



Procurement Source

FY19/Q2

CONTENTS

[Central Procurement Highlights](#) • [Contracts & Suppliers](#) • [Procurement Training](#) • [TSB Program](#) • [Pcard Program](#)

Central Procurement Highlights

New Chief Operating Officer (COO)

Allen Meyer will join DAS as COO of the Central Procurement and Fleet Services Enterprise (CPFSE) on October 15, following more than 30 years of service with the Iowa National Guard. He is currently assigned to Camp Dodge as the United States Property and Fiscal Officer for Iowa. Allen is a graduate of the United States Army War College and served in Afghanistan in 2009-2010.

[Paul Carlson](#), 515-419-5167, will continue to serve as interim COO until Oct. 15.

Solicitations – should it be formal or informal?

When an agency is determining whether or not a solicitation should be formal or informal, consider the total cost for the duration of the contract with all possible extensions not just the first year of the contract. It is important to think about the “what if’s” regardless of whether or not it is likely the contract won’t go past the first year or whether the current budget won’t cover another year. If there is language that the contract can be extended beyond the initial period, then consider the total cost for the additional years and also plan for the potential extension in case it is needed and the budget is available for it in the future.

- *Informal - Must be less than \$50,000.*
- *Formal - Sealed bids/proposals that are due on a specific date, time, and place. May be used for any procurement, but must be used for solicitations of \$50,000 or more.*

For further information, consult the [Procurement Policies and Procedures Manual](#).

Changing Paper Market

Whether buying a case or multiple pallets at a time, be advised the price of paper is on the rise. Due to high demand and limited availability, some paper products also have increased lead times. If you are a large consumer of paper or often procure unique paper products, plan accordingly to accommodate price fluctuations and delivery issues.

For more procurement information or assistance:

Email Purchasing.Mailbox@iowa.gov, or visit the [DAS Central Procurement webpage](#).

Contracts & Suppliers

Start Your Goods and Services Search HERE!

Always check existing MAs or TSBs for goods or services before soliciting bids or quotes. See MA contract status reports below.

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts - New/Renewed Report (9/1 - 12/31/18)	MA Contracts - Expiration Report (10/1 - 12/31/18)

General Procurement Training Information

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 ensure the appropriate classes are taken.

For procurement training information or assistance:

Email Purchasing.Mailbox@iowa.gov, or visit <https://das.iowa.gov/procurement/ProcurementTraining>

Current Procurement Training Schedule

Performance and Development Solutions (PDS), DAS Human Resources Enterprise (HRE) offers the following DAS Central Procurement training courses:

- **[Contract Administration \(NEW\)](#) - 8:30 a.m.-4:30 p.m.**
This is a free, one-day course designed for both purchasing agents and those who administer contracts. *Contract Administration satisfies re-certification requirements for Level 2 purchasing authority.*
 - **Thursday, October 25, 2018**
 - **Friday, November 30, 2018**

- **[Introduction to State Procurement](#) - 8:30 a.m.-12:30 p.m.**
This is a free, 1/2-day session 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, November 20, 2018**
 - **Wednesday, March 27, 2019**
 - **Tuesday, January 22, 2019**
 - **Tuesday, May 21, 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.

The DAS State Accounting Enterprise (DAS-SAE) offers three 1/3 classes for purchasing agents:

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

Visit the **NEW** [1/3 Google Site](#) or contact [Lori McClannahan](#), 515-281-3206, for more information.

The Iowa Public Procurement Association (IPPA), the State NIGP chapter, also provides educational meetings and procurement courses throughout the year. Upcoming events include:

- **[IPPA Fall Membership Meeting](#) – Wednesday, October 17 in Iowa City**
- **[Practical Specification Writing](#) – Thursday, November 1 in Ames**

Visit the [IPPA website](#) to learn more about the organization, upcoming events, and member benefits.

Solicitation Documentation Helps TSBs

Earlier this year the Iowa Economic Development Authority (IEDA) introduced several Targeted Small Business (TSB) Program enhancements. For TSB procurement, this included a more robust 48-hour bid posting site available only to certified TSBs and authorized purchasing agents.

Because documents can now be attached in the new 48-hour website, it's essential for solicitations to

be fully completed before posting. The details provide TSBs with the information they need to prepare the thorough responses you want to receive. Please be prepared before you post, and always attach solicitation documents with your 48-hour postings.

TSB Procurement Reminders

1. **Bookmark and visit the certified [TSB Directory](#) often.**
2. **If possible, purchase directly from a certified TSB if the purchase is less than \$10,000** (no contract, master agreement, or solicitation process is required).
3. **Always include one or more TSBs in solicitation notifications for purchases above \$10,000.** Visit the [TSB Directory](#) or contact [Jill Lippincott](#) for assistance identifying vendors.
4. **Network with TSBs to learn their capabilities.** IEDA and several TSB program partners host workshops and networking events throughout the year.
5. **Refer to the [TSB Procurement Tipsheet](#)** for a summary of TSB procurement rules, processes, benefits, and contacts.
6. **Know where to go for TSB info:** Visit the [DAS Central Procurement TSB webpage](#) or [IEDA TSB webpage](#)

Purchasing Card (Pcard) Program

Cardholders Can Help Prevent Fraud

Cardholders beware – data phishing can happen over the phone or email. Fraudsters call or email, presumably on behalf of a trusted source, and convince an employee to provide card and/or personal data to them. According to U.S. Bank, a current variation involves an email appearing to come from a manager or official in the organization requesting the cardholder to purchase gift cards and provide the gift card account numbers and PIN.

Please advise your agency's cardholders:

1) Gift cards may not be purchased with State of Iowa Pcards.

2) Before providing information or making any requested purchases, make sure the request is coming from a trusted source. Check the "from" email address or reach out to the person directly to ensure that the request is legitimate.

Other card security tips:

- Sign cards immediately upon receipt.
- Monitor charges frequently and report questionable charges or lost/stolen cards.
- Protect account numbers at all times; don't provide information unless the source is legitimate.

For Pcard/Travel Card information or assistance:

Email Pcard@iowa.gov, visit the [Pcard Program website](#)

Contact [Jacquie Holm-Smith](#), 515-725-2892, or [Barb Sullivan](#), 515-281-5922

Procurement Source is a quarterly publication by DAS Central Procurement.

Email Purchasing.Mailbox@iowa.gov with questions or suggestions.

Contact [DAS Central Procurement](#) for assistance.

Share this [subscription link](#) with colleagues who may want to subscribe.

Visit [DAS Central Procurement Website](#) for more information.

Thank you.