

# Idaho Division of Purchasing



**Quarterly Workshop**

*23 February 2021*

I am not a product of my circumstances. I am a product of my  
decisions. -- *Stephen Covey*



# Introduction

*Forrest Benedict*

# Workshop Agenda

23 February 2021

10:00 a.m. – 11:30 a.m.

- 10:00 – 10:05 Introduction (*Forrest*)
- 10:05 – 10:25 Administrator updates (*Valerie Bollinger*)
- 10:25 – 10:40 State Purchasing Manager Updates (*Chelsea Robillard*)
- 10:40 – 10:45 Purchasing Supervisor Updates (*Justine Gross*)
- 10:45 – 10:50 Contract Supervisor Updates (*Mike Gwinn*)
- 10:50 – 11:00 Statewide Contract Updates (*Jason Urquhart*)
- 11:00 – 11:05 Amazon Business Updates (*Kim Guevara*)
- 11:05 – 11:15 Radios (*Ben Call*) Branch Chief, Comm and IT Services
- ~~Purchasing Thresholds & Solicitations (*Arianne Quignon*)~~
- 11:15 – 11:30 Questions

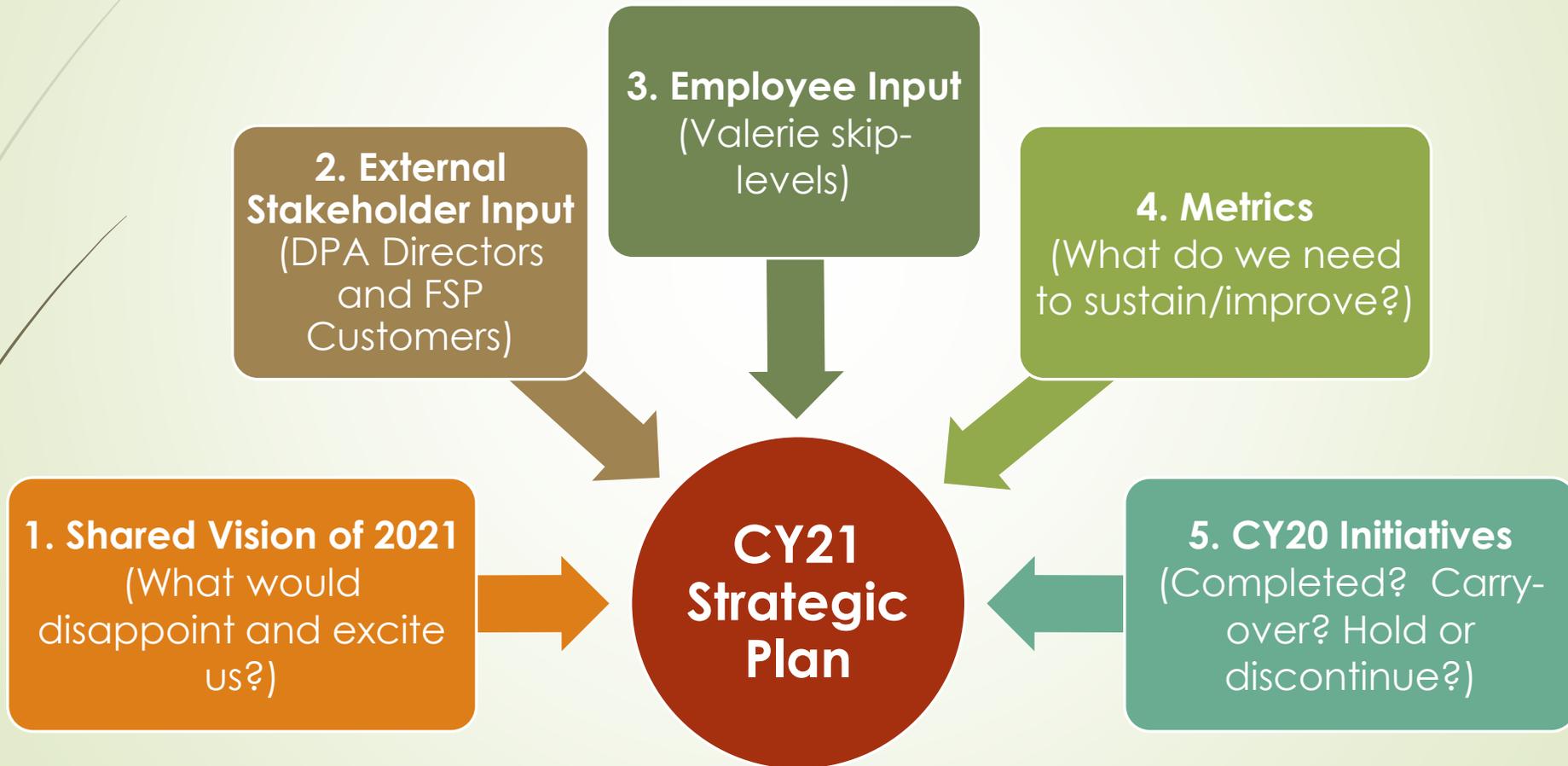


# Updates from the DOP Administrator

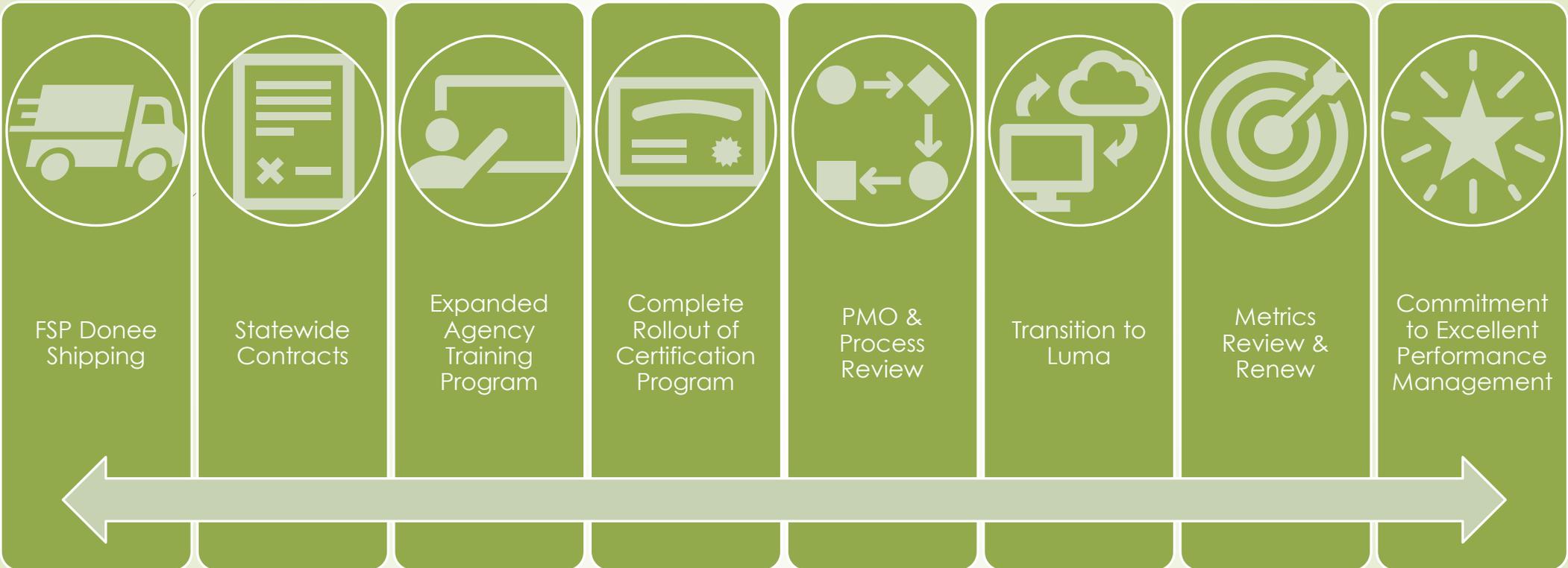
***Valerie Bollinger***



# Strategic Planning Session- Process



# CY21 Initiatives



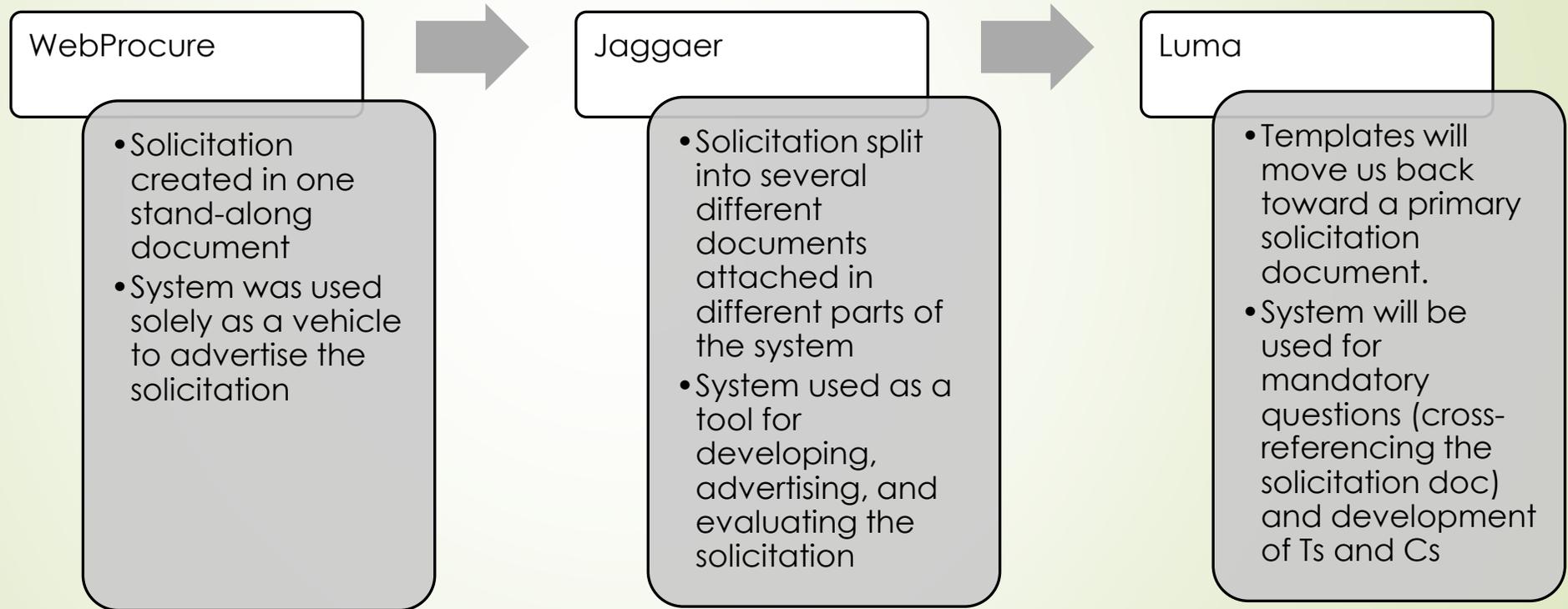
# DOP Metrics

METRIC	TARGET	STATUS	ACTUALS (MONTH-OVER-MONTH CHANGES)
Solicitation Outcome	> 90%	●	Actual: 70% (-13%)
Net Promoter Score	> 8	●	8.8 (flat)
Solicitation Cycle-time	By type		Actual performance:
<ul style="list-style-type: none"> <li>RFQ</li> <li>ITB</li> <li>RFP</li> </ul>	<ul style="list-style-type: none"> <li>&lt; 6 wks.</li> <li>&lt; 14 wks.</li> <li>&lt; 20 wks.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>8.0 weeks (-0.3)</li> <li>16.6 weeks (-1.1)</li> <li>33.3 weeks (+1.4)</li> </ul>
Solicitation Satisfaction	> 8	●	7.8 (flat, no new survey results)
Training Survey Scores	> 8	●	Actual: 9.3 (flat)
Line Items Received	>150	●	Actual: 277 (+189)
Eligible Donees	>250	●	Actual: 264 (+3)
Donations	>200	●	Actual: 275 (-74)

