

Idaho Division of Purchasing

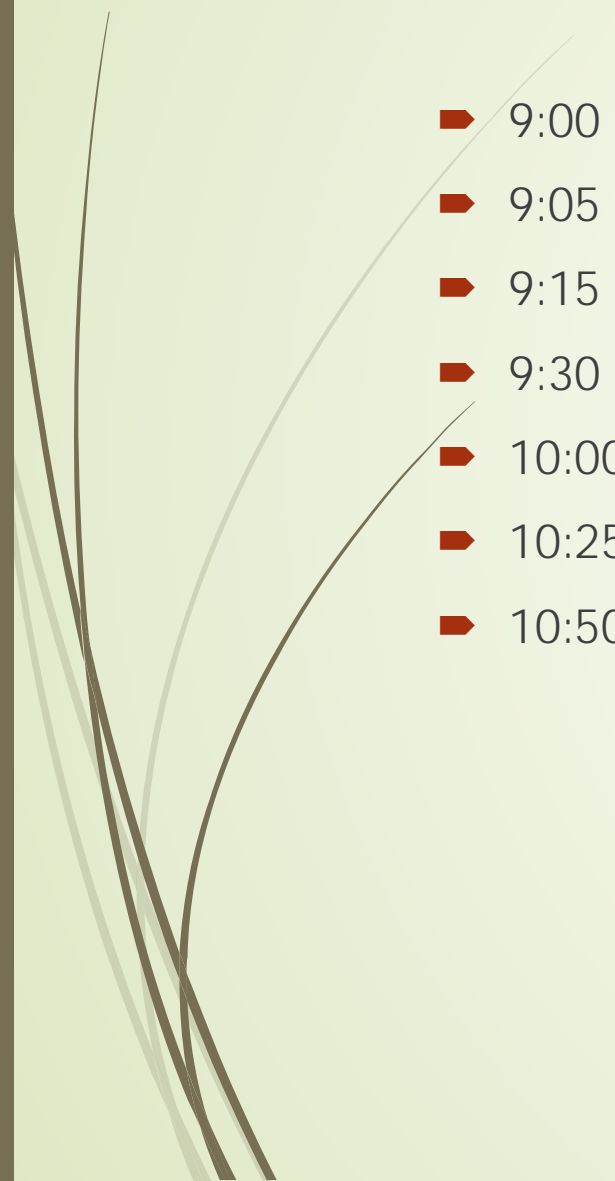


Quarterly Workshop

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

Purpose

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

METRIC	TARGET	STATUS	COMMENTS
Solicitation Outcome	> 90%	●	Actual: 92% (+3)
Net Promoter Score	> 8	●	8.7 (-0.1)
Solicitation Cycle-time	By type		Actual performance:
• RFQ	• < 6 wks	●	• 10 weeks (+0.8)
• ITB	• < 14 wks	●	• 15.0 weeks (-1.0)
• RFP	• < 20 wks	●	• 22.2 weeks (-0.5)
Solicitation Satisfaction	> 8	●	7.3 (-0.5)
Training Survey Scores	> 8	●	Actual: 8.6 (flat)
Line Items Received	>150	●	Actual: 212 (+114)
Eligible Donees	>250	●	Actual: 257 (-1)
Donations	>200	●	Actual: 135 (+78)

NET PROMOTOR SCORE DASHBOARD



Steve Bailey
Administrator
Division of Purchasing
Office: (208) 332-1612
Mobile: (986) 200-3317
DOP Main: (208) 327-7465
<https://purchasing.idaho.gov/>

