



DAS Delivers: *Procurement Source*

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

FY21/Q4

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Central Procurement Highlights	<p>A Message from the Chief Procurement Officer</p> <p>Greetings from DAS Central Procurement! Thank you to all who participated in the Procurement Stakeholder Working Group Meeting.</p> <p>We introduced the new DAS Director Adam Steen, as well as new Central Procurement Team members: Purchasing Agent Scott Lewandowski, who will work on the facility related contracts, and new Administrative Assistant Natalee Bell, who will be involved in a variety of assignments including a larger communications role.</p> <p>During the meeting Jill Lippincott and Amy Kuhlert provided an update on the Targeted Small Business Program. For more on the program, see the TSB section below.</p> <p>As announced in a memorandum and during the meeting, we are pleased to be able to offer funds to help with professional development in the area of procurement. For more on that see the Training section below.</p> <p>It is always great to exchange information and ideas during these meetings. We welcome anybody interested to listen in. If you would like to be added to the calendar invite list, let Natalee know at Natalee.Bell@iowa.gov.</p> <p>Respectfully, Al Meyer</p>
	<p>Annual Conflict of Interest, Representation of Independence Submissions Due</p> <p>All State employees who make purchases on behalf of the State are required to annually submit Conflict of Interest and Representation of Independence documentation. This requirement applies to Purchasing Agents, Pcardholders, Authorized Buyers, and any other State employees who purchase goods and services on behalf of the State. <i>(Travel Card holders are excluded from this requirement.)</i></p> <p>This is a reminder these forms were due no later than Wednesday, March 31, 2021. If you meet the criteria above, and have not yet completed the form, please complete it at:</p> <p>https://das.iowa.gov/procurement/agencies/forms/conflict-of-interest</p> <p>Responses are automatically recorded. Should you receive more than one request, only submit your information once per calendar year.</p>
	<p>Continued Procurement Guidance in Response to COVID-19</p> <p>On April 2, 2021, Governor Reynolds updated competitive selection requirements in Section 138 of the Disaster Emergency Proclamation for procurements made to prevent, contain, or mitigate the effects of the COVID-19 virus. To review the declarations in their entirety, go to:</p> <p>https://www.homelandsecurity.iowa.gov/disasters/</p> <p>If your agency has a need for any Personal Protective Equipment (PPE), please check WebEOC prior to placing any orders to see if supplies are available in current inventory. For more information about this process, contact Al Meyer at Allen.Meyer@iowa.gov.</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>Strategic Sourcing Benefits</p> <p>Strategic sourcing helps you accomplish your agency mission by supporting procurement needs via compliant business processes. It improves efficiency and quality through building a robust, diverse supply base, while focusing on the long-term budgetary goals of the agency. There are important reasons why strategic sourcing is a smart move for organization success.</p> <ul style="list-style-type: none"> • Data Collection • Spend Analysis • Market Research • Negotiation • Contracting <p>Want to learn more? Strategic sourcing has many benefits available to you today. Connect with Aaron Blass, Strategic Sourcing Specialist at Aaron.Blass@iowa.gov.</p>
<p>Targeted Small Business (TSB) Program</p>	<p>Targeted Small Businesses (TSB) Update</p> <p>The Certified TSB Directory continues to grow! In January and February of FY21, 21 new TSBs were certified and 19 renewed. You’ll find hundreds of certified TSB vendors in the Certified TSB Directory.</p> <p>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!</p> <p>To learn more about the TSB program, check out the April Bullseye newsletter, visit the TSB Program website, or contact tsbcert@iowaeda.com.</p>
<p>Procurement Training</p>	<p>FY21 Procurement Training – Professional Development Funds Available</p> <p style="text-align: center;"><i>DAS Central Procurement wants to help you develop your procurement skills!</i></p> <p>DAS Central Procurement is making funds from the National Association of State Procurement Officers (NASPO) available for Professional Development of Procurement personnel! This initiative was announced in a memorandum on March 2, 2021, and we are happy we are able to continue that initiative until funds are exhausted. See the Procurement Training Funds memorandum for more information.</p> <p>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.</p> <p>DAS Human Resources – Performance and Development Solutions (PDS)</p> <ul style="list-style-type: none"> • Introduction to State Procurement – 8:30 a.m. - 12:30 p.m. May 19, 2021 (virtual) <p>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 DAS Central Procurement Online Training website.</i></p> <p>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</p>

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**
May 3-17, 2021 (online); June 9-10, 2021 (virtual)
- **Legal Aspects of Public Procurement**
May 4-6, 2021 (virtual)

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.

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 (1-1-2021 thru 3-31-2021)</u>	<u>MA Contracts – Upcoming Expiration Report (4-1-2021 – 6-30-2021)</u>

New Pcard Team – Forward Focused!

Thank you to those who have reached out to the new Pcard Team since the transition. We have been reviewing processes and identifying future improvement opportunities – one of which is training. Your patience is appreciated while new Pcard and Travel Card training is being developed. In the interim, training will be a PowerPoint presentation with test questions for Cardholders to complete and return.

Also, the Pcard Team has noticed an uptick in fraudulent charges recently. Cardholders can help prevent fraud by doing business on secure websites only when making online purchases:

- Secure sites have “https:” in the web address. This indicates the connection between the Cardholder’s computer and the website is “secure.”
- Certain browsers will also display a small lock icon in the browser address bar to indicate a secure site.
- Cardholders should not do business on any webpage asking for personal or card information without “https:” in the web address or a lock icon.

In addition, monitoring transactions in Access Online and reviewing statements closely can also help reduce fraud. The State has zero fraud liability when unauthorized transactions are identified and addressed within 60 days of the transaction date.

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 in the future!

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.