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COVID-19 Procurement Guidance...

- ▶ BGS REVIEW FOR OFFICE RESTRUCTURING
- ▶ REQUESTING PPE
- ▶ WASHING CLOTH FACE MASKS

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Procurement Update



BGS Review Required for Office Restructuring Needs

The Statewide Transition Team is coordinating plans to ensure a safe return to on-site operations when appropriate, including providing PPE, employee safety protocols, and reconfigured office space.

If an agency needs to rearrange their office setting due to COVID-19, including purchasing furniture, moving services, or installation services, the Bureau of General Services (BGS) should review these needs prior to Procurement Services placing an order. **Therefore, when sending requisitions to Procurement Services, agencies should submit a copy of an email from BGS indicating their review and approval of the requisition.**

Requesting PPE PPE Order Form

Under current procedures, all agencies (except the Department of Education) must complete a **PPE Order Form** and submit it to the Division of Procurement Services to request high-demand PPE items, including masks, gloves, face shields, and disinfectant products. The order form is posted on the Division of Procurement Services [home page](#) under the COVID-19 section.

New inventory management software (see right) will be available in the coming weeks; however, until then agencies must use the PPE order form process.



Fishbowl Inventory Management Software

The Department of Education is currently piloting a new inventory management software called Fishbowl.

Fishbowl is a leading manufacturing and warehouse management tool that integrates with QuickBooks and several other software and hardware solutions to automate business processes. Once a sales order is received, Fishbowl sends the appropriate information to a shipper to begin the order fulfillment process. Fishbowl can also generate an invoice through accounting software, update quantities, and streamline other order fulfillment processes.

Please do NOT attempt to order PPE on your own or submit Coronavirus Relief Fund (CFR) requests for PPE to the DAFS commissioner's office.

STAY TUNED FOR FUTURE UPDATES ABOUT WHEN FISHBOWL WILL BE AVAILABLE STATEWIDE.



TIP: Machine wash cloth masks in a mesh garment bag to help reduce damage and prolong wearability.

Washing Cloth Face Masks

Below are recommended washing instructions:

- ➔ **BLUE CLOTH MASKS (American Roots):** Hand wash or use delicate cycle. Air dry or tumble dry on low setting. Wash masks at least once per week.
- ➔ **WHITE CLOTH MASKS (FEMA):** Machine wash warm up to 15 times before discarding. Tumble dry high. Do not use bleach, chemicals, or disinfectant to wash this product.