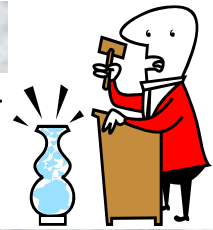


JUNE 2009 DAS PROCUREMENT UPDATE

“8th ANNUAL SILENT AUCTION”

The Silent Auction was held May 11th through May 14th. It was a huge success!! Over \$4,610.00 was raised to benefit the Food Bank of Iowa. Thank you to everyone that participated. See you again next year!!



DAS PROCUREMENT PURSUES WORLD CLASS EXCELLENCE

The Department of Administrative Services held a Kaizen event the week of March 30 to April 3rd. A Kaizen event is a process improvement tool where a group of individuals with varying degrees of familiarity with a process come together to try to improve that process. This Kaizen process improvement tool is used successfully at Toyota, GE, Motorola, and many other industry leaders.

The focus of the Kaizen event was on the bidding process from receipt of a request from the customer to signature of a contract. The group took on a very large process which consisted of anywhere from 112 to 132 steps depending on which type of bid was required. This process was riddled with delays, legislative mandates, and multiple decision points. The current process was so complex it took a significant amount of time just to map out what the current process was.

Once the current process was mapped the group began to brainstorm ways to improve the process. These ideas were then ranked based on impact and difficulty of implementation.

Taking the ideas presented in the brainstorming the group then began to design and map out what the future state would look like. The group found that changing a number of things such as adjusting the order of certain steps, collecting additional information up front, eliminating non-value added steps, and standardizing forms could have a significant impact on the bidding process.

The new bidding process that is being implemented provides a number of benefits to customers. The new bidding process will decrease the amount of time required to conduct a bid. It will increase the quality of the good or service being procured by allowing

Purchasing Agents to spend less time on administrative tasks and more time performing strategic sourcing functions. This will allow Purchasing Agents to offer the best quality and price to their customers.

Beyond the improvements to the bidding process, the Kaizen event taught the group members about Lean, Six Sigma, and process improvement. This training will be extremely valuable as the group shares their knowledge with others and continually improves this process and others. When all the tasks are done and implementation is completed the group members are not done. When looking at processes with a continuous improvement mentality “good enough” is never “good enough” and there is always room to improve.

There is no finish line in the pursuit of world class excellence...

NEW CONTRACTS

New WSCA contracts for Data Communication Hardware

The State of Iowa is now participating in the new WSCA/NASPO "Data Communication Hardware" contracts for Cisco, Inc. and Extreme Networks, Inc. products. We are also considering participating in the WSCA contract for Juniper products. The following new contracts are in place so far:

Contractor	Agreement Link	E-Store Link	Sales Contact
AOS	AR233 AOS	Cisco	Shannon Hughes, ph: 866-939-2675; fax: 402-537-4410
Cisco	AR233	Cisco	Phil Velardi, ph: 402.964.6421
EmbarkIT	AR233 EIT	Cisco	Glenna Ross, ph: 515-440-1451; fax: 515- 440-1455
Extreme Networks	WSCA AR1471	Extreme	Chris Penniman, ph 515-221-1290; fax 515- 221-0175
MSI	AR233 MSI	Cisco	Denny Gass, ph: 515- 246-4112; fax: 515-246-4190
Pomeroy	AR233 POM	Cisco	Alex Zellmer, ph: 800-377-9790; fax: 515-241-3037
Vital	AR233 VSS	Cisco	Jim Strait, ph: 515-334-5765; fax: 515-334-5757

For a complete listing of all WSCA Computer Hardware contracts visit:

[http://das.gse.iowa.gov/contracts/WSCA Computer Hardware Contracts.pdf](http://das.gse.iowa.gov/contracts/WSCA%20Computer%20Hardware%20Contracts.pdf)

New U.S. Communities Coop Computer Contracts

Insight Public Sector: <http://das.gse.iowa.gov/contracts/RQ09-997736-42B.pdf>

GTSI Corp.: <http://das.gse.iowa.gov/contracts/RQ09-997736-42D.pdf>

Upcoming RFP for Micrographics & Digital Scanning Services

We are beginning to draft a RFP for new Micrographics and Digital Scanning multi-vendor contracts. The current contracts with HOV will expire in April of 2010. I.E.: [http://das.gse.iowa.gov/contracts/CT2732MV-1 X.pdf](http://das.gse.iowa.gov/contracts/CT2732MV-1%20X.pdf) and [http://das.gse.iowa.gov/contracts/CT2839MVLAS X.pdf](http://das.gse.iowa.gov/contracts/CT2839MVLAS%20X.pdf) If you wish to participate in the drafting of the new RFP and with evaluating of proposals, please contact our Laurie Hoing, PA III, laurie.hoing@iowa.gov DAS. We hope to add more Document Management Software requirements as well to this RFP.

ITQ Approved Vendors

The list of approved IT Consulting Service Providers has been updated at: [http://das.gse.iowa.gov/contracts/ITQ Approved Vendors.pdf](http://das.gse.iowa.gov/contracts/ITQ%20Approved%20Vendors.pdf) . Please note that use of these pre-qualification agreements still require a documented bid process. Reference http://das.gse.iowa.gov/contracts/rules_regarding_ITQ.html

for the rules and purpose of these agreements. I.E.: Bid solicitation documents may require bidders to have been pre-qualified through the ITQ process.

