



# Procurement Source

FY19/Q1

**CONTENTS**

**Central Procurement Highlights • Contracts & Suppliers • Procurement Training • TSB Program • Pcard Program**

**Central Procurement Highlights**

**Newsletter Changes in FY19**

Welcome to the first quarterly edition of *Procurement Source*. The Department of Administrative Services (DAS) Central Procurement newsletter is ushering in the new fiscal year with a new streamlined format and distribution frequency (previously bi-monthly).

*Procurement Source* will continue to include important announcements and updates regarding purchasing procedures, master agreements, suppliers, and procurement training, as well as the Targeted Small Business (TSB) and Purchasing Card (Pcard) programs.

Our goal is to provide information our procurement stakeholders in State agencies need to know. If you have questions or newsletter topic suggestions, please submit to: [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov).

**Staff Announcements**

On August 31, Randy Stapp will retire after 20 years of service as a State purchasing agent specializing in construction. Please join us in wishing Randy the best. Contact [Karl Wendt](mailto:Karl.Wendt@iowa.gov), 515-281-7073, for construction related assistance.

At the end of FY18, Kelly Green retired from State employment. He served as the Chief Operating Officer (COO) of the DAS Central Procurement and Fleet Services Enterprise for five years. The interim COO is [Paul Carlson](mailto:Paul.Carlson@iowa.gov), 515-419-5167.

**For more procurement information or assistance:**

Email [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov), or visit the [DAS Central Procurement webpage](http://www.dascentralprocurement.com).

**Contracts & Suppliers**

**Master Agreements Provide Value**

Depending upon needs and purchasing authority, State agencies have several supplier options available. For goods and services of general use, DAS Central Procurement currently offers more than 850 active Master Agreements (MAs). These MAs have been established through competitive bidding or select agreements from cooperative purchasing organizations. Using MAs provides efficiency in sourcing, time and paperwork, delivering a better value for the dollar spent.

For individual purchases up to \$10,000, purchases can be made from a certified Targeted Small Business (TSB) with no contract, master agreement, or solicitation process required.

***Remember to check existing MAs or TSBs for goods or services before soliciting bids or quotes, and see MA contract status reports below.***

<a href="#">Active MA Contracts</a>	<a href="#">Certified Targeted Small Business Directory</a>
<a href="#">MA Contracts - New/Renewal Report (7/1 - 9/30/18)</a>	<a href="#">MA Contracts - Expiration Report (7/1 - 9/30/18)</a>

## General Procurement Training Information

Procurement training for State purchasing agents and buyers is provided by DAS and industry resources. Please refer to the DAS Central Procurement [training webpage](#) to ensure the appropriate classes are taken.

### For procurement training information or assistance:

Email [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov), or visit <https://das.iowa.gov/procurement/ProcurementTraining>

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## Current Procurement Training Schedule

Performance and Development Solutions (PDS), DAS Human Resources Enterprise (HRE) offers the following DAS Central Procurement training courses:

- **[Contract Administration \(NEW\)](#) - 8:30 a.m.-4:30 p.m.**  
This is a free, one-day course designed for both purchasing agents and those who administer contracts. *Contract Administration satisfies re-certification requirements for Level 2 purchasing authority.*
  - **Thursday, August 16, 2018**
  - **Thursday, October 25, 2018**
  - **Wednesday, September 26, 2018**
  - **Friday, November 30, 2018**
  
- **[Introduction to State Procurement](#) - 8:30 a.m.-12:30 p.m.**  
This is a free, 1/2-day session required for Level 1 procurement certification and above. *Prerequisites: Buying Basics and (6) procurement code web-based training (WBT) modules; available online 24/7 at the [DAS Central Procurement Online Training website](#).*
  - **Friday, September 21, 2018**
  - **Tuesday, January 22, 2019**
  - **Tuesday, November 11, 2018**
  - **Wednesday, March 27, 2019**
  - **Tuesday, May 21, 2019**

Classes are held in the Hoover Building, Level A. Check the [PDS Calendar](#) for additional information, and register through your Agency's [PDS Training Liaison](#) (supervisor approval required). Details will be emailed a week before class. For fee information, refer to the [PDS FY19 Course Fees](#) list.

