

# DAS PROCUREMENT

## NEWSLETTER



## Meet the DAS Central Procurement Team

With both longtime employees and new faces, our team is committed to providing responsive and reliable support. Be sure to update your records with our new email addresses and remember—we're always happy to assist whenever you need us.

### Procurement Specialists

Carlos Fuentes	carlos.fuentes@das.iowa.gov	515.240.2698
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### Compliance Officer

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### PCard Manager

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### Vendor Liasion

Michelle Muir	michelle.muir@das.iowa.gov	515.587.0547
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### Chief Procurement Officer

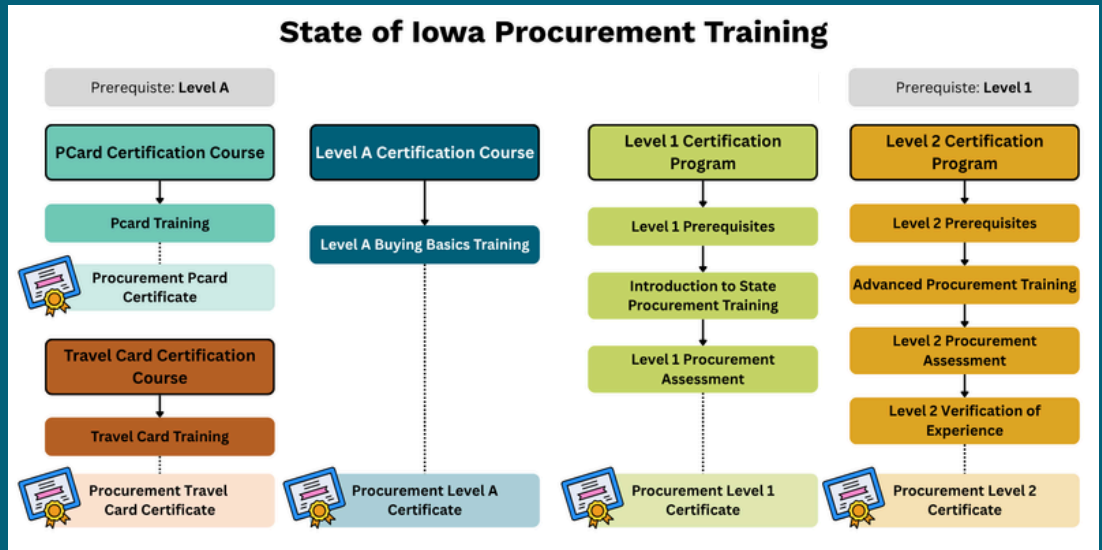
Marie Agey	marie.agey@das.iowa.gov	515.321.9529
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# Training Updates:

DAS Central Procurement, in partnership with DAS - Professional Development Seminars (PDS), has launched new Procurement Programs designed to guide employees through the process of obtaining Level A, Level 1, and Level 2 procurement authority.

Upon completion of the required course materials and successful completion of the assessment, Workday Learning automatically issues a **certificate of completion**, stored directly in the employee's Workday profile.

By automating the process, the new programs reduce manual steps, streamline administration, and improve accessibility for agencies and employees.



# PROCUREMENT CALENDAR:

June				
3	9	17	23	25
8:30AM: Introduction to Procurement Class (4 hrs) - Virtual	9AM: DAS Vendor Showcase - Buying From Lowe's Home Center	11AM: PCard Coordinator Meeting	9AM: DAS Vendor Showcase - Safeware, Inc. Safety and Security Solutions	9AM: Procurement Exchange
July				
9	16	21	29	
9AM: Vendor Orientation - Doing Business with the State of Iowa	8:30AM: Advanced Procurement Class (8hrs) - Virtual	9AM: DAS Vendor Showcase - Avantor - Buying Laboratory and Medical Supplies, Equipment and Services	8:30AM: Introduction to Procurement Class (4 hrs) - Hoover Building	
August				
6	20			
9AM: Procurement Exchange	9AM: Vendor Orientation - Doing Business with the State of Iowa			
September				
16	17	23		
9AM: DAS Vendor Showcase - Buying from Staples, Highlighting Staples brand Products	9AM: Procurement Exchange	8:30AM: Introduction to Procurement Class (4 hrs) - Hoover Building		

