



DAS Delivers: *Procurement Source*

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

FY22/Q1

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Central Procurement Highlights	<p>A Message from the Chief Procurement Officer</p> <p>Welcome to FY22! Some big changes are underway. We have completed the initial design sessions for procurement and supplier accounts in Workday. A huge thank you to the cross-section of personnel who provided valuable input to the discussions and those who responded to the survey. We are preparing to present the initial design in the next few weeks.</p> <p>The next Procurement Stakeholder Working Group meeting is scheduled Wednesday, July 28, from 9:00-10:30 a.m. We appreciate the exchange of ideas and information during these meetings and welcome anyone interested in participating. If you would like to be added to the calendar invite list, let Natalee Bell know at Natalee.bell@iowa.gov.</p> <p>Respectfully, Al Meyer</p>
	<p>IMPACS Implementation Progresses</p> <p>Configuration continues in DAS Central Procurement’s new eProcurement tool – the Iowa Management of Procurement and Contracting System (IMPACS). The system utilizes software modules provided by JAGGAER Digital Software and Solutions. Training is being developed and will be scheduled for agency purchasing agents in the coming months.</p>
	<p>Agency Purchasing Contacts and Financial Managers Verification</p> <p>Central Procurement is requesting that Agencies review the Agency Purchasing Contacts and Financial Managers that are listed on the Agencies/Facilities Financial Managers and Purchasing Contacts page and the All other Agencies Financial Managers and Purchasing Contacts page.</p> <p>Please email Natalee Bell, natalee.bell@iowa.gov, with the updated agency contact name, email address and phone number.</p>
	<p>Strategic Sourcing: Save time. Save money.</p> <p>Strategic Sourcing has been working closely with multiple agencies and political subdivisions aligning current and forecasted needs with available State contracts. One of the many benefits is the adaptation or development of contracts that fit your specific needs, now and in the future.</p> <p>Considerable time and financial savings are also available with Strategic Sourcing and Procurement planning efforts. As you develop your plans for the next several quarters, consider working with Strategic Sourcing to implement best practices in the procurement of your goods and services.</p> <p>Ready to learn more? Contact Aaron Blass, Strategic Sourcing Specialist, at Aaron.Blass@iowa.gov to have a conversation about your current and future procurement plans.</p>

Targeted Small Business (TSB) Program

Targeted Small Businesses (TSB) Update

The Certified TSB Directory continues to grow! From March until May 2021, 39 new TSBs were certified and 33 renewed. Additionally, there were 27 TSBs that closed. You'll find hundreds of certified TSB vendors in the [Certified TSB Directory](#).

As a reminder, TSBs are a preferred source. For goods and services below \$25,000 you may purchase directly from a TSB without further competition. It can save you time in the procurement process and help you meet your annual TSB goal, while helping grow Iowa based businesses!

To learn more about the TSB program, check out the [Bullseye](#) newsletter, visit the [TSB Program website](#), or contact tsbcert@iowaeda.com.

Procurement Training

FY21 Procurement Training – Professional Development Funds Available

DAS Central Procurement wants to help you develop your procurement skills!

DAS Central Procurement is continuing to make funds from the National Association of State Procurement Officers (NASPO) available for Professional Development of Procurement personnel! See the [Procurement Training Funds memorandum](#) for more information.

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.**

- September 9, 2021 (virtual)
- November 10, 2021 (in-person)
- January 6, 2022 (in-person)
- March 10, 2022 (in-person)
- May 12, 2022 (virtual)

This free, 1/2-day session is required for Level 1 procurement certification and above. *Prerequisites: Buying Basics and (5) procurement code web-based training (WBT) modules.*

• **Advanced Procurement Certification – 8:30 a.m. - 4:30 p.m.**

- August 4, 2021 (in-person)
- September 30, 2021 (in-person)
- December 9, 2021 (in-person)
- February 16, 2022 (in-person)
- April 7, 2022 (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 (virtual)**

- September 22-23, 2021; October 6-7, 2021; November 1-2, 2021

• **Legal Aspects of Public Procurement (virtual)**

July 26, 2021; October 26-28, 2021; December 8-10, 2021

Courses are typically 3 days unless otherwise noted. Visit NIGP’s [Offerings Calendar](#) to register. Confirmation and additional details will be emailed. For more procurement education information visit the [NIGP website](#) or the state NIGP Chapter website - [Iowa Public Procurement Association \(IPPA\)](#).

Become a certified Procurement Professional!

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>

Procurement Web-based Training

To request access to the DAS Procurement web-based training modules contact:

- **Pcard** – pcard@iowa.gov
- **Procurement** – purchasing.mailbox@iowa.gov

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

<u>Active MA Contracts</u>	<u>Certified Targeted Small Business Directory</u>
<u>MA Contracts – New/Renewed Report (4-1-2021 thru 6-30-2021)</u>	<u>MA Contracts – Upcoming Expiration Report (7-1-2021 thru 9-30-2021)</u>

Pcard/Travel Card: Application Updates and Fiscal Year End Reminders

Pcard/Travel Card Application Update: The Pcard/Travel card applications have been updated to include the employee number. This will help as we transition to Workday. Please include the employee number when completing the applications.

As we transition into the new fiscal year, listed below are some deadlines and reminders for Pcard/Travel card purchases and processing cycles.

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

June Statements:

- The June billing cycle closed June 21. Statements were generated June 22.
- The allocation deadline in Access Online for June statements is July 6th (for those utilizing the U.S. Bank interface), and PRCs generated in I/3 are due by July 7, 2021.

July Billing Statements:

- The July billing cycle closes July 20, 2021. Statements will be generated July 21.
- The allocation deadline in Access Online for July statements is August 4, 2021 (for those utilizing the U.S. Bank interface).
- PRCs will generate in I/3 on August 5.

I/3 Payment Processing:

- **IMPORTANT** – Valid BFY 2020 budgets must be established in I/3 in order for July transactions to process correctly and generate PRCs.
- PRC document IDs will include an “H” to indicate potential hold-open adjustments. Pcard purchases will be sorted into the appropriate fiscal year by transaction date. Transaction dates may differ from the date goods and services were received, so 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 memo regarding Document Processing during the hold-open period or webpage regarding [FY21 Year-End Close](#) and [FY21 Open timeline reminders](#).

Lastly, Pcard Coordinators are reminded to use the Pcard mailbox: Pcard@iowa.gov when submitting Change Request Forms, new Card Application Forms, Pcard and Travel Card Training results, or any other forms. Thank you – we look forward to working with you!

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.