



# Procurement Source

FY20/Q1

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<b>Central Procurement Highlights</b>	<p><b>A Message from the Chief Operating Officer (COO)</b></p> <p>The Procurement Stakeholder Working Group continues to meet and is making progress. The group has been divided into subgroups based on specific topics and areas of interest. They are busy developing ideas and will provide recommendations to the full group at the next meeting. Thanks again to all involved in this effort.</p> <p>Governor Reynolds signed House File 485 on May 16, 2019. It amends Iowa Code section 8A.311, which relates to purchasing authority from Targeted Small Businesses (TSBs). More on this topic is below in the <a href="#">TSB Program</a> section.</p> <p>Respectfully, Al Meyer</p>										
<b>Contracts &amp; Suppliers</b>	<p><b>Current State of Iowa Vendors for Goods and Services</b></p> <table border="1" data-bbox="365 932 1435 1058"> <tr> <td data-bbox="365 932 862 982"> <a href="#">Active MA Contracts</a> </td> <td data-bbox="862 932 1435 982"> <a href="#">Certified Targeted Small Business Directory</a> </td> </tr> <tr> <td data-bbox="365 982 862 1058"> <a href="#">MA Contracts – New/Renewed Report (6/5/19-8/5/19)</a> </td> <td data-bbox="862 982 1435 1058"> <a href="#">MA Contracts – Upcoming Expiration Report (7/2/19-10/2/19)</a> </td> </tr> </table>	<a href="#">Active MA Contracts</a>	<a href="#">Certified Targeted Small Business Directory</a>	<a href="#">MA Contracts – New/Renewed Report (6/5/19-8/5/19)</a>	<a href="#">MA Contracts – Upcoming Expiration Report (7/2/19-10/2/19)</a>						
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<b>Procurement Training</b>	<p><b>FY20 Procurement Training Schedule Announced</b></p> <p>Procurement training for State employees is provided by DAS and professional industry resources. Please refer to the <a href="#">DAS Central Procurement training webpage</a> to identify required classes.</p> <p><b>Performance and Development Solutions (PDS), DAS Human Resources Enterprise (HRE) courses</b></p> <ul style="list-style-type: none"> <li> <b>Introduction to State Procurement – 8:30 a.m. - 12:30 p.m.</b> <table data-bbox="412 1339 1175 1444"> <tr> <td>Thursday, August 8, 2019</td> <td>Tuesday, February 18, 2020</td> </tr> <tr> <td>Thursday, October 3, 2019</td> <td>Wednesday, April 15, 2020</td> </tr> <tr> <td>Friday, December 20, 2019</td> <td>Friday, June 19, 2020</td> </tr> </table> </li> <li>           This free, 1/2-day session is required for Level 1 procurement certification and above. <i>Prerequisites: Buying Basics and (6) procurement code web-based training (WBT) modules; available online 24/7 at the <a href="#">DAS Central Procurement Online Training website</a>.</i> </li> <li> <b>Advanced Procurement Certification – 8:30 a.m. - 4:30 p.m.</b> <table data-bbox="412 1619 1127 1654"> <tr> <td>Wednesday, November 13, 2019</td> <td>Thursday, May 7, 2020</td> </tr> </table> <p>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. <i>Prerequisites: Intro to State Procurement.</i></p> </li> <li> <b>Contract Administration – 8:30 a.m. - 1:00 p.m.</b> <table data-bbox="412 1829 1230 1864"> <tr> <td>Wednesday, September 18, 2019</td> <td>Wednesday, November 6, 2019</td> </tr> </table> <p>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.</p> </li> </ul>	Thursday, August 8, 2019	Tuesday, February 18, 2020	Thursday, October 3, 2019	Wednesday, April 15, 2020	Friday, December 20, 2019	Friday, June 19, 2020	Wednesday, November 13, 2019	Thursday, May 7, 2020	Wednesday, September 18, 2019	Wednesday, November 6, 2019
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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.

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### **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](#) or contact [Lori McClannahan](#), 515-281-3206, for more information.

### **TSB Program**

#### **TSB Procurement Legislation**

Effective July 1, 2019, House File 485 amends Iowa Code section [8A.311](#) granting DAS the authority to determine a procurement threshold amount by rule, not to exceed \$25,000, for direct purchasing from a certified Targeted Small Business (TSB).

Although the code change is effective July 1, 2019, the current TSB limit of \$10,000 is still in effect. Changing the limit will require a change to the Iowa Administrative Code.

The code change also adds a requirement for DAS to submit an annual report of contracts awarded to TSBs pursuant to the authority in 8A.311. In order to meet this requirement, DAS will request information from agencies regarding direct purchases from TSBs. Specific instructions on the reporting requirement will be developed and distributed.

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#### **Annual TSB Procurement Goals Due**

As part of the fiscal year transition, Iowa Code [IC 73.16.2](#) states agencies are to submit their annual TSB procurement goals to the Iowa Economic Development Authority (IEDA) prior to the commencement of the fiscal year.

- If your agency's FY20 TSB procurement goals have not been submitted, IEDA requests they be emailed by mid-August to [Terry.Roberson@iowaEDA.com](mailto:Terry.Roberson@iowaEDA.com).
- As a reminder, annual goals must be higher than FY18 actual TSB procurement spend.

Also, for quarterly reporting, agency TSB spend reports are due fifteen business days following the end of each calendar quarter. Please refer to [IC 73.16.2](#) for additional information regarding TSB procurement goals and reporting.

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#### **Certified TSB Update**

From March-May 2019, a total of **57** businesses became certified or renewed their certification in Iowa's Targeted Small Business (TSB) Program administered by the Iowa Economic Development Authority (IEDA). You'll find more than 450 certified TSBs in the online [TSB Directory](#). For assistance locating TSBs to meet your needs, contact Program Manager [Jill.Lippincott@iowaeda.com](mailto:Jill.Lippincott@iowaeda.com).

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

## Fiscal Year End Reminders for Pcard/Travel Cards

As we transition into the new fiscal year, here are a few deadlines and friendly reminders for Pcard/Travel Card purchases and 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.

### June Statements:

- The June billing cycle closed June 20. Statements were generated June 21.
- The allocation deadline in Access Online for June statements was Friday, July 5 (for those utilizing the U.S. Bank interface), and PRCs generated in I/3 on Monday, July 8.

### July billing Statements:

- The July billing cycle closes July 22. Statements will generate July 23.
- The allocation deadline in Access Online for July statements is Tuesday, Aug. 6 (for those utilizing the U.S. Bank interface).
- PRCs will generate in I/3 on Wednesday, Aug. 7.

### 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 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 memo regarding [Document Processing during the Hold-Open Period](#) or webpage regarding [FY19 Year-End Close and FY20 Open timeline reminders](#).

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## Cardholder Accounts and Credit Limits Reports

Agency Pcard Coordinators are often asked for a report of all active cardholders and credit limits and should regularly review them. Step-by-step instructions for creating this report can be found on page 25 of the [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](#).

**Procurement Source is a quarterly publication by DAS Central Procurement.**

Email [Purchasing.Mailbox@iowa.gov](mailto:Purchasing.Mailbox@iowa.gov) with questions or suggestions.

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

**Thank you.**