



*NOTE: Website URLs and email addresses appear as embedded links (in **blue** font or underlined) in this newsletter. Please open an electronic version to navigate to these links.*

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Procurement Update

National Procurement Month!



March is National Procurement Month, and we want to take the opportunity to thank our staff in the Division of Procurement Services as well as our agency partners across the State.

During 2020, Procurement Services staff completed their normal work while also responding to the COVID-19 pandemic, including sourcing much-needed safety products, managing remote work solutions, and more. Meeting the State's needs included long hours and innovative solutions.

For all those who work within and alongside the Division of Procurement Services to support the State's purchasing needs, thank you for your work!

Procurement U Gives Back – FREE COURSES

In celebration of National Procurement Month, NASPO is offering access to 25 hours of online course instruction in foundational topics—FREE—through the **Procurement U Gives Back** Program!

Visit the program [website](#) for full details and contact **Jaime Schorr** if you're interested in signing up yourself or someone from your agency. This offer is good through July 21, 2021!



RFP Coordinator & Evaluator Acknowledgement Forms

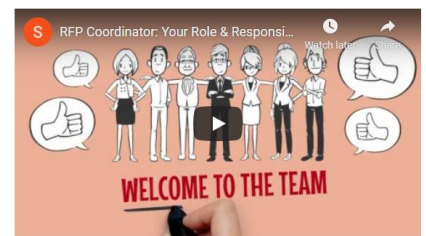
The Procurement Services RFP team recently created two new forms to be completed by agency staff who will be part of an RFP process as either an RFP coordinator and/or an RFP evaluator. The forms are designed to ensure that RFP coordinators and evaluators review the applicable training videos posted on the [Division of Procurement Service Training and Instructions page](#) (and displayed right) as a condition of participating in an RFP process. The goal is to ensure RFP coordinators and evaluators are well prepared to properly execute their responsibilities in their respective roles.

Under the new acknowledgement process:

→ When an RFP is submitted to Procurement Services for initial review, a member of the Procurement Services RFP team will send the RFP coordinator an acknowledgement form, which they will need to sign and return, confirming that they have watched the applicable training videos. *Procurement Services will not return the initially reviewed RFP to the agency until the completed RFP coordinator acknowledgement form has been submitted.*

→ RFP coordinators will also be tasked with sending the RFP evaluators a separate acknowledgement form for completion. (The evaluator acknowledgement forms will be sent to the RFP coordinator at the same time as the RFP coordinator acknowledgement form.) *Procurement Services will not return the final approved RFP to the agency until completed acknowledgement forms from all RFP evaluators have been submitted.*

Role of the RFP Coordinator



Evaluation Phase 1: Individual Notes



Evaluation Phase 2: Team Consensus





FY21 Year-End Deadlines

The table below outlines key dates for completing procurement transactions or submitting documents to the Division of Procurement Services for the end of fiscal year (FY) 2021 (June 30) and beginning of FY22 (July 1).

Please begin working on July 1 contracts now!

DOCUMENT / TRANSACTION	KEY DATE
Request for Proposals (RFPs) valued \$1 million+ with July 1 start	March 1*
RFPs valued under \$1 million with July 1 start	April 1*
Requisition (RQS) for competitive bid with July 1 purchase date	May 24
RQS for noncompetitive process with July 1 purchase date	June 4
Contracts over \$1 million with July 1 start date	May 24
P-Card purchases for FY21, quarter 4 (Q4)	June 11
Contracts under \$1 million with July 1 start date	June 14
Delivery orders for FY21/Q4	June 21
Paperless modification requests for FY21/Q4	June 23
Delivery orders to pay invoice for FY21/Q4	June 23

*The dates for RFP submission are *recommended*.

PROCUREMENT POINT OF CONTACT



Have a question but not sure who to contact in Procurement Services?

Click the [Contact Us](#) link on our web page and navigate to the link for "Procurement Services Contact List."

MA Extension: Equipment Maintenance Program

Procurement Services recently extended the [Statewide master agreement \(MA\) for equipment maintenance program \(EMP\)](#) with the Remi Group. The extension is through 2/22/2023.

The MA covers the full cost of maintenance and repair for select office items ranging from simple equipment to complex fire alarm systems, and may replace more expensive individual service contracts. The agreement provides cost savings of 27-31% off expiring equipment maintenance contracts. All eligible equipment will be maintained according to original equipment manufacturer (OEM) specifications.

Please contact [Justin Franzose](#) with any questions.

Common Equipment Categories:

- Research/Lab
- Information Technology
- General Office
- Security



How the Process Works:

- Warranty / extended warranty / service contract expires
- Remi will discount the renewal contract price by 27-31% and match coverage on all eligible equipment hardware (e.g., 24 x 7 x 4hr support for IT)
- Use of OEMs and third-party vendors for service as needed



Kudos, Jeannine!

Systems Analyst Jeannine Spears recently passed the Institute for Public Procurement (NIGP) Foundations of Strategy and Policy exam.

The exam enables her to achieve an NIGP Core Certificate after completing a select number of pre-bundled competencies.

Jeannine worked diligently to pass the exam by taking live video classes, completing homework assignments, and studying for the exam. She did this while also managing a full workload of RFPs, contracts, and New Tech vetting. Congratulations!



Saturday, March 20, at 5:37 A.M