



# DAS Delivers: *Procurement Source*

Department of Administrative Services ~ Empowering People · Collaboration · Customer Service

FY21/Q3

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<b>Central Procurement Highlights</b>	<p><b>A Message from the Chief Procurement Officer</b></p> <p>Happy New Year from DAS Central Procurement! You may notice we’re starting 2021 with a new logo and fresh look for <i>Procurement Source</i>. Going forward, DAS newsletters will be branded with a similar design to reflect our department’s core focus: Empowering people through collaboration and customer service.</p> <p>Thank you to all who participated in the Procurement Stakeholder Working Group video conference. As announced during the event, we welcomed Lori Norem to the team as the new State Pcard Program Manager. In addition, Heather Forburger will be transitioning from Administrative Assistant to State Pcard Program Specialist, as Barb Sullivan retires the end of January following 36 years of service.</p> <p>Central Procurement staff is continuing to operate through mostly electronic means and is ready to support your procurement needs.</p> <p>Respectfully, Al Meyer</p>
	<p><b>Annual Conflict of Interest, Representation of Independence Submissions Due</b></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><b>Please complete and submit the online webform no later than Wednesday, March 31, 2021:</b>  <a href="https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest">https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest</a></p> <p>Responses are automatically recorded. Should you receive more than one request, only submit your information once per calendar year.</p>
	<p><b>Continued Procurement Guidance in Response to COVID-19</b></p> <p>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. It was later expanded to include procurements necessary to facilitate telework by state employees, and mitigate and respond to increased cyber-attacks and threats.</p> <p>Governor Reynolds further extended the suspension of competitive selection requirements in Section 146 of the Disaster Emergency Proclamation 2021-01, issued on January 7, 2021. The current suspension is effective through February 6, 2021, unless sooner terminated or extended in writing by Governor Reynolds.</p> <p>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.</p> <p>To review the declarations in their entirety, go to: <a href="https://www.homelandsecurity.iowa.gov/disasters/">https://www.homelandsecurity.iowa.gov/disasters/</a></p>

## Introducing IMPACS

DAS is in the process of configuring a new procurement tool - the Iowa Management of Procurement and Contracting System (IMPACS). The system utilizes software modules provided by Jaggaer.

Advantages of the new system include, but are not limited to:

- Provides procurement staff with an efficient online solicitation tool
- Enables vendors to more easily submit solicitation responses
- Allows agencies to create contract documents and provides contract management functionality
- Facilitates improved, more efficient contract management
- Increases transparency of procurement and contract activities

The transition to the IMPACS will start with DAS Central Procurement, and expand to agencies as procurement staff are trained in late February to March 2021.

Initially, IMPACS will be used in parallel with BidOps until the public facing side of BidOps is retired. The BidOps system will still be available to view old postings and their attachments. Purchase Orders and Delivery Orders will still be created in I/3 and in the future Workday.

## Strategic Sourcing Opportunities in the New Year

The New Year is prime time for evaluating prior year performance and identifying new goals and strategic opportunities. When considering your agency's mission, vision, and ways to achieve specific goals, some questions to ponder might be:

- Have we strategically planned for the resources needed to fulfill our mission and looked for opportunities to better serve our customers?
- Can we be more strategic in responding to needs to improve procurement processes and efficiencies?

Sometimes an outside perspective can help hone in on opportunities. If you would like to explore new strategic sourcing ideas, please contact [Aaron.Blass@iowa.gov](mailto:Aaron.Blass@iowa.gov).

## Targeted Small Business (TSB) Program

### Targeted Small Businesses (TSB) Update

The Certified TSB Directory continues to grow! In the second quarter of FY21, 47 new TSBs were certified. You'll find hundreds of certified TSB vendors in the [Certified TSB Directory](#).

Thank you to all of the agencies for your timely response to the data call for TSB spend. Through your efforts, we were able to complete the required report for the Legislature.

To learn more about the TSB program, check out the January [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 instructions provided prior to class.

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

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

- **[Foundations of Strategy and Policy](#)**  
**February 1-15, 2021; May 3-17, 2021; or on demand March 8-9, 2021**
- **[Legal Aspects of Public Procurement](#)**  
**February 8-10, 2021; March 15-17, 2021; April 6-8, 2021; April 7-9, 2021**

Courses are typically 3 days unless otherwise noted. 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 Central Procurement wants to help you develop your procurement skills!***

If you are a procurement professional and desire continue your learning through training and certification, one of the following certifications may be for you:

- NIGP Certified Procurement Professional (NIGP-CPP)
- Certified Professional Public Buyer (CPPB)
- Certified Public Procurement Officer (CPPO)

Detailed information on the preparation, testing and certification process is available at <https://www.nigp.org/certification/nigp-cpp>

For assistance with funding for this or other relevant procurement training, email Al Meyer [allen.meyer@iowa.gov](mailto:allen.meyer@iowa.gov), or call 515-829-9301 to discuss this initiative.

### 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.

## Current State of Iowa Vendors for Goods and Services

<a href="#"><u>Active MA Contracts</u></a>	<a href="#"><u>Certified Targeted Small Business Directory</u></a>
<a href="#"><u>MA Contracts – New/Renewed Report (10.16.2020-1.26.2021)</u></a>	<a href="#"><u>MA Contracts – Upcoming Expiration Report (01.01.2021-03.31.2021)</u></a>

### New Pcard Team

Effective January 29, 2021, Barb Sullivan will be retiring after more than 36 years with the State of Iowa. She is leaving the Pcard Program in great hands with Heather Forburger as the State Pcard Program Specialist (in charge of the day-to-day Pcard account maintenance) and Lori Norem as the State Pcard Program Manager (in charge of Pcard policy and procedures, training, etc.). Barb will be working with Heather and Lori through January for a smooth transition.

Please welcome Heather and Lori to their new Pcard positions in DAS Central Procurement, and feel free to reach out to Barb before she leaves. She would love to hear from you!

Also, as a reminder, please submit Change Request Forms, new Card Application Forms, Pcard and Travel Card Training results, or any other forms to the Pcard mailbox: [Pcard@iowa.gov](mailto:Pcard@iowa.gov).

**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.**