



Procurement Source

FY20/Q4

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Central Procurement Highlights

A Message from the Chief Operating Officer (COO)

Greetings everyone! I hope this message finds you all doing well and staying healthy through the application of safe social distancing practices. The current pandemic has clearly affected everybody. By and large, DAS Central Procurement staff is operating through electronic means. We've divided our focus, with some continuing operations to keep Master Agreements up to date, while others are working on procuring the necessary goods and services to support the response and mitigation efforts of COVID-19. We thank you all for your patience as we work both areas.

New Staff

Aaron Blass has joined our staff as a strategic sourcing specialist. This is a new position to enhance our outreach to potential new vendors, expand the stakeholder customer base which purchase from the master agreements, and improve procurement planning across the procurement enterprise. Aaron brings a wealth of executive experience in the private sector and is adapting to this new challenge extremely well.

Heather Forburger joined us April 1 as the administrative assistant. She also brings a strong level of experience in both private and public sectors, most recently as an administrative assistant in the Iowa State University Police Department. Heather will be involved in all aspects of our department from training to daily procurement activities. Although her onboarding was brief, she has picked up on initial tasks very well and is helping track the vast number of vendors who have expressed an ability to provide emergency goods and services.

Both Aaron and Heather are welcome additions to our team! While the coronavirus may mean physical distance, please don't hesitate to reach out to DAS Central Procurement for information or assistance.

Respectfully, Al Meyer

Procurement Guidance in Response to COVID-19

In Section 4 of Disaster Emergency Proclamation 2020-32, 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 102 of Disaster Emergency Proclamation 2020-39, issued on April 2, 2020. 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

Bid Openings

In response to Governor Reynolds' Emergency Disaster Declaration 2020-35, on March 19, 2020, bid openings (a public meeting) are being held virtually rather than in person. Bidders will be provided with a teleconference number of which they can call into at the specified time to listen to the bid opening.

Contractors

In times like these, it is important to stay in touch with contracted vendors. They may be experiencing supply chain issues and personnel issues that will impact your business. Keep in communication with them so that you can stay ahead of possible issues. In the event a contractor cannot deliver as promised, have a Plan B, C, and D. Contingency planning is important.

Fraudulent Vendors

Be aware there are vendors who will attempt to take advantage of the situation. Price gouging, bait-and-switch, and other unethical and illegal practices are being attempted. Be diligent about who you are buying from, what you are buying, how you are paying for it, and when you will get it. When possible, stick to vendors already on contract, vendors on the TSB list, and others you utilize on a regular basis. Any vendor who approaches you should be reviewed for legitimacy.

If you have any questions, please contact Karl Wendt at karl.wendt@iowa.gov or 515-281-7073.

Secure Shredding Update

The current Iron Mountain secure shredding contract (MA 19040) expires June 9, 2020. A new contract (MA 20241) has been signed with Iron Mountain and will go into effect June 9, 2020. For agencies utilizing the Shredder contract (MA 20242), bins have been ordered and are expected to arrive around the end of May. Details about the new shredding contract will be sent out in a separate email to appropriate contacts.

If you have any questions, please contact Kelli Sizenbach, kelli.sizenbach@iowa.gov.

Final Reminder - Annual Conflict of Interest, Representation of Independence

All State employees who make purchases on behalf of the State are required to annually submit Conflict of Interest and Representation of Independence documentation. (*Travel Card holders are excluded from this requirement.*)

If you or your employees meet this criteria and have not yet completed the form, please do so now:
<https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest>

Responses are automatically recorded and should only be submitted once per calendar year. Heather Forburger will be notifying anyone who has not yet fulfilled this requirement according to our records.

Contracts & Suppliers

Current State of Iowa Vendors for Goods and Services

Active MA Contracts	Certified Targeted Small Business Directory
MA Contracts – New/Renewed Report (3.1.2020-4.1.2020)	MA Contracts – Upcoming Expiration Report (4.1.2020-7.1.2020)

Procurement Training

Upcoming Procurement Training to be delivered online

In light of coronavirus precautions, procurement courses scheduled in April and May will be delivered online. Registered attendees will be notified and provided instructions.

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

- **Introduction to State Procurement – 8:30 a.m. - 12:30 p.m.**

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.**

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.*

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 FY20 Course Fees](#) list.

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

Courses required for Level 2 purchasing authority include:

- **Legal Aspects to Public Procurement - 8:00 a.m.-5:00 p.m.**

This course provides a foundation of the principles and general concepts of the law as it applies to public procurement, including ethical issues facing the profession.

- **Monday, May 18 – Wednesday, May 20, 2020**

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

Look to TSBs for Unique, Emergency Procurement Needs

Don't forget to check the online [TSB Directory](#) for more than 450 suppliers of goods and services who may be able to help fulfill unique or emergency needs during the current pandemic.

From December 2019 to February 2020, a total of **48** businesses became certified or renewed their certification in Iowa's Targeted Small Business (TSB) Program administered by the Iowa Economic Development Authority (IEDA).

Learn more about the TSB program in the January [TSB Bullseye newsletter](#) or the [TSB Program website](#), or contact Program Manager Jill.Lippincott@iowaeda.com for assistance locating a TSB.

Purchasing Card (Pcard) Program

Pcard/Travel Card Considerations during COVID-19

During a crisis, procurement and travel needs change, emergency transactions may decline, and fraud attempts may increase. Should any of these occur, please take the following steps:

- **Card limits or merchant category code (MCC) adjustments** – To increase limits or added MCCs for emergency purchases, Pcard Coordinators should complete and submit a [Change Request Form](#). In [emergency situations](#) change requests may be initiated prior to the completed form's receipt, but it must be provided after the fact.
- **Declined transactions** – If a transaction is declined, Cardholders should contact U.S. Bank Customer Service at the number on the card - 800-344-5696 - to identify why the card is being denied. Some transactions may be authorized once the Cardholder's identity is verified. Others may require a [Change Request Form](#) from the Agency Pcard Coordinator, while others may result in a Fraud Report and a new card.
- **Fraudulent transactions** – If [fraud charges](#) are detected by U.S. Bank, the card will be temporarily closed, the Pcard Coordinator will be notified, and the Cardholder will be required to contact Fraud Investigations at 800-523-9078. If indeed fraudulent, the card will be cancelled and a new card reissued. Please note, the State has fraud liability protection for unauthorized transactions identified and addressed within 60 days of the transaction date.

Coming Soon:

- **Contactless Cards** - Beginning April 29, 2020, all new and reissued cards (fraud, lost/stolen, expiration renewals), will include "contactless" card functionality and new icon. This feature adds a new payment option to existing magnetic strip and chip/signature payment methods. Using an embedded computer chip, Cardholders will be able to "wave and go" when making a purchase at a contactless terminal. Regardless of transaction type (magnetic strip, chip/signature, or contactless), merchants are still required to provide a receipt.
- **New Access Online Password/Password Phrase Options** - New Access Online login enhancements previously announced for activation Friday, March 20, 2020, have been delayed due to the coronavirus and will be implemented at a later date. The changes will allow users to create passphrases instead of passwords, and the expiration period will be extended to 90 days. Users will be notified once a new effective date is determined.

As we all adjust to new ways of doing business, please let us know if there is anything we can do to help, and kindly share this information with anyone in your organization who may need to know.

For Pcard/Travel Card assistance: email Pcard@iowa.gov, 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.