**Add to the calendar by suggesting vendors you want to meet!**

[purchasing.mailbox@das.iowa.gov](mailto:purchasing.mailbox@das.iowa.gov)

# CY26 Q1 SURVEY RESULTS

Thank you to everyone who participated in the CY26 Q1 Procurement Survey. Your feedback helps DAS Central Procurement continue to improve training, communication, and support resources for agency procurement teams.

## YOU SHARED

Survey responses highlighted several topics where agencies would value additional guidance and refresher opportunities, including:

- Contract management and contract negotiations
- Project management for informal and formal solicitations
- Purchase Orders (POs) and Delivery Orders (DOs) in Iowa Advantage
- IMPACS access and navigation

A consistent theme throughout the survey was the importance of communication, networking, and refresher training.

## WE LISTENED

We are developing new training modules:

- IMPACS
- Master Agreements
- Contract Management
- Solicitations
- Procurement Requests

We've also added sections in Buying Basics & Level 1 on how to access:

- Shopper in Iowa Advantage
- Bid Opportunities
- IMPACS

Watch your inboxes for "Procurement Exchange", a bi-monthly chat about all things procurement.



## QUICK LINKS:

Procurement Request Links:

- [Requisition Form](#)
- [Emergency Form](#)
- [Sole Source Form](#)

[Conflict of Interest Form](#) (Must be completed annually)

[IMPACS & BidOps Access & Onboarding Form](#)

# THE COMPLIANCE COMPASS

## NAVIGATING BEST PRACTICES, POLICIES AND PROCEDURES



### Keep It Compliant – Issue a PO/DO?

To ensure the State’s standard terms and conditions are incorporated into purchases, agencies should follow these steps when working with vendor quotes:

1. *OBTAIN THE VENDOR QUOTE OR PROPOSAL FOR REVIEW.*
2. *INCLUDE THE APPLICABLE MASTER AGREEMENT (MA) NUMBER ON ALL VENDOR CORRESPONDENCE, QUOTES, AND ORDERING DOCUMENTS, IF APPLICABLE.*
3. ***DO NOT** SIGN THE VENDOR’S QUOTE, PROPOSAL, OR ORDER FORM, AS SIGNATURE MAY CONSTITUTE ACCEPTANCE OF VENDOR TERMS AND CONDITIONS.*
4. ***DO NOT** USE VENDOR’S TERMS AND CONDITIONS ON CONTRACTS.*
5. *CREATE AND ISSUE A **PURCHASE ORDER (PO)** OR **DELIVERY ORDER (DO)** THROUGH IOWA ADVANTAGE.*
6. *THE **PO/DO** SHOULD INCLUDE ALL AGREED UPON GOODS OR SERVICE DETAILS, SUCH AS, PRICES, QUANTITIES, AND LINE ITEM DETAILS.*
7. *PROVIDE THE ISSUED **PO/DO** TO THE VENDOR AS THE STATE’S OFFICIAL AUTHORIZATION TO PROCEED.*

Using the Iowa Advantage-issued PO/DO ensures appropriate procurement approvals, compliance requirements, and State T&Cs are applied to the purchase.

# PCARD PRO TIPS

## QUICK TIPS AND REMINDERS TO SWIPE SMART



### Know Before You Swipe!

Before making a purchase, take a moment to review your PCard limits. When determining the total transaction amount, remember to include all applicable costs – such as shipping, handling, installation, and fees.

If the total purchase exceeds your single-transaction limit, do not split the purchase into multiple transactions. Split transactions are prohibited and may result in a policy violation.

If a purchase exceeds your limit, contact your PCard Coordinator before proceeding to discuss the appropriate purchasing method.