

Purchasing Update

Division of Purchasing
Volume 7, Issue 03

Boise, Idaho
April 21, 2009

"Become a possibilitarian. No matter how dark things seem to be or actually are, raise your sights and see possibilities – always see them, for they're always there."
– Norman Vincent Peale



A MESSAGE FROM OUR STATE PURCHASING MANAGER MARK LITTLE

The Division of Purchasing (DOP) is finalizing an internal strategic review designed to determine how to improve service to our using agencies while adding value and ensuring our precious tax dollars continue to be spent wisely. The changes that we will be engaging are designed to improve our support of our agencies and people through our State Purchasing team.

As you all know, State Purchasing exists as a matter of law to acquire products and services for the State and maximize the value received through open competition. To do this, State Purchasing maintains policies and procedures, executes procurements on behalf of agencies above granted

spending authority, executes and manages statewide contracts, executes multi-state leveraged contracts and trains agency procurement personnel in state procurement policies and practices. This work is performed by eight Purchasing Officers who are assisted by four dedicated support personnel that also support the rest of the Division.

In our planning, we discovered the need to increase our contact with agencies, agency personnel and to do more to understand agency related business plans and needs. In doing this, we will become a more proactive resource. To that end, we will be refocusing our efforts with your organization as follows:

- A Procurement Officer will be assigned to your agency – for a “one-stop shopping “ – where their responsibilities will include the following:
- Connect the agency to State Procurement Officers who will lead procurements that exceed agency spending authority
- Understand agency needs and future business that will effect purchasing
- Connect the agency to the proper DOP resources to support agency buyer training
- Provide alerts to other DOP Procurement Officers of upcoming agency purchasing requirements
- Understand agency compliance with state spending authority
- Recommend spending authority
- Understand agency training needs and forward such needs to DOP's training section
- Participate with agency purchasing personnel as purchasing knowledge experts
- Agency procurement performance reviews (frequency based on dollar volume and risk to the state)

Other agency considerations from our internal review included:

- Considering non-renewal of some state contracts for lower risk commodities. We have already not reissued statewide contracts on auto glass and paint/supplies and will look at dropping others to allow greater agency freedom.
- Continue to work with and grow use of selected multi-state contracts such as those through WSCA.
- Allowing agencies to manage procurements above agency spending authority on selected Invitations to Bid. We feel this will offer an excellent training vehicle for agency personnel and potentially increase agency spending authority based on qualifications of agency personnel and use of e-procurement systems.
- Train agency personnel in new techniques such as Best Value and commodity strategy development.
- Increase supplier integration into the pre-bid and contract compliance processes.

CPPB CERTIFICATION PREP SEMINAR

IPPA will be hosting this seminar for the October 26-31, 2009 CPPB Exams. In addition to this seminar IPPA will host a study group a few days before the exam as a refresher. For more information contact Bob Perkins at Robert.perkins@deq.idaho.gov or Pearl Smith at pearl.smith@adm.idaho.gov

Applications are required by July 27, 2009 or apply with late fee by August 10, 2009

Dates, Time & Location: 2 day seminar - September 30, 2009 - October 1, 2009 - 8 am – 5 pm at the Idaho Department of Environmental Quality (DEQ) Boise, ID. Presented by: Frank Pierce, CPPO, CPPB -- Contact hours: 16 - UPPCC recertification points: 2

In an effort to prepare candidates for the computer-based CPPB exam containing 175 questions, this course provides a review that addresses key information on topics identified in the 2008 UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses, as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Participation in this class does not guarantee success on the examination.

\$360 - National Member - \$500 - Non-Member - ***PAYMENTS MUST BE RECEIVED TWO (2) WEEKS BEFORE THE SEMINAR START DATE**

Methods of Payment Accepted: Check (make checks payable to "NIGP"), Purchase Orders (via print and fax form), and Credit Cards (Master Card, Visa, and American Express). If paying by check, please make check payable to NIGP and send payment to:

NIGP, Attn: Seminar Registration
151 Spring Street
Herndon, VA 20170

NIGP Cancellation Policy: Registration and Payment must be received 2 weeks before the seminar start date. After this time, registrations will be based on space availability. Refunds will be given only for cancellations made in writing at least seven days prior to the seminar. Cancellations after this time will be charged a \$75.00 administrative fee. Registered participants who do not attend are liable for the entire fee: Cancellations must be received in writing to NIGP national by emailing RegistrationInfo@nigp.org. If the seminar is cancelled by the chapter due to low registration NIGP will refund your payment.

