-4	Fusion 4dr Sedan SE AWD	POT	2020	Gas	\$ 23,780.00	\$ 995.00	\$ 3,000.00	\$ 500.00	\$ 125.00		\$ 22,275.00	\$ 21,900.00		

Make sure you match the corresponding information from the Contractor pricing to the Vehicle Order Form.

PRICING BREAKDOWN	
Dealer Net Invoice:	_____
Deduct Government Bid Assistance:	_____
Add Mfg's Destination Charge:	_____
Add AREA Dealer Margin:	_____
Add Options Total:	_____
Additional Delivery (if applicable):	_____
Contract Admin/Usage Fee	1.25%
Total NET UNIT Price:	_____
QUANTITY:	_____
Purchase Order Total:	\$ _____

Step 3: Options

Chrome Data

Log In

Username:

Password:

Note: Passwords are case-sensitive.

This is your gateway to the Carbook Fleet application and the Carbook Showroom administration tool. To sign in, please enter your user name and password in the fields to the left and then click Submit. To access pages detailing contact and support information, our privacy and security policies, or general company information, please click any of the links at the bottom of the page.

[Company Profile](#) | [Privacy and Security](#) | [Contact Us](#)

Copyright © 2005-2012 Chrome Data Solutions, LP. All rights reserved.

All options for vehicles are coded and priced using Chrome Data.

Use the Invoice column when selecting the correct pricing

LOGIN: 265012

PASS: ida012

****NOTE:** The system will only allow one person to be logged in at a time. Please be cognizant and respectful of your time in Chrome.

Step 3: Options Continued...

chrome[®]
carbook fleet edition

Logged In: Daniel Downen, State of Idaho, Division of Purchasing

Product Selector | Help | Log Out

Home | **Research, Configure, and Compare** | Manage Library | Calculators and Reports | Settings

You are in: Select by Year, Make, Model

Select by Year, Make, Model

Advanced Search

Select from Saved Searches

Select from Library

Scratch List

2015 Chevrolet Silverado 1500 4WD Crew Cab 143.5" Work Truck

2015 Ford F-150 4WD SuperCab 145" XL

2015 Ford F-150 4WD SuperCab 145" XL

2015 Ford Utility Police Interceptor AWD 4dr

2015 Jeep Cherokee 4WD 4dr Sport

2015 Jeep Cherokee 4WD 4dr Sport

(VT) 2015 Jeep Cherokee 4WD 4dr 111715

2015 Jeep Cherokee 4WD 4dr Sport

2015 Jeep Compass 4WD 4dr Latitude

(VT) 2016 Chevrolet Colorado Ext Cab 128.3"

Year: 2016 | Mode: Fleet | View: [dropdown]

Make/Model | Styles | Model Code | Base Invoice | Base MSRP

Acura

Audi

BMW

Bentley

Buick

Cadillac

Chevrolet

Chrysler

Dodge

FIAT

Ford

Freightliner

GMC

Honda

Hyundai

Infiniti

Isuzu

Jaguar

Jeep

Kia

Land Rover

RESEARCH | CONFIGURE | SAVE | COMPARE | REMOVE

Add to Scratch List

About Chrome | Privacy and Security | Contact Chrome

Copyright © 2005-2007 Chrome Systems, Inc. All rights reserved.

Research, Configure, and Compare is the tab you will need to select to begin the option selection process.

Year: Make sure the current model year is selected.

Make/Model: This is where you will find the pricing for a particular vehicle.

chrome[®]
carbookfleet edition

Logged In: Daniel Downen, State of Idaho, Division of Purchasing [Product Selector](#) | [Help](#) | [Log Out](#)

Home **Research, Configure, and Compare** Manage Library Calculators and Reports Settings

You are in: Select by Year, Make, Model

Select by Year, Make, Model

Advanced Search
Select from Saved Searches
Select from Library

Scratch List

- 2015 Chevrolet Silverado 1500 4WD Crew Cab 143.5" Work Truck
- 2015 Ford F-150 4WD SuperCab 145" XL
- 2015 Ford F-150 4WD SuperCab 145" XL
- 2015 Ford Utility Police Interceptor AWD 4dr
- 2015 Jeep Cherokee 4WD 4dr Sport
- 2015 Jeep Cherokee 4WD 4dr Sport
- (VT) 2015 Jeep Cherokee 4WD 4dr 111715
- 2015 Jeep Cherokee 4WD 4dr Sport
- 2015 Jeep Compass 4WD 4dr Latitude
- (VT) 2016 Chevrolet Colorado Ext Cab 128.3" 111215