MUDA MUDA MUDA

Muda is the Japanese word that translates to Waste. Waste is found in most all business processes. The key however is to eliminate as much as possible. Shigeo Shingo identified 7 wastes:

Over Production	Inventory
Motion	Waiting
Transportation	Over Processing
Not Right First time (Rework & Defects)	

Each of these wastes consumes resources which in turn cost money and adds no value. Which of these are current in your daily processes? What can you change to reduce or eliminate waste?

To learn more some useful sites are listed below: <http://www.quantumassocinc.com/7%20Deadly%20wastes-office2.pdf>

<http://www.beyondlean.com/7-wastes.html>

<http://www.gemba.com/consulting.cfm?id=109>

END OF FISCAL YEAR INFORMATION

Toward the end of each fiscal year there are goods and services which need to be ordered for arrival in the next fiscal year. In order to accommodate these purchase orders so that they do not affect encumbrances and appropriations in the current fiscal year ending, State Accounting Enterprise has made available a **new** procedure this year. In past years in these situations, departments used a 'dummy' accounting string and after July 1, DAS-SAE changed the 'dummy' accounting string to the correct accounting string. With this new procedure, departments enter an accounting string, but are able to copy the document created this budget fiscal year into the next document in the chain once the goods are received in the next budget fiscal year. The steps to following under this new process are detailed in a memo that Trina Brietske sent to Financial Managers on April 29th. If you have not seen this memo, please ask your Financial Manager for it, or contact a member of the I/3 team (Keith McLeod, Nick Miller, Tricia Snyder, Roger Johnson or Lori McClannahan) for a copy.

A couple other important things to remember during this time of year is that goods and services must be received by 6/30/09 in order to be charged to budget fiscal year 2009. In many cases, receiving reports are required to support when the good or service was received. For details on when receiving reports are required, see procedure 235.050.

In other I/3 news, the I/3 team continues to work on, among other things, the vendor decoupling project and are also working on responding to issues and comments that were received as part of the survey that users completed last fall.

IOWA PUBLIC PROCUREMENT ASSOCIATION CALENDAR YEAR 2009 NIGP SEMINARS

Registration will be through the NIGP Website

Intro to Public Procurement – Three Day Seminar

DCI Conference Room in Ankeny, IA

2240 S Ankeny Blvd, Ankeny, IA 50023

Instructor Bill Davison, Purchasing Director, County of Stearns In St. Cloud, Minnesota

Contact: Laurie Hoing, laurie.hoing@iowa.gov

September 17-18, 2009

Effective Contract Writing – Two Day Seminar

Iowa Department of Transportation Training Center

903 Lincoln Way, Ames, IA 50010

Instructor Michael Kolodisner, Unit Manager Metropolitan Water District of Southern CA

Contacts: Rhonda Ruark, Rhonda.Ruark@dot.iowa.gov

Edie Schmidt, ESchmidt@city.ames.ia.us

October 22-23, 2009

Customer Service: The Key to Success in Procurement – Two Day Seminar

City Hall-Iowa City

410 E Washington Street, Iowa City, IA 52240

Instructor Tony Ellis, Retired with 35 years of Public Procurement

Experience in South Carolina

NEW CONTRACT INFORMATION

Lindstrom Exhibits Inc contract [TSB0039-09](#) was renewed for two more years. There has been some additional items added to the contract for your needs.

Jeanette is working on a Language Translation Services bid to create a contract.

Nola is working on Elevator contracts. By combining some of the elevator contract, we have an agency that will be saving around \$800 a month and another agency that will be saving around \$400 a month. If you have any questions, please contact Nola Penland at:

nola.penland@iowa.gov

CENTRAL IOWA PROCUREMENT SERVICES MEETING MINUTES

On May 21 the Central Iowa Procurement Services group met and attached are the minutes from that meeting. [http://das.gse.iowa.gov/Minutes May 21st meeting.pdf](http://das.gse.iowa.gov/Minutes_May_21st_meeting.pdf)

Also, please find attached a PowerPoint and Daily Processing for end of year. <http://das.gse.iowa.gov/DailyProcessing.pptx>

SOMEONE HAD A BIRTHDAY LAST MONTH!!!

Thank goodness they only come once a year!! But we still like to celebrate them. Lois Schmitz turned 39 again, like most of us do each year.

FOOD BANK DRIVE

At this time we are having our Food Bank Drive for the Food Bank of Iowa. Please take a moment to remember your Food Bank and Food Pantries and give food items or money. Hunger is an all year problem, not just a week in the summer. Give generously!!

INSTITUTE FOR SUPPLY MANAGEMENT

<http://www.ism.ws/ISMReport/NonMfgROB.cfm> ISM report on Non Manufacturing Sector

FUNDRAISER

I am checking into doing a fund raiser for the Food Bank of Iowa. I will be doing a book party for Pampered Chef. If I have \$600 or more in total guest sales, 15% will go to the Food Bank. If you have anything in mind that you would like to buy from Pampered Chef, please let me know. I will send out a booklet as soon as I get one. pam.dickey@iowa.gov

HOW'S OUR SERVICE

It's our goal to provide Exceptional Customer Service. Use this link to report your experiences involving our staff, systems and processes. <http://das.gse.iowa.gov/ourservice.pdf>

FEEDBACK NEEDED!!

We hope you have found this DAS PROCUREMENT UPDATE informative. We plan to publish UPDATE quarterly. It may contain information about new contracts..articles of interest.. and future items. Please let us know if you would like a particular topic covered by contacting Pam Dickey at: pam.dickey@iowa.gov or Debbie O'Leary at: debbie.oleary@iowa.gov