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

Client Satisfaction

SOLICITATION SATISFACTION DASHBOARD



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

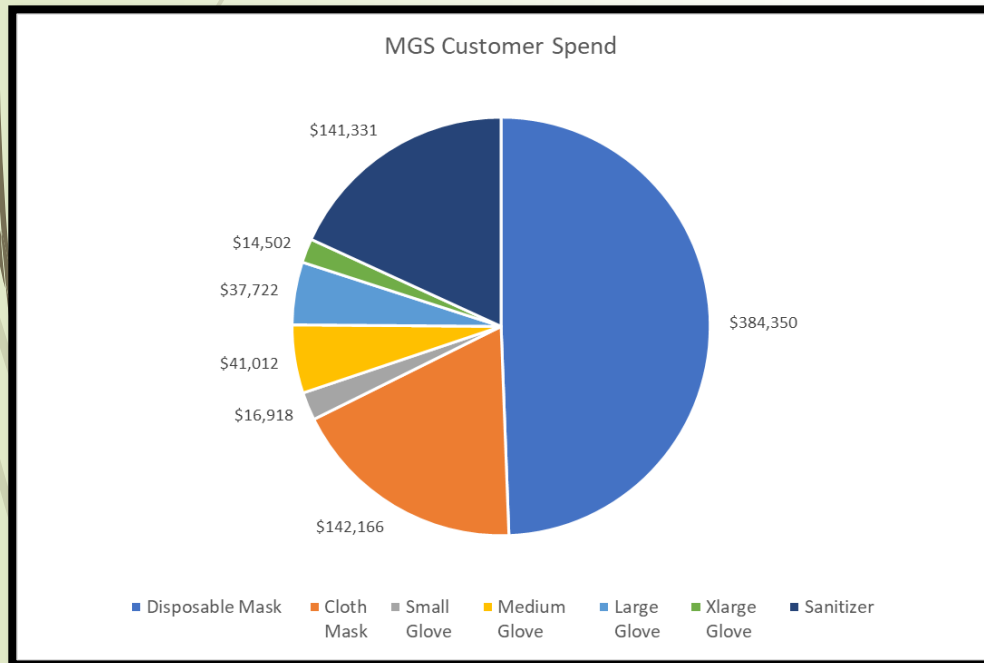


Inventory ready for distribution

MGS Data Summary

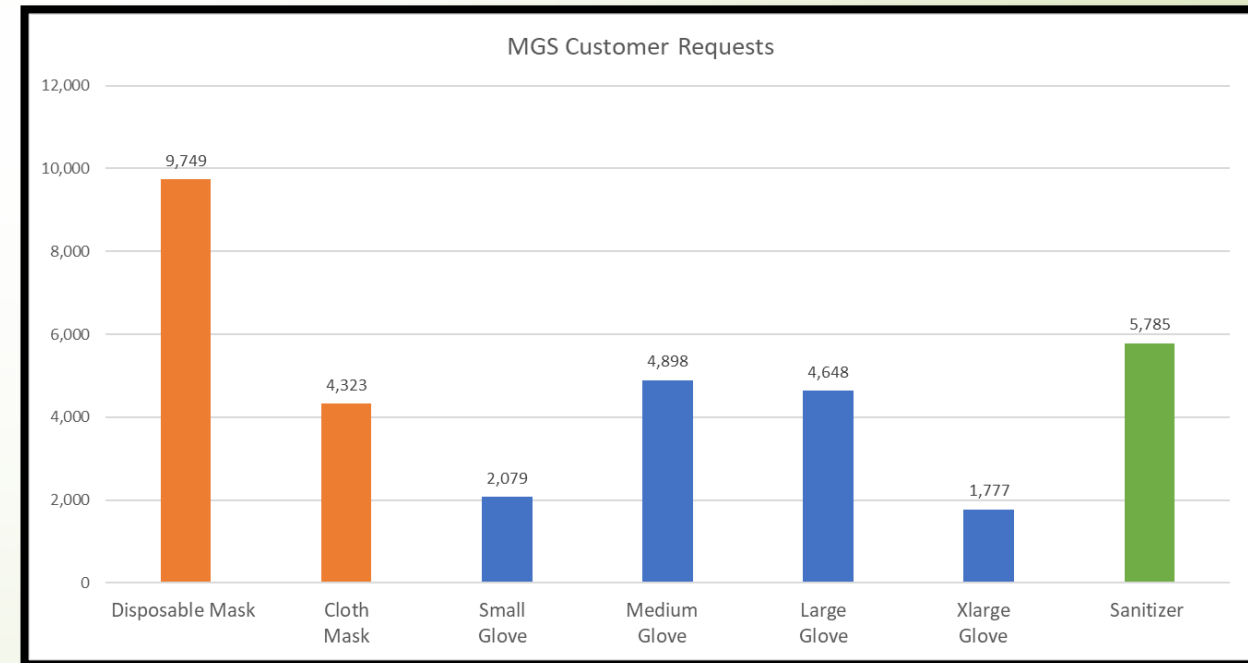
Requests Received and Shipped - \$778,000

