

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 260.180	Page Number 1 of 4	Effective Date September 25, 2013 Revised 10/1/17
Subject <p style="text-align: center;">CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL PROCUREMENT AND FLEET SERVICES ENTERPRISE</p>			

1. Departments are subject to the purchasing requirements of DAS-Central Procurement and Fleet Services Enterprise (DAS-CPFSE), unless exempted by law or have been delegated authority by DAS-CPFSE.
2. Purchasing documents - Purchase Requisitions (RQS, RQN, RQM), Purchase Orders (PO, DO, SC, CT), Master Agreements (MA), Solicitations (RFI, RFB, RFQ, RFP, BAFO), Evaluation (EV), and Solicitations Response (SR, SRW) are administrated by DAS-CPFSE. Guidelines for purchasing procedures for State departments are located in the Iowa Administrative Code Chapters 11, 117-120, entitled "Procurement Goods and Services of General Use, Purchasing Standards for Service Contracts, and Uniform Terms and Conditions for Service Contracts."
3. A department may procure non-master agreement goods up to \$5,000.00 per transaction in a competitive manner resulting in a PO, SC, or CT with approval by the department. Exception is for Department staff who have Level 2, Advance Procurement Authority. These department staff may procure goods up to \$50,000.00 and Services greater than \$50,000.00.
4. Departments may use the RQS document to request that DAS-CPFSE conduct a solicitation for services over \$5,000.00.
5. Departments with advanced procurement authority may conduct a competitive solicitation for services over \$5,000.00 in a competitive manner resulting in a PO, SC, CT, MA with approval by that department.
6. DAS-CPFSE conducts competitive solicitations for departments, creates award documents (PO, SC), sends a copy of the PO/SC to the vendor and sends a copy to the requesting department.
7. DAS-CPFSE conducts competitive solicitations for goods and services of general use to all departments resulting in a Master Agreement. Departments shall then create and process a DO or PRC document against the MA with the approval of the department. If the PRC document is used, it must reference the MA the purchase is being made against. An MA should not be referenced on a PRC if goods are not purchased from the MA. The use of a GAX document for purchase against an MA is strictly prohibited.
8. Department Sole Source and Emergency POs are reviewed by DAS-CPFSE. A recommendation is then sent to the DAS Director for approval.
9. The department will pre-audit the PRC against POs and MA purchases, then apply the first and second level of approvals in 1/3. DAS-SAE-Daily Processing will apply the final level of approval for payment.

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10. All warrants created by PRCs, along with the warrant register, are sent to the buying department.
11. The ordering department receives a report (J075F061) which details the total charge for the purchase.
12. Any questions or problems concerning the originating of procurement documents should be directed to DAS-CPFSE. Vendors should contact the department with whom they are dealing with; not DAS-SAE-Daily Processing.

I/3 CODE	DOCUMENT DESCRIPTION	WHEN USED
	All types of requisitions	Initiates the procurement process for goods or services. When purchasing within their authority, agencies decide if, when and what requisition to use. Procurements under Central Procurement and Fleet Services Enterprise authority must be initiated with a requisition unless the item is on a master agreement or in an emergency.
RQS	Standard Requisition	Includes accounting information that pre-encumbers funds.
RQN	Non-Accounting Requisition	Includes accounting information but does not pre-encumber funds.
RQM	Master Agreement Requisition	Initiates process to establish a master agreement for needed goods or services. Does not include accounting information.
RQA	Auction/Surplus Requisition	Initiates process for selling goods or services. Initially, Iowa will not use this requisition.
	All types of Solicitations	Used to procure goods or service using a competitive process. Administrative Rules (11-Chapters 117-120, Iowa Administrative Code) specify requirements and procedures for the use of solicitations.
RFQ	Request for Quote	Used to complete an informal bidding process.
RFB	Request for Bid	Used for formal procurements when price is the only consideration.
RFI	Request for Information	Solicits information from vendors when a conceptual need has been identified but detailed requirements are not known
RFP	Request for Proposal	Solicits bids from vendors for formal goods or services request without clearly delineated commodities, requirements, or parameters.
BAFO	Best and Final Offer	Used in the second round of a solicitation. Selected respondents are provided the opportunity to alter their original response to reflect their best and final offer.

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I/3 CODE	DOCUMENT DESCRIPTION	WHEN USED
RA	Reverse Auction	Solicits bids from vendors through reverse auctions.
SPL	Surplus Sale	Offers surplus state goods for sale to customers through auctions using the vendor online system.
SR	Solicitation Response	Records vendor responses for various solicitation types (e.g., RFB, RFQ, RFP, BAFO).
SRW	Solicitation Response Wizard	Records vendor responses for various solicitation types (e.g., RFB, RFQ, RFP, BAFO).
EV	Evaluation	Compiles vendor responses, evaluator scores and comments, and awards a contract or purchase order for a solicitation.
EVT	Evaluator	Records scoring and comments of each person that is evaluating the vendor responses.
MA	Master Agreement	Establishes statewide or agency contract that extends over a period of time and provides for ongoing activity.
DO	Delivery Order	Establishes an order with a vendor for goods or services on statewide master agreement established by the DAS-CPFSE. DOs are used for any order from a DAS-CPFSE contract, both goods and services.
PO	Purchase Order	Establishes one time contract with a vendor. Goods are the major thrust of the order but incidental services may also be included.
CT	Contract (Printing Order)	Establishes a one-time contract with a vendor for goods or services. This document is used for printing through the Department of Administrative Services.
SC	Service Contract	Used by agencies for a one-time service contract or to pay for services delivered under a master agreement that was established by the agency. The SC is used when services are the major thrust of the order, but incidental goods may also be included.
RN	Renewal of MA	Renews state-wide or agency master agreement
TM	Termination of MA	Terminates state-wide or agency master agreement
PE	Performance Evaluation	Records vendor performance review.
RC	Receiver	Records the receipt of goods from the vendor when the order was placed in the I/3 system. Provides information needed to evaluate vendor performance.

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I/3 CODE	DOCUMENT DESCRIPTION	WHEN USED
VCC VCM	Vendor / Customer Creation & Modification	Used by departments to add or change vendor information
IN	Vendor Invoice	Records the vendor invoice in I/3. Necessary for I/3 matching.
PRC	Commodity Based Payment Request	Payment request with commodity information, MA reference must be included if purchase is against an MA. Can reference purchase order to liquidate it.
PRM	Matching Payment Request	Automatically generated payment request, based on I/3 matching of the purchase order, invoice, and if used, the receiver. Initially, matching will not be used in the I/3 system.
IET	Internal Exchange Transaction	Records inter-agency charges, such as telephone billings, billed services. Both Seller and Buyer sides are included
PRCI	Internal Commodity Payment Request	Records inter-agency charges, where commodity information is needed for reporting.
PRMI	Internal Matching Payment Request	Records inter-agency charges, when commodity information is needed, and is generated as a result of I/3 matching of purchase order and invoice.
GAP	General Accounting Pre-Encumbrance	Reserves funds for future expenditure without using a commodity code by establishing a pre-encumbrance. Is liquidated with a GAE.
GAE	General Accounting Encumbrance	Reserves funds for future expenditure without using a commodity code by establishing an encumbrance. Is liquidated with a GAX.
GAX	General Accounting Expenditure	Payment request with no commodity information