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# COMING SOON: New Luma Templates

## Solicitations



# COMING SOON: New Luma Templates Contracts

Historically/Today

- Buyer issues a contract header document (e.g. CPO) that incorporates the solicitation and proposal
- Contract terms are “layered”– standard Ts and Cs, specialized standard Ts and Cs, special Ts and Cs



Luma

- Buyer will issue a stand-alone contract document that will be signed by both parties
- Terms will be specialized for each contract (beginning with the standard Ts and Cs as the default)



# COMING SOON: Updated Exemption Process

- ▶ DOP had restarted its efforts to move the exemption process into Laserfiche
- ▶ New features coming with the move:
  - ▶ Process will be completely online
  - ▶ Forms will be more user-friendly and guided, helping agencies to complete the correct form and provide the required information
- ▶ Automated reporting will help DOP ensure timely completion
- ▶ Stay tuned for more information!





# State Purchasing Manager's Update

*Chelsea Robillard*

- DOP Office Restructure
- Introduce DOP's new Purchasing Supervisor and Contract Administration Supervisor

## DIVISION OF PURCHASING ORGANIZATION CHART

**Administrator**  
Valerie Bollinger

**State Purchasing Manager**  
Chelsea Robillard

**Procurement  
Supervisor**  
Justin Gross

**Contract  
Administration  
Supervisor**  
Mike Gwinn

**Data Coordinator**  
Karen Butler

**Trainer**  
Forrest  
Benedict

**Office Specialist**  
Linda Edkins

**Office Specialist**  
Laura Gallivan

**Purchasing Officer**  
Jason Urquhart

**Contract  
Administrator**  
Maria Minicucci

**Purchasing Officer**  
Ariane Quignon

**Contract  
Administrator**  
Quinn Shea

**Purchasing Officer**  
Joey Nelson

**Contract  
Administrator**  
Rob Cleve

**Purchasing Officer**  
Kaylee Starman

**Buyer**  
Kim Guevara



# Purchasing Supervisor Updates

*Justin Gross*





# Contract Supervisor Updates

*Mike Gwinn*





# Statewide Contract Updates

*Jason Urquhart*

- ▶ PADD17200142-144 and 256 – Body Armor – expire 3/15/21; working with law enforcement agencies on PA award decisions.
- ▶ PADD16200245 – Drug Testing Kits – expires 3/31/21 – working with MMCAP on participating addendum
- ▶ SBPO15201081-1071 – IT Services – expire 6/30/21 – kicked off work with re-solicitation team in January
- ▶ SBPO17200157-160; 373 – IT Security Related Products – expire 9/15/22 (SBPO17200373 expires 12/28/21 – kicked off work with re-solicitation team in January
- ▶ PADD17200277 – Software Value Added Reseller – expires 4/7/21 – the lead state renewed the Master Agreement for a year; Idaho will seek to renew its Participating Addendum as well

### STATEWIDE CONTRACTS IN DEVELOPMENT

- **Envelopes**-Evaluation almost complete, new contract soon-*Joey Nelson*
- **Printing** (Analyzing Surveys) - *Quinn Shea*
- **Propane** (posted) – *Kaylee Starman*
- **Shredding** (in development) – *Rob Cleve*
- **Bulk Email** (surveys sent out) - *Jason Urquhart*
- **Cloud Faxing** (in development) – *Kim Guevara*
- **Data Comm – Juniper** (in development) – *Kim Guevara*
- **Data Comm – HP** (in development) – *Kim Guevara*
- **Wireless – AT&T** (in development) – *Kim Guevara*
- **Wireless – T-Mobile** (in development) – *Kim Guevara*

If you have information or suggestions you would like to share, please contact the Buyer/Purchasing Officer assigned to the project.