RESEARCH CONFIGURE SAVE COMPARE REMOVE

Year: 2016 Mode: Fleet View:

Make/Model	2016>Chevy Pickups>Silverado 1500: Styles	Model Code	Base Invoice	Base MSRP
	2WD Reg Cab 119.0" Work Truck	CC15703	\$25,819.21	\$26,895.00
	2WD Reg Cab 119.0" LS	CC15703	\$27,763.20	\$28,920.00
	2WD Reg Cab 119.0" LT w/1LT	CC15703	\$30,662.10	\$32,970.00
	2WD Reg Cab 133.0" Work Truck	CC15903	\$26,193.61	\$27,285.00
	2WD Reg Cab 133.0" LS	CC15903	\$28,137.60	\$29,310.00
	2WD Reg Cab 133.0" LT w/1LT	CC15903	\$30,778.36	\$33,095.00
	2WD Double Cab 143.5" Work Truck	CC15753	\$29,374.00	\$30,920.00
	2WD Double Cab 143.5" LS	CC15753	\$31,036.50	\$32,670.00
	2WD Double Cab 143.5" Custom	CC15753	W/A	W/A
	2WD Double Cab 143.5" LT w/1LT	CC15753	\$33,131.26	\$35,625.00
	2WD Double Cab 143.5" LTZ w/1LZ	CC15753	\$38,176.50	\$41,050.00
	2WD Crew Cab 143.5" Work Truck	CC15543	\$33,577.76	\$35,345.00
	2WD Crew Cab 143.5" LS	CC15543	\$35,287.76	\$37,145.00
	2WD Crew Cab 143.5" Custom	CC15543	W/A	W/A
	2WD Crew Cab 143.5" LT w/1LT	CC15543	\$35,423.70	\$38,090.00
	2WD Crew Cab 143.5" LTZ w/1LZ	CC15543	\$40,650.30	\$43,710.00
	2WD Crew Cab 143.5" High Country	CC15543	\$46,072.20	\$49,540.00
	2WD Crew Cab 153.0" Work Truck	CC15743	\$34,903.00	\$36,740.00
	2WD Crew Cab 153.0" LS	CC15743	\$36,613.00	\$38,540.00
	2WD Crew Cab 153.0" Custom	CC15743	W/A	W/A

Add to Scratch List

About Chrome | Privacy and Security | Contact Chrome

Copyright © 2005-2007 Chrome Systems, Inc. All rights reserved.

Step 3: Options Continued...

After selecting the category of vehicle (i.e. Chevrolet 1500) a list with all the vehicles types will be provide.

**NOTE: There will be the same Model Codes listed for several vehicles. Make sure you are selecting the correct vehicle as selecting the incorrect vehicle could potentially provide options that are not selectable for the vehicle you are requesting.

Description	Code	MSRP	Invoice
<input checked="" type="checkbox"/> PICKUP BOX, (STD)	E63	\$0.00	\$0.00
<input type="checkbox"/> PICKUP BOX, DELETE, for Regular Cab models only, includes (SFW) Back-up alarm calibration, rear bumper delete, spare tire delete and spare tire carrie ...	ZW9	-\$575.00	-\$523.25
Emissions			
<input checked="" type="checkbox"/> EMISSIONS, FEDERAL REQUIREMENTS	FE9	\$0.00	\$0.00
<input type="checkbox"/> EMISSIONS, CONNECTICUT, DELAWARE, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, OREGON, PENNSYLVANIA, RHODE ISLAND, VERMONT AND WASHINGTON STA ...	NE1	\$0.00	\$0.00
<input type="checkbox"/> EMISSIONS, CALIFORNIA STATE REQUIREMENTS	YF5	\$0.00	\$0.00
<input type="checkbox"/> EMISSIONS OVERRIDE, CALIFORNIA, (allows a dealer in states that require California emissions - California, Connecticut, Delaware, Maryland, Massachuse ...	NB8	\$0.00	\$0.00
<input type="checkbox"/> EMISSIONS OVERRIDE, FEDERAL, (for vehicles ordered by dealers in Federal emission states with (YF5) or (NE1) emissions - Not required for vehicles bei ...	NC7	\$0.00	\$0.00

