



Procurement Source

FY21/Q1

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Central Procurement Highlights

A Message from the Chief Operating Officer (COO)

Happy New Fiscal Year! I hope this message finds you all continuing to stay well and healthy. These are interesting times as we move into FY21 and continue to deal with ongoing COVID-19 issues.

By and large, DAS Central Procurement staff has been meeting customer needs through electronic means and keeping Master Agreements up to date. Pandemic response related supply orders have stabilized, and we are focused on tracking the status of goods on order.

In the coming months we will resume our efforts to implement a new eProcurement system; propose revisions to our rules; continue to develop strategic sourcing and procurement plans; and build relationships with agencies and political subdivisions.

Respectfully, Al Meyer

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 sixty-three of Disaster Emergency Proclamation 2020-39, issued on June 25, 2020.

The current suspension is effective through July 25, 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. Obtaining multiple quotes and taking reasonable measures are always recommended, when possible, to ensure State funds are appropriately spent.

To review the declarations in their entirety, visit:

https://www.homelandsecurity.iowa.gov/disasters/disaster_proclamations.html

Toner Recycling

State Toner Contracts Offer Free Recycling

Did you know that each Copier/Printer manufacturer that the State of Iowa has an MA with provides free recycling of empty toner bottles? If your agency would like to participate in one of these programs, follow the link below that corresponds to the brand of copier/printer in your area. If you have any additional questions about these programs, contact Kelli Sizenbach at kelli.sizenbach@iowa.gov.

Canon	HP	Konica Minolta	Sharp	Kyocera	Lexmark	Ricoh	Xerox
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FY21 Procurement Training to be Offered Online, In Person

Procurement courses for the upcoming year will be delivered both online and in person. Registered attendees will be notified and provided instructions prior to class.

Performance and Development Solutions (PDS), DAS Human Resources Enterprise (HRE) courses

- **Introduction to State Procurement – 8:30 a.m. - 12:30 p.m.**
August 19, 2020 (online); 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, 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 FY21 Catalog](#).

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

Courses required for Level 2 purchasing authority include:

- Introduction to Public Procurement and Legal Aspects of Public Procurement are currently instructed virtually. Register at [nigp.org](#).

This class will be held remotely. 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.

- 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.

TSB Program **April Sets Record Number New TSB Certifications, Directory Exceeds 850**

Due to the impact of COVID-19, a special grant program by the Iowa Economic Development Authority (IEDA) contributed to a spike of more than 3,400 Targeted Small Business (TSB) applications. As a result, more new TSBs became certified in April (329) than any month in the prior three years!

From March to May, a total of 399 TSBs were certified or renewed their certifications, and the [TSB Directory](#) has expanded to more than 850 businesses.

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

Contracts and Suppliers **Current State of Iowa Vendors for Goods and Services**

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts – New/Renewed Report (4.17.2020-7.14.2020)	MA Contracts – Upcoming Expiration Report (7.1.2020-10.1.2020)

Purchasing Card (Pcard) Program **Purchasing Card (Pcard) Program Fiscal Year Reminders for Pcard/Travel Cards**

As we transition from FY20 to FY21, please note below key deadlines and reminders for Pcard/Travel Card purchases and payment processing.

Receiving Goods and Services: Packing slips showing the date the order was shipped from the supplier and/or delivery receipts showing the date received must be provided when invoices indicate a shipping date of June 25-30, OR invoices are dated June 25-July 5 with no shipping date indicated.

- **July billing Statements:** The July billing cycle closes July 20th. Statements will generate July 21st. The allocation deadline in Access Online for July statements is Tuesday, Aug. 4th (for those utilizing the U.S. Bank interface). PRCs will be generated in I/3 on Wednesday, Aug. 5th.
- **I/3 Payment Processing:** IMPORTANT - Valid FY21 budgets must be established in I/3 in order for July transactions to process correctly and generate PRCs.
- PRC Doc IDs will include an “H” to indicate potential hold open adjustments. Pcard purchases will be sorted into the appropriate FY by transaction date. Because transaction dates may be different from the date goods and services were received, it is important to review all transactions to ensure they are charged to the appropriate budget fiscal year.
- For additional information, refer to the I/3 Team’s [FY20 Year-End Close and FY21 Open timeline webpage](#).

For Pcard/Travel Card information or assistance: Contact Barb Sullivan at barbara.sullivan@iowa.gov or 515-281-5922, or visit the [Pcard Program website](#).

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.