



# Procurement Source

FY21/Q2

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**Central Procurement Highlights**

**A Message from the Chief Procurement Officer**

Greetings from Central Procurement! We hope you had a successful closeout to FY20, and are continuing to stay well and healthy. Although the DAS Central Procurement staff is continuing to operate through electronic means, we are ready to support your procurement needs. We are continuing our efforts to implement a new eProcurement system; propose revisions to our rules; develop our strategic sourcing and procurement planning; foster the partnership with stakeholder agencies; and build relationships with political subdivisions.

Respectfully,  
 Al Meyer

**New Strategic Sourcing Initiative Promotes Public Procurement**

To drive greater performance in the purchasing process, DAS Central Procurement has developed a strategic sourcing initiative to assist State agencies and other public entities in the procurement of goods and services.

From paper clips to multi-million-dollar service agreements, DAS’s strategic sourcing specialist can provide expert analysis and guidance to leverage procurement dollars and maximize purchasing value.

When government entities procure independently, opportunity gaps exist. Collaboration, on the other hand, yields a greater return for Iowa taxpayers. Strategic sourcing facilitates networking among State agencies and political subdivisions to identify needs and create connections which will help save money, ensure quality, and reinforce procurement compliance. This also includes actively seeking potential suppliers for government buyers.

To learn how strategic sourcing can identify purchasing opportunities and assist your agency in the procurement process, please contact Aaron Blass at [aaron.blass@iowa.gov](mailto:aaron.blass@iowa.gov).

**Continued Procurement Guidance in Response to COVID-19**

In Section 4 of Disaster Emergency Proclamation 2020-01, effective March 9, 2020, Governor Reynolds suspended competitive selection requirements for procurements made to prevent, contain or mitigate the effects of the COVID-19 virus.

Governor Reynolds further extended the suspension of competitive selection requirements in section one hundred fifty-two of the Disaster Emergency Proclamation 2020-29, issued on September 18, 2020. The current suspension is effective through October 18, 2020, unless sooner terminated or extended in writing by Governor Reynolds.

This means goods and services for the COVID-19 specific emergency purposes may be procured without formal bidding processes when necessary to meet the needs of the emergency. Obtaining multiple

quotes and taking reasonable measures are always recommended, to the extent possible, to ensure State funds are appropriately spent.

To review the declarations in their entirety, go to:

[https://www.homelandsecurity.iowa.gov/disasters/disaster\\_proclamations.html](https://www.homelandsecurity.iowa.gov/disasters/disaster_proclamations.html)

## Targeted Small Businesses

### Targeted Small Businesses (TSB) Update

During the 2nd quarter of FY21, DAS Central Procurement will be compiling a report of contracts awarded to certified Targeted Small Businesses (TSBs) pursuant to the TSB competitive process exception for goods and services up to \$25,000. Detailed information will be sent in the next few weeks requesting information from agencies.

From June-August, 74 TSBs were certified or renewed their certifications. In the past six months, the Iowa Economic Development Authority (IEDA) has experienced a spike in TSB applications, so there are even more vendors to consider. For a list of vendors, check out the [Certified TSB Directory](#).

Learn more about the TSB program in the [October TSB Bullseye newsletter](#), visit the [TSB Program website](#), or contact [tsbcert@iowaeda.com](mailto:tsbcert@iowaeda.com).

## Procurement Training

### FY21 Procurement Training

At this time, procurement courses will continue to be delivered both online and in person. Registered attendees will be notified and provided instructions prior to class.

#### DAS Human Resources - Performance and Development Solutions (PDS)

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

November 4, 2020 (in person); March 3, 2021 (online); May 19, 2021 (in person)

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.**

October 13, 2020 (in person); April 7, 2021 (in person)

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 [PDS FY21 Catalog](#).

#### National Institute of Governmental Purchasing (NIGP) classes

Courses required for Level 2 purchasing authority are currently instructed virtually:

- Introduction to Public Procurement (dates TBD)
- Legal Aspects of Public Procurement -1/5/2021

Register at [nigp.org](http://nigp.org). 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](#) for more information.

## Contracts and Suppliers

### Current State of Iowa Vendors for Goods and Services

<a href="#">Active MA Contracts</a>	<a href="#">Certified Targeted Small Business Directory</a>
<a href="#">MA Contracts – New/Renewed Report (8.31.2020-10.01.2020)</a>	<a href="#">MA Contracts – Upcoming Expiration Report (10.01.2020-12.31.2020)</a>

## Purchasing Card (Pcard) Program

### Important Card Renewal Information

It's that time of year when many State Pcards and Travel Cards are expiring and new cards are issued. Agency Pcard Coordinators - To facilitate the process for your cardholders, please note the following:

#### Verify/Update Addresses

It is critical that cardholder mailing addresses are current in Access Online so cards are received by the intended recipient. Pcard Coordinators, please confirm the cardholder's address before mailing the card. In the event of an address change, please submit changes to [Pcard@iowa.gov](mailto:Pcard@iowa.gov) to have their U.S. Bank profiles updated. This is important not only for accurate card distribution, but also for account verification should the cardholder need to contact U.S. Bank Customer Service.

#### Tech Tips for Pcard/Travel Card Training

For cardholders required to complete Pcard 101 or Travel Card 101 training for new card issues or renewals, below are some tips to address common technical difficulties when downloading results into a PDF format. Agency Pcard Coordinators, please share with your cardholders as needed.

- Internet browser - Google Chrome is preferred (not Explorer)
- Adobe Flash - Use a laptop/desktop with a newer version of Adobe Flash Player
- Options - For those using older devices with older or no Flash, copy quiz results into a Word, Google Doc, or email, or send a screenshot or photo of the results page to [Pcard@iowa.gov](mailto:Pcard@iowa.gov).

For additional assistance, please contact [Barbara.Sullivan@iowa.gov](mailto:Barbara.Sullivan@iowa.gov) or visit the [Pcard Program webpage](#) for more resources. Thank you!

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

Email [Purchasing.Mailbox@iowa.gov](mailto: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.**