+ Included - Excluded ↑ Upgraded ! Required ↓ Price May Vary

Pricing Summary (Hide)		Price Settings (Change)	MSRP	Invoice
2016 Chevrolet Silverado 1500		Base Price:	\$31,135.00	\$29,889.61
4WD Reg Cab 133.0" Work Truck		Destination Charge:	\$1,195.00	\$1,195.00
Markup: 4.01%		Advert/Adjustments:	---	\$0.00
Effective Date 11/17/15		Total Options:	\$0.00	\$0.00
		Total:	\$32,330.00	\$31,084.61

Status: Vehicle is options-complete.

Save Create Report

Step 3: Options Continued...

All options for the particular make and model for the vehicle selected are provided. Click the check box next to the option you would like to have provided. Pricing for the particular option will be listed under the invoice column.

**Please note: Some options may require you to add additional options which may come with a cost. Ensure that any additional are listed on the VOF

You are in: Select by Year, Make, Model

Select by Year, Make, Model

Advanced Search

Select from Saved Searches

Select from Library

Scratch List

- 2015 Chevrolet Silverado 1500 4WD Crew Cab 143.5" Work Truck
- 2015 Ford F-150 4WD SuperCab 145" XL
- 2015 Ford F-150 4WD SuperCab 145" XL
- 2015 Ford Utility Police Interceptor AWD 4dr
- 2015 Jeep Cherokee 4WD 4dr Sport
- 2015 Jeep Cherokee 4WD 4dr Sport
- (VT) 2015 Jeep Cherokee 4WD 4dr 111715
- 2015 Jeep Cherokee 4WD 4dr Sport
- 2015 Jeep Compass 4WD 4dr Latitude
- (VT) 2016 Chevrolet Colorado Ext Cab 128.3"

RESEARCH CONFIGURE SAVE COMPARE REMOVE

Step 4: Contacting the Contractor



Once the Vehicle Order Form (VOF) is completely filled out (to include all options) you need to send a copy of the VOF to the Contractor.

The Contractor will review the VOF and correspond with the Ordering Agency if there are any corrections that need to be made.

If everything appears to be in order, the Contractor will sign and return the VOF to the Ordering Agency. This is your confirmation that your order has been placed.

QUESTIONS:





Correctional Industries

Terry Tharp



Training * Mentoring * Succeeding
Dedicated to Excellence



Sales and Marketing

Terry Tharp

Sales and Marketing

▶ **Mission**

- ▶ Idaho Correctional Industries (ICI) is dedicated to maintaining and expanding work **training** programs which provides meaningful education, work experience and transitional services to assist inmates reentering our communities become productive employees, good neighbors and taxpaying citizens, supporting victims of crime and creating safer communities.
- ▶ Idaho Correctional Industries is committed to promoting a safer Idaho by:
- ▶ Providing diversified **training** opportunities focused on vocational education and rehabilitation.
- ▶ Reducing inmate idleness in Idaho's prison system and maintaining our self funded status.

▶ **Vision**

- ▶ Idaho Correctional Industries provides life skills and marketable **training** opportunities to inmates which enable a better chance at successful re-entry into society.

▶ **Values**

- ▶ Respect
- ▶ Positive Attitude
- ▶ Integrity

Sales and Marketing

▶ **The following customers are eligible to purchase from Idaho Correctional Industries.**

- ▶ Idaho State agencies and political subdivisions of Idaho State - **310**
- ▶ Participating institutions of higher education (universities, community and technical colleges) - **14**
- ▶ Public, Primary and Secondary Schools - **769**
- ▶ Certified Not-For-Profit Organizations (within State of Idaho) - **12,690**
- ▶ Tribal/Indian Nation - **9**
- ▶ Retailer/Wholesalers (within State of Idaho) - **Not for their end use.**
- ▶ Private contractors, when supplying any of the above entities - **2**

Adequate opportunities!!

