



Procurement Source

FY24/Q1

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Central Procurement Highlights	<p>A Message from the Chief Procurement Officer</p> <p>As we roll into a new fiscal year, and work alignment issues, we decided to restart publishing the Procurement Source! We also intend to resume the Procurement Stakeholder Working Group meetings, and we will ask newly aligned agencies who they want to represent them in the meetings going forward.</p> <p>We have several personnel changes within Central Services. Jocelyn Brincks transferred from her position with the Department of Public Defense to take charge of the Strategic Sourcing program, where she will perform outreach to agencies and political subdivisions to identify current and evolving agency needs. Rachel Friedlander came into an Attorney 2 position to support contract negotiation and review processes. She has a strong background in a similar role in the private sector. Jeff Richards is coming into a new Stakeholder Relations role, also with a lengthy and distinguished background in the private sector. James Harris transferred into the Pcard Manager position from the Iowa Division of Labor, and joined Heather Johnson on the Pcard Team. Laura Shannon brought her experience with the Iowa PBS to the new role of Procurement Systems Administrator to roll out IMPACS/Jaggaer. Two Purchasing Agents brought their various experiences with other agencies to the team, as Craig Trotter transferred from Iowa Workforce Development, and Sara Grier transferred from Department of Public Safety to Purchasing Agent 3 positions. Tami Skadeland brings her experience supporting professors at Iowa State in the execution of their grant funds to her new positions as a Purchasing Agent 2, and is available to assist agencies with their purchasing needs. They have fully integrated into the Procurement Team, and join Randy Bennett, Kathy Harper, Julie Janssen, and David Kundid in maintaining the Master Agreements, and performing custom solicitations under the direction of Procurement Manager Karl Wendt. For the summer, we had two interns from the Iowa State University Supply Chain Management Program, Andrew Klopff, and Caleb Wenthe.</p> <p>The agency experience and educational perspectives we gained through the aforementioned additions have made the Central Procurement Team more capable than ever of helping our Procurement Stakeholders meet their procurement needs. Please reach out if we may be of service!</p> <p>Respectfully, Al Meyer</p>
Targeted Small Businesses	<p>Targeted Small Businesses</p> <p>Targeted Small Businesses continue to be a great option for you to procure goods and services from. You may consider TSBs for direct award of contracts for goods and services up to \$25,000, pursuant to the TSB exception. Remember your use of TSBs contributes to your agency’s annual goal.</p>

DAS Provides Procurement Training

DAS provided procurement training to over 400 people during the second half of FY23. Changes in internal procurement policy within multiple agencies and the state agency alignment initiative created the need for hundreds of staff to receive procurement training. In addition to our normal course offerings virtually and at the Hoover Building, DAS went to many agency facilities to provide training.

FY24 Procurement Training

Procurement courses for the upcoming year will be delivered both in-person and virtually. Registered attendees will be notified and provided instructions prior to class.

Performance and Development Solutions (PDS), DAS Human Resources Enterprise (HRE) Courses

- **Introduction to State Procurement – 8:30 a.m. - 12:30 p.m.**

9/26/23
10/19/23
11/28/23
12/21/23
1/23/24
2/21/24
3/27/24
4/23/24
5/22/24

This free, 1/2-day session is required for Level 1 procurement certification and above.

Prerequisites: Buying Basics and (5) procurement code web-based training (WBT) modules are available upon request from [Karl Wendt](#).

- **Advanced Procurement Certification – 8:30 a.m. - 4:30 p.m.**

8/31/23
11/30/23
2/29/24
5/30/24

This full day seminar is designed to prepare state employees to conduct procurement actions with an estimated value between \$5,000 and \$50,000 and is required for Level 2 purchasing authority.

Prerequisites: Intro to State Procurement.

Procurement training for State employees is provided by DAS and professional industry resources. Please refer to the [DAS Central Procurement training webpage](#) to identify required courses. To register, go to the [PDS Learning Management System](#), or contact your Agency's [PDS Training Liaison](#) for assistance. Additional details will be emailed a week before class. For fee information, refer to the [FY24 Course Catalog](#).

National Institute of Governmental Purchasing (NIGP)

Additional courses required for Level 2 purchasing authority include:

- NIGP Foundations of Strategy and Policy
- NIGP Competency Module: Advanced Legislation and Legal Environment

These classes will be held remotely. Confirmation and additional details will be emailed. Visit the [NIGP website](#) for more procurement education information, or visit the state's NIGP Chapter website - [Iowa Public Procurement Association \(IPPA\)](#).

IMPACS Training for Purchasing Agents

Training for the new IMPACS system is available for all purchasing agents (PA) and agency authorized purchasers (AAP) who are interested in facilitating procurements online, automating their contract administration process, and conduct online shopping through the punchout. Laura Shannon will provide you training virtually and tailor it to fit your specific needs if required. Sign up for the following classes in the Learnsoft LMS either through OKTA or at [State of Iowa Learning Management System \(LMS\)](#).

- IMPACS Orientation, Dashboards, & Purchasing
- IMPACS Solicitations
- IMPACS Contracts

I/3 Training for Purchasing Agents

I/3 procurement training is required for purchasing agents (PA) and agency authorized purchasers (AAP) who use I/3 for procurement and at the level for which it will be used. Contact Karl Wendt to request access to I/3 for procurement training.

Purchasing Card (Pcard) Program

Purchasing Card (Pcard) Program -Tech Tips for Pcard/Travel Card Training

Purchasing Card Program:

Moving Forward

We appreciate your participation in the State of Iowa Purchase Card Program! We are here to help support you. With all the changes moving forward, now is good time to review Pcard processes for Coordinators, Cardholders and Accounts Payable Representatives. Information is available on our website as well as access to the State of Iowa Purchasing Card Program Policy and Procedures and Access Online Guides for Cardholders and Agency Management.

Website: <https://das.iowa.gov/procurement/agencies/state-iowa-purchasing-card-program>

Web Based Training is another good source of information available on US Bank's Access Online website. There are specific topics for both Cardholders and Agency Administrators that provide information to help support the administration of your Pcard portfolio.

We look forward to this next Fiscal Year 2024 and we welcome hearing from you with any questions or assistance needed!

Your PCard Team!

Heather Johnson, Ph# 515-321-5284 and Jim Harris, Ph#515-745-2526

Procurement Source is a quarterly publication by DAS Central Procurement.

Email Purchasing.Mailbox@iowa.gov with questions or suggestions.

Share this [link](#) with colleagues who may want to subscribe.

Visit the [DAS Central Procurement Website](#) for more information.

Contact a [DAS Central Procurement](#) Purchasing Agent for assistance.

Thank you.