### STATEWIDE CONTRACTS UPDATE

- **Vehicles**-extended to 2/4/22-*Joey Nelson*
- **PADD20210696** (Fire Extinguishers) Vendor reviewing draft PA-*Joey Nelson*
- **PADD19200516 & 535** (renewed thru 2/19/24) - *Jason Urquhart*
- **PADD16200941** (extended thru 2/22/22) - *Jason Urquhart*
- **MSC, Grainger, Fastenal** - Transition from Idaho Contract to NASPO – Hand and Power Tools included as mandatory use – *Arianne Quignon*
- **HP PADD20200274** Executed and ready for use – Purchase of Production Copiers and Printers with option for maintenance plan– *Arianne Quignon*
- **Ricoh PADD20210711** (for use by agencies already standardized to Ricoh)- *Arianne Quignon*
- **Cisco PADD20210672** Data Comm (ready for use by agencies) – *Kim Guevara*
- **Verizon Wireless PADD20210618** (ready for use by agencies) – *Kim Guevara*
- **DiscountCell PADD20210617** (ready for use by agencies) – *Kim Guevara*

# Amazon Business

***Kim Guevara***

1. Amazon Business Update
2. Administrator training on March 10, 2021 from 1:30 – 3:00 p.m.
3. Requisitioner training on March 18, 2021 from 1:30 – 3:00 p.m.

# Radios

**Ben Call**

*Branch Chief, Communications and IT Services*



# COMMUNICATIONS EQUIPMENT PURCHASING 101

And an introduction to

# PUBLIC SAFETY COMMUNICATIONS

A Division of the State of Idaho Military Division





# WHO ARE YOU?, AND WHY ARE YOU HERE?

Locations in

Coeur d'Alene

Lewiston

Meridian

Twin Falls

Pocatello

Rigby

# THE BIG PICTURE, WHAT WE DO.



## MICROWAVE NETWORK

PSC maintains and operates a robust statewide microwave network that carries data for agencies.



## LAND MOBILE RADIO

PSC maintains and operates the Land Mobile Radio equipment that serves state agencies, example are EMS, ISP and ITD.



## FLEET SERVICES

PSC installs the radio, sirens, and light systems for various agencies such as ISP, ITD and Fish and game.

# WHY DOES PSC CARE WHAT WE BUY?

- According to Idaho Code 67-5747. *POWERS AND DUTIES* and under the direction of the Idaho Military Division, Public Safety Communications (PSC) will assume the responsibility of:
- Providing systems consultation, guidance, engineering, design, FCC licensing and all associated planning, implementation, and installation associated with communication equipment.
- Provide and maintain current product information on equipment available to meet State agency communication requirements; using State contracts and other agreements. Provide minimum cost of quality products meeting specific specifications specific products devised to meet State agency requirements.
- PSC will provide consultation, research, installations, and maintenance on all types of communications and associated electronics equipment. Each item requested will be quoted on an individual basis. PSC is qualified to perform maintenance and installation of all communication systems

# THE LAST SLIDE HAD TOO MANY WORDS.

PSC cares what agencies purchase because it is our statutory responsibility to keep inventory of ALL licensed communications equipment for ALL state agencies.

The FCC grants the licenses and they are very specific to the operation of the equipment and the types and quantity of allowable devices on each license. At PSC we maintain a portfolio of hundreds of licenses.

# HEY, LISTEN! JOE JUST SENT ME AN EMAIL AND NEEDS 15 REPLACEMENT PORTABLE RADIOS. WHAT NOW?

## CALL PSC

Buying radios is no easy task, lean on our guys to gather the information needed to make sure that you are buying the right equipment.

Most likely, we are going to need to work with Joe, or whoever in your organization is responsible for radios.

## PSC WILL PROVIDE

Subject matter experts to help you thru the entire process and ensure that the individuals that gets the final product has a useable tool.

PSC checks out all incoming equipment for proper operation and maintains or creates the programming for authorized channels. PSC bills for this service.

## STATE CONTRACT

PSC will help you select the proper equipment from the State contract.

Public Safety Communication Equipment  
(radios & misc equipment)

# THE LAST SLIDE SAID YOU WERE GOING TO BILL US? (MY STANDARD ANSWER FOR THAT)

By state statute Public Safety Communications is required to track, and maintain licensing on all radio equipment. The licensing we maintain is specific to types and numbers of radios in use. This is why all radio equipment is tagged even if it falls below the dollar requirements for inventory tracking.

At the same time we tag the radios we do an initial check out process on each radio to ensure they are operating properly from the factory. They also receive the appropriate channel programming for the area of deployment.

Public Safety Communications charges a fee per radio of \$90 to complete those tasks. That fee also includes the decommissioning of the units at end of life. When radios are disposed they also need to pass thru the radio shop to be deprogrammed, and removed from the licensing inventory. The fee also covers the costs of writing and maintaining the code used to program the channels into the radio equipment.



# WANTED: UNAUTHORIZED RADIOS

The Family Radio Service (FRS) is a private, two-way, very short-distance voice and data communications service for facilitating family and group activities. The most common use for FRS channels is short-distance, two-way voice communications using small hand-held radios that are similar to walkie-talkies.

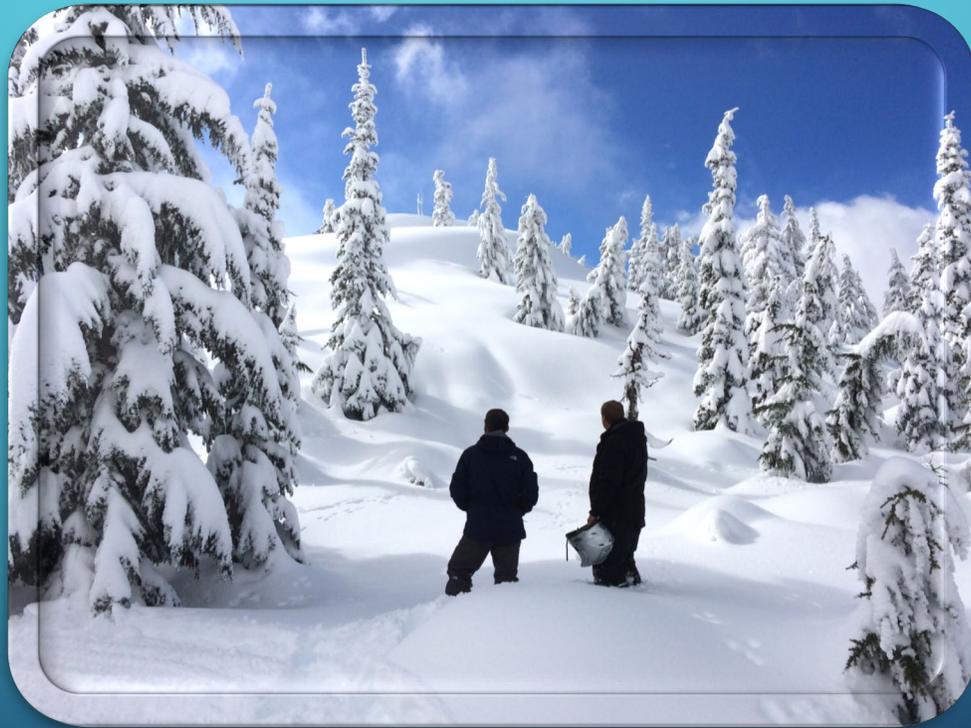
Radios in the similar GMRS or MURS classifications are not for State agency use and require licensing.

## **Unlicensed radio operation**

Be aware that if you operate a radio transmitter that requires a license, or use a radio that is authorized for use only in a specific service, in another service, you may be fined or imprisoned, and/or the equipment may be confiscated.



ANY QUESTIONS?



# Open Discussion

All



Thank You!