Sales and Marketing

- ▶ **Idaho State Correctional Institution (ISCI)**
- ▶ Carpentry Shop - Drafting Shop
- ▶ Graphics Shop (Print, Sign & Decal)
- ▶ License Plates - Metal Fabrication - Production Office
- ▶ **South Idaho Correctional Institution (SICI)**
- ▶ Agriculture - Transportation - Warehouse
- ▶ **South Boise Women's Correctional Institution (SBWC)**
- ▶ Agriculture - *"Future Opportunity" Customer Service!!*
- ▶ **St. Anthony's Work Camp (SAWC)**
- ▶ Agriculture - P.I.E. Program
- ▶ **Pocatello Women's Correctional Center (PWCC)**
- ▶ *"Future Opportunities" Embroidery & Screen Print*



Sales and Marketing

Leaning into the Future
Logo/Brand/Standards

Dedicated to Excellence
To be the Best CI in the US

Via Training/Mentoring/Succeeding

“Excellence Begins Here”



Sales and Marketing

▶ Sales Team

- ▶ Becky Baker - 15 years
 - ▶ Mark LaFong - 9 years
 - ▶ Cindy Thorp - 5 years
-
- ▶ Total Years of Experience - 29 Years!!

IDAHO

ICI

Established
1974

CORRECTIONAL INDUSTRIES

ICI
Apprenticeship
Certification

Idaho Correctional Industries Apprenticeships

Occupational Training Titles	Required Training Hours	Registered	Completed	Certificates Rev'd
Bindery Worker	8,000			
Cabinet Maker	8,000	49	7	7
CNC Operator	CB	8	8	8
Drafter Detail	8,000	14	3	3
Electric Appliance Repairer	6,000			
Electric Tool Repairer	8,000			
Estimator-Drafter	8,000			
Graphic Designer	3,000	6	4	4
Janitors/Cleaners (Custodial Technicians)	2,000	3	1	1
Machine Cutter 1	6,000			
Metal Assembler	4,000			
Metal Shop Assemblers & Fabrication	8,000			
Milling Machine Set-Up Operator	4,000			
Painter, Industrial Coating and Lining Applicator	4,632	3	1	1
Printing Press Operator (Job Printer)	2,000	3		
Quality Control Inspector	4,000	2	2	2
Repairer, Hand tools	6,000	2	2	2
Screen Printer	4,000			
Sheet Metal Worker	8,000			
Upholsterer	4,000	7	2	2
Welder, Arc	8,000			
Welder, Combination	6,000	15	3	3
Registered	112			
Completed	33			
Certificates Awarded	33			48

Sales and Marketing

Idaho Correctional Industries Training Enrollment Measurements / Percentages

September 2018

Seven (7) Main Shops

22 Apprenticeships

2,000 to 8,000 hours (1 to 5 years)

Re-Entry Center - can continue on

Shop	Trainer	Goal	Current	Below	Percent
02 Metal	Mark Mather	22	19	-3	86%
05 Drafting	David Day, Jerry Welker	10	6	-4	60%
07 Tagline	Bill Daron	13	14	1	108%
09 Upholstery	Matt DeTour	22	10	-12	45%
21 PWCC	Jocy McCormick	15	4	-11	27%
27-Graph-X	Matt DeTour	15	14	-1	93%
34 Furniture	Chris Donaldson, Alan Koerkenmeier, Jerry Welker	75	35	-40	47%
505 Production	Bill Daron	15	12	-3	80%
505 Staging	Anthony Butler	3	1	-2	33%
510 Transportation	Greg Vice	25	30	5	120%
515 Warehouse	Darren Crays	7	8	1	114%
Totals:		222	153	-69	68.92%

Governor Little proclaims 7/1/19 as ICI Day!



Upcoming Events

Jaggaer Lunch-N-Learns

13 August – 1130-1pm, JRW West Conference Room

15 August – 1130-1pm, LBJ Basement B09

Jaggaer, Initial Training

20 August – 8am-2pm

Quarterly Workshop

19 November – 9am-12pm

Vendor Outreach

3 October- Capitol Building – 9am-3pm



Open Discussion

All

