Idaho Division of Purchasing

Quarterly Workshop
30 June 2020
Workshop Agenda

- 9:00 – 9:05 Introduction (Forrest)
- 9:05 - 9:15 Updates from the Administrator (Steve Bailey)
- 9:15 – 9:30 Updates from State Purchasing Manager (Valerie)
- 9:30 – 10:00 Statewide Contract Updates (DOP Staff)
- 10:00 – 10:25 Utilizing Federal Surplus
- 10:25 – 10:50 Statewide Certification (Valerie, Forrest)
- 10:50 – 11:00 Wrap up/Questions (Forrest)
Introduction

Forrest Benedict
Meeting Intent: To share information on purchasing and updates to statewide contracts.

Intended Outcomes:
A shared understanding of statewide purchasing updates
A shared understanding of opportunities and requirements related to PPE
A shared understanding of the new Statewide Certification Program and how to participate
Administrator’s Update

Steve Bailey
## DOP Performance Metrics

<table>
<thead>
<tr>
<th>METRIC</th>
<th>TARGET</th>
<th>STATUS</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>Solicitation Outcome</td>
<td>&gt; 90%</td>
<td></td>
<td>Actual: 92% (+3)</td>
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<tr>
<td>Net Promoter Score</td>
<td>&gt; 8</td>
<td></td>
<td>8.7 (-0.1)</td>
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<td>Solicitation Cycle-time</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• RFQ</td>
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<td>• ITB</td>
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<tr>
<td>• RFP</td>
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<tr>
<td>Solicitation Cycle-time</td>
<td>By type</td>
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<td></td>
</tr>
<tr>
<td>• &lt; 6 wks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• &lt; 14 wks</td>
<td></td>
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<tr>
<td>• &lt; 20 wks</td>
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<td></td>
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<tr>
<td>Solicitation Satisfaction</td>
<td>&gt; 8</td>
<td></td>
<td>7.3 (-0.5)</td>
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<tr>
<td>Training Survey Scores</td>
<td>&gt; 8</td>
<td></td>
<td>Actual: 8.6 (flat)</td>
</tr>
<tr>
<td>Line Items Received</td>
<td>&gt;150</td>
<td></td>
<td>Actual: 212 (+114)</td>
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<tr>
<td>Eligible Donees</td>
<td>&gt;250</td>
<td></td>
<td>Actual: 257 (-1)</td>
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<tr>
<td>Donations</td>
<td>&gt;200</td>
<td></td>
<td>Actual: 135 (+78)</td>
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</tbody>
</table>
Client Satisfaction

Quick Links

Listed below are frequently viewed links:

- Customer Survey
Masks, Gloves, Sanitizer (MGS)  
Statewide Distribution  

Governor Little visits the team  

Masks made in Idaho  

Inventory ready for distribution
MGS Data Summary

Requests Received and Shipped - $778,000
- State agencies and political subs - $249,458 (32%)
- Small business and non-profits - $528,542 (68%)
  - Free of charge $68,513 (13% of small business)

Requests Received and Shipped - 3,385
- State agencies and political subs - 265 (8%)
- Small business and non-profits - 3,120 (92%)
  - Free of charge - 333 (11% of small business)
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<tr>
<th>Milestone Description</th>
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<th>Assigned To</th>
<th>Progress</th>
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<th>Finish</th>
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<td>Talent Pipeline</td>
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<td>Chelsea</td>
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<tr>
<td>Professional development plans</td>
<td>Med Risk</td>
<td>Kaylee</td>
<td>5%</td>
<td>2/1/2020</td>
<td>12/15/2020</td>
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<td>Success plans</td>
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<td>Agency Relationships</td>
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<td>Agency Relationship Strategy</td>
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<td>Arianne</td>
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<td>IPPO Center of Excellence</td>
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<td>Karen</td>
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<td>Service Partnership Agreements (SPA)</td>
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<td>Steve</td>
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<td>8/28/2020</td>
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<td>Contract Leadership</td>
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<td>Jason</td>
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<td>Contract Administration and Management Toolbox</td>
<td>Low Risk</td>
<td>Maria &amp; Gia</td>
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<td>12/31/2020</td>
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<td>6/30/2021</td>
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<td>Low Risk</td>
<td>Forrest</td>
<td>30%</td>
<td>1/18/2020</td>
<td>7/31/2020</td>
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State Purchasing Manager’s Update

Valerie Bollinger
Statewide Contract Updates
Kim Guevara
Maria Minicucci
Jason Urquhart
Joey Nelson
Arianne Quignon
Jason Skelton
Professional Grade Tools & Diagnostic Equipment
Kim Guevara

- **When to utilize this statewide contract?**
  - Professional Grade tools are of higher quality, heavier, and built for extended and repeated use.
  - A Professional grade tool is made for the investment and warranty coverages.
  - Diagnostic equipment may include automotive, electrical, plumbing, and other specialized areas which require unique diagnostic analysis for evaluation and repair.

- **Vendors:**
  - Hilti, Inc.
  - Snap-On Industrial
  - Napa (Genuine Parts Company)
Statewide Contract Updates
Kim Guevara
Statewide Contract Updates

NASPO ValuePoint PADD

Audio-Visual Equipment

3 Vendors

!!Coming Soon!!

https://www.naspovaluepoint.org/portfolios/

maria.minicucci@adm.idaho.gov
Statewide Contract Updates

- Statewide Vehicles
- Mailing Equipment contract
- Bulk Fuel
- Snowplow blade

Joey Nelson
Statewide Contract Updates

Copier Contract Updates

Arianne Quignon
Statewide Contract Updates

Office Depot Updates

Jason Skelton
Utilizing Federal Surplus

Sam Sibert
What this program does

• The Federal Surplus Property program acquires property no longer required by the federal government and transports, stores, and distributes the property to eligible agencies and programs.

• The Department of Administration administers the Federal Surplus Property program in Idaho.
Overview of the Federal Donation Process

- Federal agencies contact GSA to dispose of surplus property.
- Some of this property is offered to State Agencies for Surplus Property (SASP) including Idaho Federal Surplus.
- FSP “screener” requests property from GSA.
- GSA allocates (donates) property to state of their choice.
  - Property is shipped to our warehouse in Caldwell where it is received into inventory and condition is checked.
- Donees search for available property online using FSP’s website OR by visiting our warehouse.
- Donee contacts FSP staff to request property.
- Donee account status verified by FSP.
- Donee receives property & submits payment to FSP.
- After the donation: Donee submits required compliance paperwork to FSP. Also subject to site visits.
Who is Eligible?

• **State & Public Agencies**
  - State Agencies
  - Cities & Municipalities
  - Counties
  - Taxing Districts (School Districts, Highway Districts)
  - Agencies established by or pursuant to Idaho Statute (Irrigation Districts, Carey Act) **Must provide proof**

• **Volunteer Fire Departments & Rescue Squads**
  - Classified as “Quasi-Public”
  - This is for organizations that are non taxing
  - **Must be supported in whole or in part with public funds**
Who is Eligible?

- Nonprofit Educational or Public Health
  - Medical Institutions
  - Hospitals
  - Clinics
  - Health Centers
  - Drug Abuse or Alcohol Treatment Centers
  - Providers of Assistance to Homeless Individuals
  - Providers of Assistance to the Impoverished
  - Schools
  - Colleges
  - Universities
  - Schools for the Mentally Disabled
  - Schools for the Physically Disabled
  - Child Care Centers
  - Radio and Television Stations
  - Museums
Who is Eligible?

- Nonprofit Educational or Public Health cont.
  - Libraries
  - Historic Light Stations
  - Programs for Older Individuals
  - Veterans Organizations
  - **Must meet certain criteria to qualify**

- Service Educational Activities (SEAs)
  - American National Red Cross
  - Armed Services YMCA of the USA
  - Big Brothers/Big Sisters of America
  - Boys and Girls Clubs of America
  - Boy Scouts of America
  - Camp Fire, Inc.
  - Center for Excellence in Education
  - Girl Scouts of the USA
  - Little League Baseball, Inc.
Who is Eligible?

- Service Educational Activities (SEAs) cont.
  - Marine Cadets of America
  - National Association for Equal Opportunity in Higher Education
  - National Civilian Community Corps
  - National Ski Patrol System, Inc.
  - Naval Sea Cadet Corps
  - United Service Organizations, Inc.
  - U.S. Olympic Committee
  - Young Marines of the Marine Corps
  - League/Marine Corps League
  - Can only receive military property
Who is Eligible?

• Small Business Administration (SBA) 8a
  ▫ Property acquired must be approved by SBA
  ▫ Extended compliance period for property

• Questions about eligibility please contact our office for clarification.

• It is the Law: In accordance with Federal Law and this state agency’s regulations and polices, Idaho Federal Surplus and its donees are prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability.
What type of property is available?

Examples of items typically in stock include:

- Hand & machine tools
- Office machines & supplies
- Computer equipment
- Furniture
- Appliances
- Hardware
- Heavy Equipment
- Vehicles
- Trucks
- Generators
- Storage & fuel tanks
- Exercise equipment
- Cleaning supplies
- Refrigerators and kitchen equipment
- Tool boxes and cabinets
- Trailers
- Large storage containers
- Musical instruments
- Medical Supplies
- Emergency management equipment

All available property is posted on our website (with pictures!!)

www.fsp.idaho.gov
Click on “Inventory Search”
Search for Available Property

Search our inventory online. All available property is listed on our website (with pictures!!)

http://www.fsp.idaho.gov/

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Asset Number</th>
<th>Warehouse/Location</th>
<th>Self-category</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Model Year</th>
<th>Service Charge</th>
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<td>8881250118</td>
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How do I apply?

- Download an "Application for Eligibility" from our website: http://www.fsp.idaho.gov
After the Donation: Compliance Periods

- Donee has one year to put property into use.
- Must continue to use the property for “Compliance Period” before ownership transfers to donee.
- Compliance period begins when property is put into use.
  - Original acquisition cost of < $5,000 and passenger vehicles = 18 month compliance period
  - Original acquisition cost > $5,000 = 12 month compliance period
  - Any aircraft = 5-year compliance period
  - Some items (i.e. non-operational combat aircraft, firearms) = perpetual
After the Donation: Compliance Periods

• During the compliance period
  ▫ Federal Surplus Property can ONLY be used for the agency to carry out functions of the agency!
  ▫ It CAN NOT be transferred, sold or given away!
  ▫ It CAN NOT be used for any personal use, of any kind!
Examples of Property Available

- **Dozer, Caterpillar, D7G w/Ripper**
  - 1988, overhauled in 2005, with 185 hours
  - S&H fee $22,500.00
  - Market $50,000 - $70,000
Examples of Property Available

- Loader, Wheeled, 2 ½ cu/yd
  - 1984, Case MW24C, 388 hours, Clamshell Bucket
  - S&H fee $10,000.00
  - Market $25,000 – $35,000
Examples of Property Available

- Truck, Tractor, 6x4, 70k GVWR
  - 2009 Freightliner, 4,562 miles, Detroit Series 60, AT
  - S&H fee $15,000.00
  - Market $??
Examples of Property Available

- Truck, Tractor, 6x4, 50k GVWR
  - Cummins NTC-400, 5 spd AT, A/C, 445 miles
  - S&H fee $10,000.00
  - Market $??
Examples of Property Available

- **Truck, Dump, 6x6, 5 Ton**
  - 1985, overhauled in 2010, Cummins 6 cyl, 5 spd AT, 11 miles
  - S&H fee $5,000.00
  - Market $??
Examples of Property Available

- Forklift, 6k, Yard
  - Hyster, H60XM, 2004, 973 hours
  - S&H fee $6,000.00
  - Market $16,900.00
Examples of Property Available

- Pump, Water, 600 GPM
  - Barnes Pump, Duetz Diesel, 9 hours
  - S&H fee $2,500.00
  - Market $9,000.00
Examples of Property Available

- Pump, Water, 125 GPM
  - New in the crate
  - S&H fee $500.00
  - Market $2000.00
Examples of Property Available

• Tool Kit
  ▫ Complete, appears new/unused
  ▫ S&H fee $200.00
  ▫ Market $1,072.00
Examples of Property Available

- **Microscope, Optical**
  - Nikon, Labphot – 2,
    Includes 5 objectives,
    Appears to be new/unused
  - S&H fee $350.00
  - Market $1,500.00
Examples of Property Available

• Mellophone
  ▫ Dynasty, Appears to be in good condition, Includes hard case
  ▫ S&H fee $60.00
  ▫ Market $800.00
Examples of Property Available

- Cabinet, File
  - 4 drawer letter, Hon
  - S&H fee $40.00
  - Market $269.99
Examples of Property Available

- **Binder, 3-Ring**
  - Variety of sizes from $\frac{1}{2}”$ to 4”
  - S&H fee $0.25
  - Market $4.69
Examples of Property Available

- Boots, Belleville
  - Variety of sizes, Waterproof, Gore-Tex lined
  - S&H fee $20.00
  - Market $165.99
Examples of Property Available

• Jacket, Fleece, Polartec
  ▫ Variety of sizes
  ▫ S&H fee $10.00
  ▫ Market $48.56
Examples of Property Available

- Rucksack, Large, Molle II
  - Appear new/unused
  - S&H fee $30.00
  - Market $168.65
Overseas Property

- **Truck, Dump**
  - 2007, International 7400, 41k miles, Diesel, AT
  - S&H fee approx $30,000
  - Market $50,000
Overseas Property

- Pickup, Service
  - 2006, Chevy 2500HD, 38k miles, Diesel, AT
  - S&H fee $7,500
  - Market $15,000
Fixed Price Sales

• Pickup, 4x4
  ▫ 2006, Chevy 2500, 75k miles, Diesel, AT
  ▫ Price $13,577 plus $500 service fee
  ▫ Market $20,786
Warehouse Location

- Idaho Bureau of Federal Surplus Property
  104 S. 43rd Ave,
  Caldwell, Idaho 83605
  208-334-3477
  Open Monday-Friday, 8:00AM – 5:00 PM

- Unable to find what you are looking for?
  - Donee requests are encouraged!
Tips for using FSP Program

• Keep your contact information up-to-date (especially email addresses!).
• Spread the word within your organization AND community - schools, nonprofits, fire departments & SEA’s.
• Check the inventory website regularly for new property.
Contact information

• Sam Sibert
  ▫ Bureau Chief
  ▫ sam.sibert@adm.idaho.gov

• Hattie King
  ▫ Office Administrator
  ▫ hattie.king@adm.idaho.gov

• James Lusk
  ▫ Storekeeper
  ▫ james.lusk@adm.idaho.gov
Wrap up/Questions