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The DAS State Accounting Enterprise (DAS-SAE) offers three I/3 classes for purchasing agents:

**Basics of I/3 Financial\*, Basics of I/3 Procurement\*, and I/3 Advanced Procurement**  
*(\*Required for I/3 procurement users)*

Visit the **NEW** [I/3 Google Site](#) or contact [Lori McClannahan](#), 515-281-3206, for more information.

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National Institute of Governmental Purchasing (NIGP) classes required by DAS Central Procurement for Level 2 purchasing authority include:

- **[Intro to Public Procurement](#) – Monday-Wednesday, October 22-24, 8:00 a.m.-5:00 p.m.**
- **[Legal Aspects of Public Procurement](#) – TBD**

Click on course links to register. Confirmation and additional details will be emailed. For more information regarding NIGP, visit [www.nigp.org](http://www.nigp.org).

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The Iowa Public Procurement Association (IPPA), the state NIGP chapter, also provides educational meetings and procurement courses throughout the year. Upcoming events include:

- **IPPA Fall Membership Meeting – Wednesday, October 17 in Iowa City**

Visit the [IPPA website](#) to learn more about the organization, upcoming events, and member benefits.

**TSB Program**

**Tips for Maximizing TSB Program Use**

Per Iowa Code and Administrative Rules ([Iowa Code 73.16 & 17](#); [Administrative Rules 261-54.3](#); [261-54.14](#)), state agencies shall submit annual TSB procurement goals and quarterly TSB spend reports to the Iowa Economic Development Authority (IEDA). Once your annual TSB goal is in place, here are some tips to help you reach it:

1. **Bookmark and visit the certified [TSB Directory](#) often.** IEDA sends out updates regularly. If you are not on the distribution list, contact TSB Project Manager [Jill Lippincott](#).
2. **If possible, purchase directly from a certified TSB if the purchase is less than \$10,000** – no contract, master agreement, or solicitation process is required.
3. **Always include one or more TSBs in solicitation notifications for purchases above \$10,000.** Identify appropriate TSBs in the certified [TSB Directory](#). Copy their email addresses and add them to your notification email. (You may also contact [Jill Lippincott](#) for assistance navigating the directory or locating appropriate TSBs.)
4. **Network with TSBs to learn their capabilities.** IEDA and several program partners host workshops and networking events throughout the year to connect TSBs and purchasing agents. (Contact [Jill Lippincott](#) for more information.)
5. **Keep the [TSB Procurement Tipsheet](#) handy.** It provides a summary of TSB procurement rules, processes, benefits, and contacts.
6. **Know where to go for TSB info:** the [DAS Central Procurement TSB webpage](#) or [IEDA TSB webpage](#), including the IEDA’s latest [Bullseye newsletter \(July 2018\)](#)!

**Purchasing Card (Pcard) Program**

**Travel Card Procedures Updated**

DAS-SAE updated [Travel Card procedures 210.101](#) effective Monday, July 16, 2018, to clarify appropriate use of individual and department Travel Cards.

**Federal Regulation Compliance Reminder**

In response to Office of Foreign Asset Control (OFAC) regulations, U.S. Bank has requested the legal names of all State of Iowa cardholders. A "legal name" is one appearing on a legal document, e.g., a Passport, Driver's License, Voter's registration card, Military card, or Social Security card.

Cardholder spreadsheets have been distributed to Agency Pcard Coordinators. If cardholders' legal names are different than what appears on their Pcards or Travel Cards, the spreadsheet must be updated and returned to [Pcard@iowa.gov](mailto:Pcard@iowa.gov) by August 15. (Note: Pcards and Travel Cards will not need to be reissued, even if the legal name is different than what currently appears on the card.)

Please contact [Jacquie Holm-Smith](#), 515-725-2892, or [Barb Sullivan](#), 515-281-5922, with any questions.

**For Pcard/Travel Card information or assistance:**  
Email [Pcard@iowa.gov](mailto:Pcard@iowa.gov), or visit the [Pcard Program website](#).

**Procurement Source is a quarterly publication by DAS Central Procurement.**

Email [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov) with questions or suggestions.

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

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

**Thank you.**