- 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)



DOP CY 2020 Initiatives

Milestone Description	Status	Assigned To	Progress	Start	Finish
Talent Pipeline		Chelsea			
Recruiting pool development	Med Risk	Joey	<div><div></div></div> 10%	2/1/2020	11/25/2020
Onboarding process	Med Risk	Joey	<div><div></div></div> 10%	2/1/2020	11/25/2020
Professional development plans	Med Risk	Kaylee	<div><div></div></div> 5%	2/1/2020	12/15/2020
Success plans	Low Risk	Chelsea	<div><div></div></div> 5%	7/15/2020	6/30/2021
HIPO management	Low Risk	Chelsea	<div><div></div></div> 5%	7/15/2020	6/30/2021
Agency Relationships		Steve			
Agency Relationship Strategy	On Track	Arianne	<div><div></div></div> 2%	5/1/2020	3/31/2021
IPRO Center of Excellence	On Track	Karen	<div><div></div></div> 17%	1/22/2020	2/11/2021
Service Partnership Agreements (SPA)	Low Risk	Steve	<div><div></div></div> 5%	2/21/2020	8/28/2020
Contract Leadership		Jason			
Contract Administration and Management Toolbox	Low Risk	Maria & Gina		2/1/2020	12/31/2020
Statewide contract program	Low Risk	Valerie	<div><div></div></div> 5%	4/1/2020	9/30/2020
Drive Speed Awareness & Agility		Valerie			
Process review and lean implementation	Med Risk	Jason	<div><div></div></div> 0%	2/1/2020	6/30/2021
Purchasing conference	High Risk	Kaylee	<div><div></div></div> 2%	2/1/2020	12/31/2020
DOP branding and social media strategy	On Track	Kim	<div><div></div></div> 10%	1/1/2020	12/31/2020
Procurement month celebration	Low Risk	Forrest	<div><div></div></div> 30%	1/18/2020	7/31/2020

DOP Office Safety





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

IT Services contracts

Jason Urquhart



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

Idaho Bureau of Federal Surplus Property



**Federal Surplus
Property
Program**

Sam Sibert
Bureau Chief

Hattie King
Office Administrator

James Lusk
Storekeeper

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 policies, 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/>

Web Surplus Search Results...