AMERICAN RECOVERY AND REINVESTMENT ACT STIMULUS MONEY ANTI-TRUST TRAINING

The United States Department of Justice's, (USDOJ) Antitrust Division has started a nationwide training initiative for agencies that will be handling economic stimulus funds. The USDOJ will be in Boise May 7th to conduct Anti-Trust training to agencies receiving ARRA Monies. If you or someone in your organization would like to attend please RSVP with Bob Perkins, phone 373-0196 or email – Robert.perkins@deq.idaho.gov

Presentation: What You Should Know About Detecting and Preventing Antitrust Violations

Description:

State and local governmental entities have the right to expect the benefits of free and open competition, i.e., quality goods and services at the lowest prices. Procurement professionals often rely on the competitive bidding process to achieve that end. The competitive process only works, however, when competitors make bidding decisions, such as whether to bid and how much to bid, honestly and independently. When competitors collude, prices are inflated and the governmental entities involved are defrauded. Price fixing, bid rigging and other forms of collusion are illegal and are subject to criminal prosecution by the Antitrust Division of the United States Department of Justice.

This presentation is designed for persons with responsibility for the procurement of goods and services for state and local agencies and projects - especially projects that will receive ARRA funds. Many of the cases the Antitrust Division has prosecuted which related to bid rigging on state and local contracts resulted from information reported by alert and dedicated governmental employees with procurement responsibilities. This presentation is designed to help such employees recognize signs of actual or potential collusion. It will provide an overview of the federal antitrust laws and penalties that may be imposed for their violation. It will briefly describe the most common antitrust violations and provide examples of those violations. It will describe conduct and patterns that might be indicators of possible collusive conduct. Finally, it will provide suggestions as to what actions procurement employees should take if they suspect possible collusive activity.

Objectives/Topics:

- (1) Receive a general understanding of the federal antitrust laws and their penalties.
- (2) Understand what conduct constitutes a criminal violation of the federal antitrust laws.
- (3) Identify conduct and patterns that might be indicators of bid rigging or price fixing.
- (4) Discuss what action should be taken to report suspicious conduct.
- (5) Discuss what action should be taken to limit the possibility of collusion.

Presenter: Dave Ward, Trial Attorney, USDOJ Antitrust Division

Date and Time: Thursday, May 7, 2009 at 9:00 a.m. Presentation will be approximately 2 hours.

Location: Department of Environmental Quality (DEQ), Conference Room "B" 1410 N. Hilton, Boise ID 83706

SICOMM BASEC AND BUYER TRAINING CLASS

The following dates have been scheduled for Basic Requisitioning and Buyer training:

Basic Requisitioning

May 12th, 2009 1:00 PM - 5:00 PM

This class is for new people who have not used Sicomm or for those who need a refresher on entering requisitions, learning about commodity codes, building item descriptions, finding vendors, searching the system for past information, and how the system works.

Buyer Training

May 13th, 2009 8:00 AM – 5:00 PM

This class is for people who will be using Sicomm to post RFQ's on to the online bid board, opening and closing RFQ's, working with Abstracts and learning how to issue Purchase Orders for your agency use.

Location:

Idaho State Police (ISP) 700 S Stratford, Meridian, Idaho 83642
Computer Lab – Post Academy

Please confirm your attendance by emailing Bonnie.Sletten@adm.idaho.gov by May 7th.

PEOPLE ON THE MOVE

Congratulations to Kathy Uhling, Postal Services Manager on her retirement. Her last day was March 31, 2009. Kathy had been employed with the State for 35 years. We wish her the very best.

Pictured with Kathy is Bill Burns, Administrator for the Division of Purchasing.

The new Postal Services Manager is Sharon Whitson. We want to extend a special welcome to Sharon as she was previously employed by Administration and left us for a time to run the Postal Operations for Boise State University.

Sincere apologies if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others. It is always helpful to know who the purchasing contacts are within the agencies.

ANNUAL GOVERNOR'S CONFERENCE

Mark your calendars for November 4, 2009 to attend this excellent one-day opportunity to meet some of Idaho's finest manufacturing and service-oriented businesses that are ready to fulfill your procurement needs. The event will be held at the Nampa Civic Center in Nampa, ID. Invitations to register your agency will be sent the first part of October. Please call for more information or to RSVP – Sundi Neely at 208-334-2470 or e mail; sundi.neely@commerce.idaho.gov

STATEWIDE CONTRACTS

For a complete listing and copies of the Statewide contracts, visit our website at: www.adm.idaho.gov/purchasing



Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov