



Procurement Source

FY20/Q3

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<p>Central Procurement Highlights</p>	<p>A Message from the Chief Operating Officer (COO)</p> <p>Happy New Year! We are excited to announce that we are hiring a Strategic Sourcing Specialist. The Strategic Sourcing position will focus on analyzing projected requirements across all stakeholder organizations, and researching to identify optimal methods of procuring goods and services to fulfill those requirements. This will enhance our ability to support our stakeholder customers, while also identifying additional potential vendors to compete for our business opportunities.</p> <p>The next meeting of the Procurement Stakeholder Working Group will be held on Wednesday, January 29, 2020. We will provide an update on the status of selecting and implementing an eProcurement system, and status of the rule changes to implement the Targeted Small Business (TSB) direct purchase limit change (see more below in TSB section). Please provide any additional items you would like to discuss in advance, in order to allow us time to explore those items further.</p> <p>Respectfully, Al Meyer</p>
	<p>Update on Iron Mountain Contract for Secure Shredding</p> <p>The Iron Mountain secure shredding contract has been extended for sixty days, and all containers should be returned to their original locations. If yours have not, please contact Kelli Sizenbach, kelli.sizenbach@iowa.gov. We apologize for any disruption of service.</p> <p>Moving forward, the RFB which had previously been posted was extended and some additional language added to address stakeholder concerns. The RFB was also broken out by regions of the State to allow for more competition in some regions. Once the solicitation closes, we will work on a more deliberate process to terminate service in areas where Iron Mountain is not awarded the contract, and simultaneously initiate services with the new vendor.</p>
	<p>Annual Conflict of Interest, Representation of Independence Submissions Due</p> <p>All State employees who make purchases on behalf of the State are required to annually submit Conflict of Interest and Representation of Independence documentation. This requirement applies to Purchasing Agents, Pcardholders, Authorized Buyers, and any other State employees who purchase goods and services on behalf of the State. <i>(Travel Card holders are excluded from this requirement.)</i></p> <p>Please complete and submit the online webform no later than Tuesday, March 31, 2020: https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest</p> <p>Responses are automatically recorded. Should you receive more than one request, only submit your information once per calendar year.</p>

Contracts & Suppliers

Current State of Iowa Vendors for Goods and Services

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts – New/Renewed Report (11.30.19-12.30.19)	MA Contracts – Upcoming Expiration Report (12.31.19-3.31.20)

Procurement Training

FY20 Procurement Training Schedule Announced

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, February 18, 2020 Wednesday, April 15, 2020 Friday, June 19, 2020

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.**
Thursday, May 7, 2020

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.*

Classes are held in the Hoover Building, Level A. To register, submit a completed [PDS Course Registration Form](#) (supervisor approval required), 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 [PDS FY20 Course Fees](#) list.

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

Courses required for Level 2 purchasing authority include:

- **[Introduction to Procurement](#) - 8:00 a.m. - 5:00 p.m.**

This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

- **Wednesday, April 1 - Friday, April 3, 2020**

- **[Legal Aspects to Public Procurement](#) - 8:00 a.m.-5:00 p.m.**

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.

- **Monday, May 18 – Wednesday, May 20, 2020**

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.

	<ul style="list-style-type: none"> • 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 <p>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.</p>
TSB Program	<p>TSB Procurement Threshold Update</p> <p>As a follow up to our last newsletter regarding House File 485, the current direct TSB purchasing limit of \$10,000 remains in effect until February 5, 2020, when rule changes take effect raising the limit to \$25,000. You may view a copy of the January Administrative Bulletin, in which the final adopted rules are filed at legis.iowa.gov/docs/aco/bulletin/01-01-2020.pdf</p> <p>New TSB Report Requirements</p> <p>DAS is now required to submit an annual report of contracts awarded to TSBs. DAS requested information from agencies regarding FY19 TSB purchases in order to fulfill this requirement. Thank you to all who responded to enable accurate reporting. Thanks also to all who contributed to total TSB purchases of over \$12.44 million in FY19!</p> <p>Certified TSB Update</p> <p>From September to November, 2019, a total of 60 businesses became certified or renewed their certification in Iowa’s Targeted Small Business (TSB) Program administered by the Iowa Economic Development Authority (IEDA). Currently more than 450 TSBs can be found in the online TSB Directory.</p> <p>Learn more about the TSB program in the January TSB Bullseye newsletter or the TSB Program website, or contact Program Manager Jill.Lippincott@iowaeda.com for assistance locating a TSB.</p>
Purchasing Card (Pcard) Program	<p>Pcard Resolutions for the New Year</p> <p>The New Year is here – a good time for revisiting your agency’s internal Pcard/Travel Card practices to maximize program benefits!</p> <ol style="list-style-type: none"> 1) Consolidate Payments – For vendors with recurring or high-volume transactions, paying with Pcard is an excellent way to consolidate multiple payments into a single monthly one to U.S. Bank. Please review Pcard Usage, Allowed Purchases, and Prohibited Uses. 2) Streamline Processing – For automated PRCs, the U.S. Bank Pcard Interface integrates transaction and allocation data into I/3 to generate PRC payment documents with accounting string information. To get started, email Pcard@iowa.gov. 3) Align Pcard limits – Regularly reviewing Cardholder limits and adjusting based on purchasing needs and procurement training is a best practice. If actual purchases in the last 6 months are a fraction of the card limit, it is too high. If change requests are needed frequently for increases, it is too low. If Cardholders are purchasing above bid thresholds without Level 1 procurement training, there is a potential compliance issue (unless purchasing from competitively bid contracts or MAs). See the Pcard Procurement Chart for guidance. 4) Utilize Department Travel Cards – A centralized Travel Card within an organization is an efficient way to process conference registrations, airfare, and out-of-state lodging, as well as reduce employee out of pocket expenses and reimbursements. Review Card Types and uses. 5) Update Agency Information – Help ensure your agency’s Pcard info is up to date and in compliance (check Roles and Responsibilities and Segregation of Duties). If you haven’t done so in the past three months, please submit an updated Pcard Verification Form and your agency’s current internal Pcard policies and procedures to: Pcard@iowa.gov.

- 6) **Note Important Dates** – Add [2020 Reconciliation Deadlines](#) to your Calendar & notify Cardholders the annual [Conflict of Interest](#) form is due by March 31 (see above.)

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](#). Thank you!

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.