InCircuit Powered by AssetWorks Login

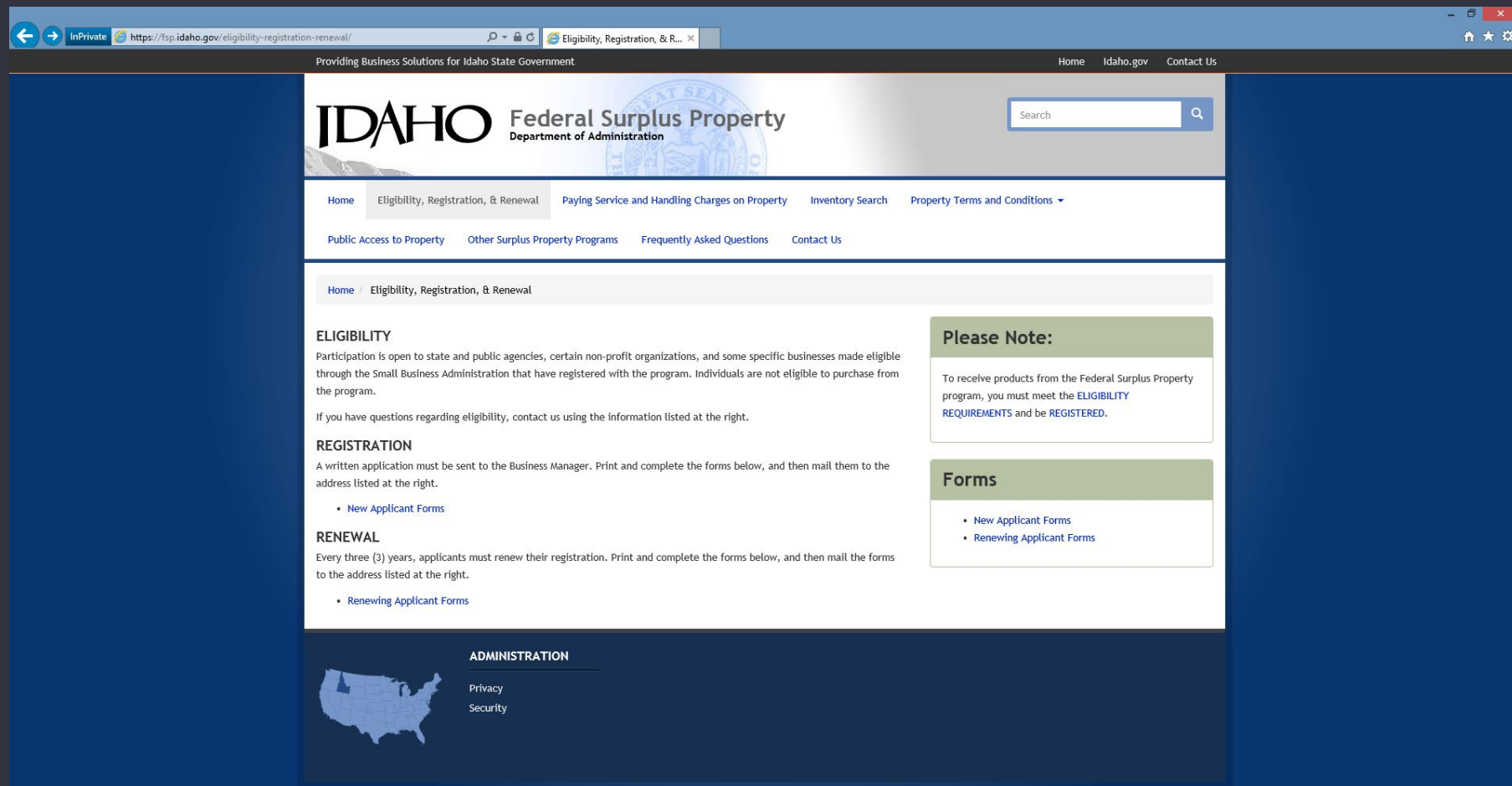
Home > Search Results

What are you looking for? VIEWALL

Image	Description	Asset Number	Warehouse/Location	Sub-category	Manufacturer	Model	Model Year	Service Charge	Date ▼
	SUPPORT, KNEE	FAP1700106-001	D - TAGGED	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6515)	SAMMONS PRESTON ROLYAN	A403874	-	\$7.50	02/06/2017
-	SHEET, POLY, DISPOSABLE	FAP1700105-001	GROUND - BULK	HOSPITAL FURNITURE, EQUIPMENT, UTENSILS, AND SUPPLIES (6530)	ADVENT	30005	-	\$20.00	02/06/2017
	FLOSS, DENTAL	FAP1700104-001	D - BULK	DENTAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6520)	PERSONAL ORAL HYGIENE	TRM111688	-	\$10.00	02/06/2017
	NEEDLE, INJECTION, HYPODERMIC	16-017-0055-08-013	H - BULK	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6515)	BD SAFETY GLIDE	305900	-	\$5.00	02/06/2017
	NEEDLE, INJECTION, HYPODERMIC	16-017-0055-08-012	H - BULK	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6515)	BD SAFETY GLIDE	305901	-	\$5.00	02/06/2017
	NEEDLE, INJECTION, HYPODERMIC	16-017-0055-08-011	H - BULK	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6515)	BD SAFETY GLIDE	305918	-	\$5.00	02/06/2017
	NEEDLE, INJECTION, HYPODERMIC	16-017-0055-08-008	H - TAGGED	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES (6515)	KENDALL MONOJECT	8881220118	-	\$15.00	02/06/2017

How do I apply?

