

# DAS PROCUREMENT UPDATE

## SPECIAL POINTS OF INTEREST:

Lois Schmitz became a grandma again! - July 15th—Jack Peter Schmitz was born in Denver, CO to John and Lois' son and daughter-in-law, Mike and Kate and big brother Wolf.

We have two new CPPB's and one new CPPO. Ken Discher and Doug Reed tested in May for the CPPB and Randy Stapp tested for the CPPO. Congratulations



# OfficeMax®

GET DISCOUNTS with your RETAIL CONNECT CARD at OfficeMax. Agencies, when shopping at Office Max retail stores in order to receive state pricing and pay no tax, you must present your retail connect card. ...See the link for details. This card provides you with access to the State of Iowa's contract prices on office supplies and printer services

from OfficeMax Impress at any of the nearly 900 OfficeMax retail locations. Follow the 3 Simple instructions attached to receive the contract price and tax exemption on your State of Iowa business purchases. (This card is **required** when requesting State of Iowa contract pricing at the OfficeMax retail locations!)

<http://das.gse.iowa.gov/OfficeMaxRetailConnect.pdf>

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## NEW COMMODITY CODES FOR "GOING GREEN"

NIGP added three new environmentally certified class codes. See the attached document for a full list of 3 digit and 5 digit codes. Please visit our web site at:

[http://das.gse.iowa.gov/enviro\\_certified\\_codes.pdf](http://das.gse.iowa.gov/enviro_certified_codes.pdf)

**436** Germicides, cleaners, and related sanitation products for health-care **486** Janitorial supplies **631** Paint, protective coatings, varnish, wallpaper

We have (2) Sherwin Paint Contracts—1165-10 and 1165A-10. <http://das.gse.iowa.gov/contracts/1165-10.pdf> is for regular paint and <http://das.gse.iowa.gov/contracts/1165A-10.pdf> is to purchase environmentally certified. Please refer to the three digit

## 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](mailto:pam.dickey@iowa.gov) or Debbie O'Leary at: [debbie.oleary@iowa.gov](mailto:debbie.oleary@iowa.gov)

## NEW RQ TEMPLATE

GSE Procurement Services participated in a Kaizen Event in April. The event addressed the bidding process from the receipt of a request from an agency to the signed contract.

Agency customers complained that the bid process took too long and we agreed. With management support, we embarked on a journey to improve and re-design our bid process.

### Kaizen Event Goals

- Reduce lead-time for RFQ by 25%.
  - Reduce lead-time for RFB by 25%.
  - Reduce lead-time for RFP by 25%.
  - Reduce the number of steps by 25%.
  - Reduce the number of handoffs by 50%.
  - Reduce the number of audit deficiencies by 50%.
- 100% compliance with standard process.

We are proud to say all goals were exceeded. A requisition (RQ) template was developed that asks customers for detailed information upfront

before the bid process begins. We are requesting that when you have a procurement need that you complete the RQ template and send it to us with all of the required information completed. Having all of the needed information upfront 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 GSE purchasing agents to more time performing strategic sourcing functions. This will allow GSE purchasing agents to offer the best quality service and price to you, our customers.

Our agency customers understand the value of working collaboratively with Central Purchasing to develop a process that ensures a common consistent process that can be used by and understood by all state agencies.

The RQ template is posted on our web site at: <http://das.gse.iowa.gov/requisition.pdf>

If you have any questions or comments about the form, please contact Lois Schmitz at: [lois.schmitz@iowa.gov](mailto:lois.schmitz@iowa.gov)

## NEW CONTRACTS

A new battery contract has been added: <http://das.gse.iowa.gov/contracts/3083-10.pdf>  
Vendor: Interstate All Battery, 8675 County Rd 346, Taylor, MO 63471-2238.

Brand: Workaholic

Catalog will be sent upon request.

A new TSB contract for furniture has been added.

<http://das.gse.iowa.gov/contracts/TSB3648-10.pdf> with Shah Industrial dba: Indica Interiors

## 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_Approved_Vendors.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](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.

