



Procurement Source

FY19/Q4

CONTENTS

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

Central Procurement Highlights

A Message from the Chief Operating Officer (COO)

It has been great to meet with many of the State’s procurement professionals, fleet contacts, and financial management personnel over the past few months. The first two meetings of the Procurement Stakeholder Working Group were very insightful. Thanks to all of you who are providing the time and energy to this critical endeavor. As a follow up, questions raised related to changes to the Administrative Rules adopted and filed as ARC 4182C, effective January 23, 2019, may be found here: <https://www.legis.iowa.gov/docs/aco/arc/4182C.pdf>

Thanks for all you do. I look forward to continuing our work together!
 Respectfully, Al Meyer

NEW – Amazon Business

To allow State agencies to take advantage of Amazon’s product selection and pricing, DAS Central Procurement has implemented a statewide Amazon Business Prime Program effective March 28. **The Amazon program is not a master agreement. Purchases with Amazon are required to comply with procurement policies and procedures.** This program provides additional benefits over individual accounts many agencies have set up. These benefits include:

- Business pricing and quantity discounts on millions of items
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and most 3rd party sellers
- Free Two-Day Business Shipping for qualifying items
- Access to a specialized business only customer service team
- No need for individual prime memberships (existing accounts will transfer to the new program)
- Improved reporting functionality, and visibility of purchases made through Amazon
- Established Terms and Conditions

Emails with program details and instructions have been distributed to Agency Pcard administrators and cardholders. For information, contact Karl Wendt at karl.wendt@iowa.gov or 515-281-7073.

Who has Procurement Authority?

It’s a common question: Who has the authority to procure goods and services? Procurement authority is granted to purchasing agents (PAs) and agency authorized purchasers (AAPs) – *including Pcardholders* – who have completed the appropriate level of procurement training for the purchases they are making.

Procurement certification levels are outlined on the [DAS Central Procurement training webpage](#), indicating the purchasing level and dollar limit that may be procured. All purchasers must follow procurement requirements and cannot make purchases beyond their level of authority. In addition, this authority cannot be delegated from the certified PA or AAP to someone who is not certified. If you have questions regarding the level of training required or completed, please contact DAS-Central Procurement at Purchasing.Mailbox@iowa.gov.

IPPA Spring Meeting

The Iowa Public Procurement Association (IPPA), the state chapter of the National Institute for Public Procurement (NIGP), will host its annual spring meeting on Wednesday, May 1, in Huxley. For more information, visit the [IPPA website](#).

Deadline Reminders – Due Monday, April 15

- 1) **Agency Contact Information:** We are still asking agencies to verify contact information for their financial managers and purchasing agents on the DAS Central Procurement website:
 - [Facility Financial Managers/Purchasing contacts](#) • [Other Agency Financial Managers/Purchasing contacts](#)

Please submit updated contact information to Purchasing.Mailbox@iowa.gov.
- 2) **2019 Conflict of Interest and Representation of Independence:** Annual documentation is required for all State employees who purchase goods and services on behalf of the State.

Please complete and submit the online webform:
<https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest>

Contracts & Suppliers

Current State of Iowa Vendors for Goods and Services

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts – 90-Day New/Renewed Report (1/1/19 - 3/31/19)	MA Contracts – Upcoming Expiration Report (4/1/19 - 6/30/19)

Procurement Training

Upcoming Procurement Training

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 classes.

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

- **[Introduction to State Procurement](#) - 8:30 a.m.-12:30 p.m., Tuesday, May 21, 2019**
This free, 1/2-day session is 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](#).
- **[Advanced Procurement Certification](#) - 8:30 a.m.-4:30 p.m., Tuesday, May 28, 2019**
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.*
- **[Contract Administration](#) – 8:30 a.m. - 1:00 p.m., Thursday, May 16, 2019**
This half-day class is designed to assist employees of the State of Iowa who are involved in the administration and monitoring of state contracts.

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.

National Institute of Governmental Purchasing (NIGP) classes hosted by DAS Central Procurement

Courses required for Level 2 purchasing authority include:

- **[Legal Aspects to Public Procurement](#) - 8:00 a.m.-5:00 p.m., Mon.-Weds., April 22 – 24, 2019**
This course provides a foundation of the principles and general concepts of the law as it applies to public procurement, including ethical issues facing the profession.

Classes are held in the Hoover Building, Level A. Click on course links to register. 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 \(IPPA\)](#).

DAS State Accounting Enterprise (DAS-SAE) I/3 classes 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.

- Basics of I/3 – required for all PAs and AAPs who use I/3
- Basics of I/3 Procurement – required for PAs and AAPs who will make purchases from master agreements and create POs in I/3
- Advanced I/3 Procurement – required for PAs and AAPs who will create solicitation documents such as RFQs and RFBs in I/3

The I/3 team will verify with DAS Central Procurement whether people requesting “Basics of I/3 Procurement” and “Advanced I/3 Procurement” have the appropriate procurement training. Visit the [I/3 Google Site](#) or contact [Lori McClannahan](#), 515-281-3206, for more information.

TSB Program

Certified TSB Numbers Increase

From December 2018 through February 2019, a total of 55 businesses became certified or renewed their certification in Iowa’s Targeted Small Business (TSB) Program administered by the Iowa Economic Development Authority (IEDA). These and more than 450 certified TSBs are listed in the [TSB Directory](#).

Remember – when purchasing \$10,000 or less in goods or services from a certified TSB, no competitively bid contract, master agreement, or solicitation process is required. Learn more in the January edition of the [TSB Bullseye newsletter](#) or on the [TSB Program website](#).

Purchasing Card (Pcard) Program

Hot Topics – Amazon, Auto Rentals, Inactive Cards

Amazon: If you haven’t heard, an Amazon Business Prime account is now available for State agencies. *Existing Amazon accounts should be closed, and all Amazon purchases by Pcard must be made through the new State program.* For information, see above or contact Karl Wendt at karl.wendt@iowa.gov.

Auto rentals: Did you know the State has auto rental contracts with Enterprise and Hertz? While auto rentals are allowed on State Travel Cards, it is strongly recommended that agencies contact DAS Fleet Services at 515-281-5123 to make in-state and out-of-state reservations for their travelers to ensure the contract pricing and insurance coverage is included. Agency charges will be billed via eDAS.

Inactive Cards: Having a “back up” Pcard or Travel Card is a good idea for agencies with only one or two users. However, inactive cards for more than 22 months may be purged by U.S. Bank. As a best practice, it is recommended that even “back up” cards be used periodically to prevent them from being closed. Please also remember, if cardholders will be on extended leave, their Pcards and Travel Cards should be hibernated (limits reduced to \$1) and reactivated upon return.

For more Pcard/Travel Card information or assistance, contact Barb Sullivan at barbara.sullivan@iowa.gov or 515-281-5922, or visit the [Pcard Program website](#).

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.