- Download an “[Application for Eligibility](http://www.fsp.idaho.gov)” 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



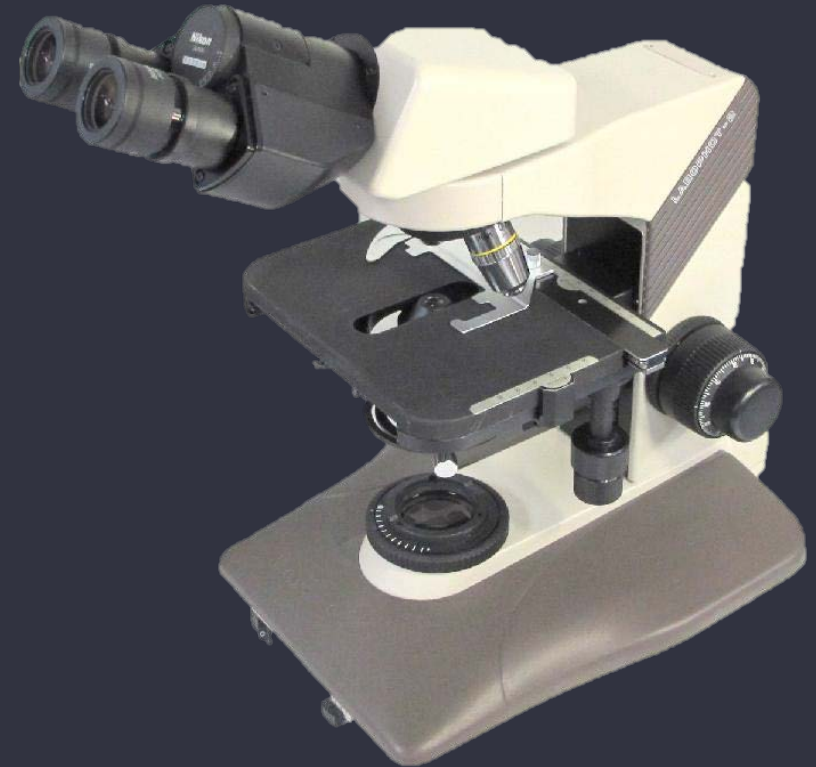
Examples of Property Available

- 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 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



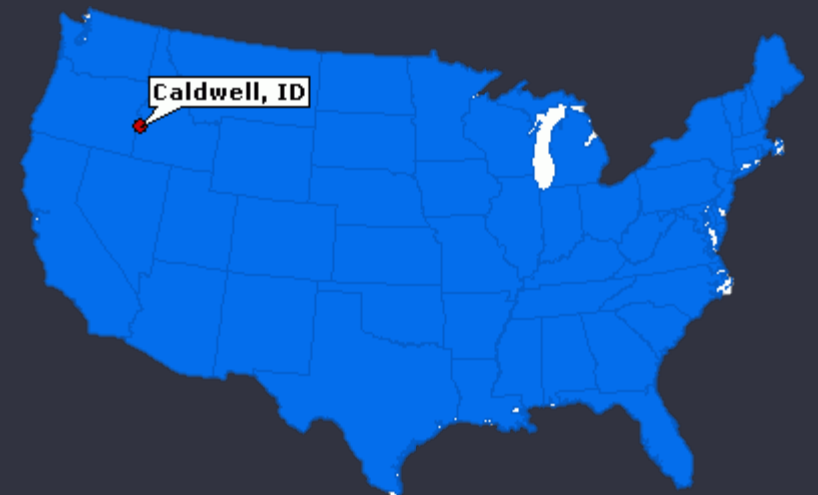
Fixed Price Sales

- 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



Statewide Certification Training

Valerie, Forrest



Wrap up/Questions