## NEW U.S. COMMUNITIES COOP COMPUTER CONTRACTS

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

**IOWA PUBLIC PROCURMENT ASSOCIATION UPCOMING 2009 NIGP SEMINARS—REGISTRATION WILL BE THROUGH THE NIGP WEBSITE**  
<https://www.nigp.org/common/Seminar/SemSched.asp>



**Fees-NIGP National Members:**

**Two Day Seminar \$360**

**Fees-Non NIGP National Members:**

**Two Day Seminar \$500**

September 17-18, 2009

**Effective Contract Writing – Two Day Seminar**

Iowa Dept of Transportation Training Center,  
 903 Lincoln Way, Ames, IA 50010

Contacts: Rhonda Ruark,  
[Rhonda.Ruark@dot.iowa.gov](mailto:Rhonda.Ruark@dot.iowa.gov)

Edie Schmidt, [ESchmidt@city.ames.ia.us](mailto:ESchmidt@city.ames.ia.us)

Instructor Michael Kolodisner, Unit Mgr.

Metropolitan Water District of Southern California

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

Contact: June Nasby, [June-Nasby@iowa-city.org](mailto:June-Nasby@iowa-city.org)

**SEEKING AGENCY DIRECT PURCHASING—ADVANCED LEVEL??**

An agency certified by the director or designee as a “procurement center of excellence” may procure non-master agreement goods up to \$50,000 per transaction in a competitive manner. To be certified, agency personnel engaged in the purchase of goods must complete enhanced procurement training established by the director or designee. Agency personnel must complete training within a two-year period in order for the agency to be certified.

**Enhanced Purchasing Requirements**

- I/3 Procurement Documents Instruction Class
- GSE Rules and Policies’ Class
- Introduction to Public Procurement

- Sourcing in the Public Sector
- Require use of I/3 for all procurement documents
- Use the appropriate commodity code
- Conduct no bid for a item already on contract
- Post all bids to the bid opportunities web site

If you are interested in taking the NIGP seminars to receive increased purchasing authority, which include Intro to Public Procurement and Sourcing in the Public Sector, please let Lois Schmitz [lois.schmitz@iowa.gov](mailto:lois.schmitz@iowa.gov) know. We are maintaining a list and when we have ten names on the list and we will get them scheduled.

**HOW’S OUR SERVICE?**

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

## UPCOMING RFP FOR MICROGRAPHICS & DIGITAL SCANNING SERVICES

The current contracts with HOV will expire in April of 2010. I.E.

<http://das.gse.iowa.gov/contracts/CT2732MV-1%20X.pdf> and

<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, DAS. We hope to add more Document Management Software requirements, as well, to this RFP.

## ORDERING CARPET

Carpet contracts have been set up under the WSCA guidelines. We have contracts with 3 major manufacturers—Mannington,

<http://das.gse.iowa.gov/contracts/MSA1621-A.pdf>

Milliken

<http://das.gse.iowa.gov/contracts/MSA1621-B.pdf>

Mohawk:

<http://das.gse.iowa.gov/contracts/MSA1621-C.pdf>

Attached to each contract is a certified installers listing. To order carpet (flooring) you may contact the manufacturer or one of the certified installers. Refer to the contract when ordering.

## 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              | <a href="#">AR233AOS</a>    | Cisco        | Shannon Hughes, ph: 866-939-2675; fax: 402-537-4410 |
| Cisco            | <a href="#">AR233</a>       | Cisco        | Phil Velardi, ph: 402.964.6421                      |
| EmbarkIT         | <a href="#">AR233 EIT</a>   | Cisco        | Glenna Ross, ph: 515-440-1451; fax: 515- 440-1455   |
| Extreme Networks | <a href="#">WSCA AR1471</a> | Extreme      | Chris Penniman, ph 515-221-1290; fax 515- 221-0175  |
| MSI              | <a href="#">AR233 MSI</a>   | Cisco        | Denny Gass, ph: 515- 246-4112; fax: 515-246-4190    |
| Pomeroy          | <a href="#">AR233 POM</a>   | Cisco        | Alex Zellmer, ph: 800-377-9790; fax: 515-241-3037   |
| Vital            | <a href="#">AR233 VSS</a>   | Cisco        | Jim Strait, ph: 515-334-5765; fax: 515-334-5757     |
| CDW-G            | <a href="#">AR233CDW</a>    | Cisco        | Scott Pallardy 866-691-7126 312-705-9291            |

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_Computer_Hardware_Contracts.pdf)

## JULY 2009 MANUFACTURING ISM REPORT ON BUSINESS®

<http://www.ism.ws/ISMReport/MfgROB.cfm>

DO NOT CONFUSE THIS NATIONAL REPORT with the various regional purchasing reports released across the country. The national report's information reflects the entire United States, while the regional reports contain

primarily regional data from their local vicinities. Also, the information in the regional reports is not used in calculating the results of the national report. The information compiled in this report is for the month of July 2009.