



Procurement Source

FY19/Q3

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Central Procurement Highlights

From the New Chief Operating Officer (COO)

Greetings to all of you with involvement in procurement. I have enjoyed the first couple of months as COO, and one upcoming initiative I'd like to announce is a Procurement Stakeholder Steering Committee.

The first goal of the committee will be to assess current procurement policies and procedures and identify opportunities for improvement. A second goal will be to review the training program and generate ideas for enhancing it. A third goal will be to establish a statewide procurement planning practice to provide timely insight to better anticipate procurement needs and ensure more efficient application of resources.

We will be reaching out to agencies to nominate motivated, knowledgeable, and energetic employees to serve on this new committee. More details will follow, but we wanted to provide advance notice for consideration.

Thanks for all you do for the Great State of Iowa. I look forward to working with you!

Respectfully, Al Meyer

New Procedures required for DAS Central Procurement Services

In an effort to improve support to our client agencies, DAS Central Procurement will now only accept requests for solicitations submitted one of two ways:

1. Submit a requisition with no encumbered funds (RQN) or with encumbered funds (RQS) as instructed in I/3 training
2. Submit an online [Requisition Form](#) located on the DAS Central Procurement website: <https://das.iowa.gov/procurement>

Submitting requests through these two channels will ensure completed requests are received in a centralized location, which will result in more efficient responses from DAS Central Procurement. Any email or phone requests will be redirected to these channels. We appreciate your cooperation.

Updated Agency Contact Information Requested

To help DAS Central Procurement provide accurate content on its website, agencies are asked to verify contact information for their financial managers and purchasing agents.

Please review the information on the pages linked below and submit any updated contact information to Purchasing.Mailbox@iowa.gov no later than close of business, **Thursday, January 31, 2019**.

- [Facility Financial Managers/Purchasing contacts](#)
- [Other Agency Financial Managers/Purchasing contacts](#)

Annual Conflict of Interest, Representation of Independence Submissions Due

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. (Travel Card holders are excluded from this requirement.)

Please complete and submit the online webform no later than Friday, March 29, 2019:

<https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest>

Responses are automatically recorded. Should you receive more than one request, only submit your information once per calendar year.

Contracts & Suppliers

Check Current Vendor Lists for Goods and Services

Before soliciting bids or quotes for goods or services, remember to check existing Master Agreements (MAs) and Targeted Small Businesses (TSBs). Links to these, as well as new and recently renewed MAs and expiring contracts are provided below.

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts - New/Renewed Report (1/1/19 - 3/31/19)	MA Contracts - Expiration Report (1/1/19 - 12/31/19)

Procurement Training

Upcoming Procurement Training Schedules Announced

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 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.**
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](#).
 - **Tuesday, January 22, 2019**
 - **Wednesday, March 27, 2019**
 - **Tuesday, May 21, 2019**
- **[Advanced Procurement Certification](#) - 8:30 a.m.-4:30 p.m.**
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.*
 - **Tuesday, May 28, 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.

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

Courses required for Level 2 purchasing authority include:

- **[Introduction to Public 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.
 - **Monday, March 18 – Wednesday, March 20, 2019**

- **[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, April 22 – Wednesday, April 24, 2019**

Additional NIGP classes hosted by DAS Central Procurement:

- **[Financial Analysis for Procurement Professionals](#) - 8:00 a.m.-5:00 p.m.**
This course covers the level of analyses and relevant ratios, and why they are important for procurement categories.
 - **Wednesday, April 3, 2019**

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

1) Basics of I/3 Financial*, 2) Basics of I/3 Procurement*, and 3) I/3 Advanced Procurement
*(*Required for I/3 procurement users)*

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

TSB Program **TSB Program Growth Continues**

Targeted Small Business (TSB) Program outreach efforts by the Iowa Economic Development Authority (IEDA) continue to generate results. From September to November, 53 businesses became TSB certified or renewed their certification. Now more than 450 certified TSBs are listed in the [TSB Directory](#).

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

Purchasing Card (Pcard) Program **Start the New Year with a Fresh Eye on Pcard Procedures**

The New Year is a good time to review your agency’s Pcard procedures with a fresh eye. Does your Pcard Coordinator fully understand his/her role? Do Cardholders know internal expectations for monthly statement reconciliation and payment processing? Is there sufficient segregation of duties? Do Approvers know what purchase documentation to look for? Are procurement rules being followed? Does your agency utilize Access Online for allocating expenses and generating payment docs in I/3?

To help agencies make the most of the Pcard Program, resources addressing these questions and more can be found on the [Pcard Program website](#). We have also posted the [Reconciliation Calendar](#) of billing cycle dates and allocation deadlines for 2019.

For more information or assistance, contact [Barb Sullivan](#), 515-281-5922.

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.