



# Procurement Source

FY20/Q2

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**Central Procurement Highlights**

**A Message from the Chief Operating Officer (COO)**

Greetings, and welcome to FY20! Here at DAS, the new fiscal year brought a new Director, as we welcomed Jim Kurtenbach to DAS effective July 1, 2019. He has a long history of success in public and private sectors and brings a new perspective.

We will resume meetings of the Procurement Stakeholder Working Group on October 8, 2019. We hope the teams have taken advantage of the additional time between meetings to work on their topics, and will offer up a summary of their efforts when we meet.

In September I attended the National Association of State Procurement Officers (NASPO) annual conference and had an opportunity to network with colleagues from across the country. I look forward to sharing some of their best practices at our upcoming Stakeholder session.

Respectfully, Al Meyer

**Contracts & 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 8/29/19-9/30/19</a>	<a href="#">MA Contracts – Upcoming Expiration Report 9/30/19-12/30/19</a>

**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.**

**Friday, December 20, 2019**  
**Wednesday, April 15, 2020**

**Tuesday, February 18, 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.**

**Wednesday, November 13, 2019      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.*

- [Contract Administration](#) – 8:30 a.m. - 1:00 p.m.

Wednesday, November 6, 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 FY20 Course Fees](#) list.

### 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 per below:

- 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

#### TSB Procurement Legislation

As a follow up to our last newsletter regarding [House File 485](#), the current Targeted Small Business (TSB) purchasing limit of \$10,000 is still in effect pending revisions to the Iowa Administrative Code.

In addition, DAS is now required to submit an annual report of contracts awarded to TSBs. DAS will be requesting information from agencies regarding FY19 TSB purchases in order to fulfill this requirement. Specific instructions will be developed and discussed at the Procurement Stakeholder Working Group meeting on October 8, 2019.

#### Certified TSB Update

From June-August 2019, a total of **44** 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](#). For assistance locating a TSB to meet your needs, contact Program Manager [Jill.Lippincott@iowaeda.com](mailto:Jill.Lippincott@iowaeda.com).

Learn more about the TSB program in the July [TSB Bullseye newsletter](#) or visit the [TSB Program website](#).

### Purchasing Card (Pcard) Program

#### Back to School - Pcard/Travel Card Policy Refresher

Summer is out. School is in, and it’s a perfect time to brush up on Pcard/Travel Card basic skills. Please review these fundamentals below and share with others in your organization, or contact us if additional consultation is needed.

##### For Cardholders:

- **Authorized Use** – Only the person named on the Pcard/Travel Card is authorized and approved to use the card.
- **Pcard Procurement Thresholds and Training Levels** – Pcards are a convenient purchasing tool, but procurement rules still apply. This means cardholders must have procurement training appropriate for their purchasing needs. Cardholders who have not had Level 1 procurement training can only buy from competitively bid contracts, TSBs up to \$10,000, or below bid

thresholds of \$1,500 for goods and \$5,000 for services. See the [Pcard Procurement Chart](#) for guidance, or contact [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov) for more procurement training details.

- **Allowable Transactions** – Pcards may be used for purchasing any goods or services for official business purposes in accordance with State procurement and State Accounting guidelines. See [Pcard Use for Allowed and Prohibited purchases](#).
- **Travel Cards** – The State’s [Travel Cards](#) may only be used for specific travel expenses designated by DAS State Accounting Enterprise (SAE) [Travel Card Procedure 210.101](#).
- **Split Transactions** – Dividing a transaction to avoid Single Transaction Limits (STLs), monthly credit limits, or bid requirements is **strictly prohibited**. To avoid a split transaction, Pcard Coordinators can submit a completed [Change Request Form](#) to adjust Pcard or Travel card limits temporarily or permanently. Agency Pcard Coordinators and Cardholders are notified when split transactions are detected.
- **Approvers** – Cardholder Approvers review Cardholder statements to validate transactions, ensure purchases comply with applicable policies and procedures, and verify receipts and supporting documentation are included before signing and submitting for payment processing. An Approver must be at least one functional job level higher than the Cardholder and satisfy [segregation of duties requirements](#).

Resources: [Pcard Procurement Chart](#), [Pcard Tipsheet](#), [Travel Card Tipsheet](#), [State Pcard Policy & Procedures](#)

**For Agency Pcard Coordinators and Administrators:**

- **Payment Processing** – Payments should always be made from the agency’s Managing Account (never the Cardholder statement) to ensure payments are appropriately applied. Using the correct vendor customer number prevents Pcard payments from being misapplied to a Travel Card account or vice versa. U.S. Bank payment terms are Net 30 days. To avoid late fees or account suspension, payment must be received within 60 days. **Never short pay.**
- **Automated PRCs** – For streamlined processing, the U.S. Bank [Pcard Interface](#) integrates transaction and allocation data into I/3 to generate PRC payment documents with accounting string information. Email [Pcard@iowa.gov](mailto:Pcard@iowa.gov) to request additional details or assistance.
- **Agency Contact Verification** – If you haven’t verified your agency’s Pcard program contacts in 2019, or if your agency contacts have changed, please submit an updated [Pcard Verification Form](#) and your agency’s current **internal** Pcard policies and procedures to: [Pcard@iowa.gov](mailto:Pcard@iowa.gov).

Resources: [Roles & Responsibilities](#), [Reconciliation Calendar](#), [Pcard Interface Process](#), [Access Online User Guide for Agency Management](#)

For more Pcard/Travel Card information or assistance, contact Barb Sullivan at [barbara.sullivan@iowa.gov](mailto: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](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.**