

Division of Purchasing Overview

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Presenting, September 12, 2011]*



***State of Idaho
Division of Purchasing***

- Private vs. Public

Procurement

- Do's
- Don'ts
- Process Integrity
- Procurement Methods
- Timelines



Public vs. Private Procurement

Public Procurement

Constitution

Statutes

Rules

Policies and Procedures

Consistency

Private Procurement

Contract (common) Law

Statutory Law (e.g. UCC)

Negotiations

Mutual Benefit



DO's

- Think outside the box – don't be constrained by “as is” and concentrate on the “to be”
- Think strategically (3-5 years out)
- Identify information gaps
- Think in terms of outcomes
- Think about flexibility
- Send all inquiries to Mark Little at DOP (for consistency in communication and to preserve the integrity of the process)



DON'Ts

- Don't discuss this procurement with vendors
- Don't share information regarding this project with others
- Don't hesitate to ask questions as we work through the process
- Don't have preconceived notions
- Don't answer questions about the procurement



PROCESS INTEGRITY

- Must be open, fair and transparent
- Specifications based on desired *outcomes*
- Avoid even the *appearance* of a conflict of interest
- No expressions of vendor or solution preference
- One line of communication through DOP for consistency during the process
- Defensible outcome based on maintaining the integrity of the process



PROCUREMENT METHODS

- Request for Information
 - Fills information gaps
 - Identifies what the vendors can provide
 - Provides different ideas
- Scope of Work
- Request for Proposals
 - Allows us to get a variety of solutions
 - We consider factors other than cost
(in addition to cost)



Statutory Prohibitions

- **67-5726. Prohibitions.** (1) ...No member of the legislature or any officer or employee of any branch of the state government shall directly, himself, or by any other person in trust for him or for his use or benefit or on his account, undertake, execute, hold or enjoy, in whole or in part, any contract or agreement made or entered into by or on behalf of the state of Idaho, if made by, through, or on behalf of the department in which he is an officer or employee; or if made by, through or on behalf of any other department unless the same is made after competitive bids.

...
- (3) No officer or employee shall conspire with a vendor or its agent, and no vendor or its agent shall conspire with an officer or employee, to influence or ***attempt to influence*** the award of a contract, or to deprive or ***attempt to deprive*** a vendor of an acquisition award.



Statutory Prohibitions

- **67-5726 (6) No vendor or related party, or subsidiary, or affiliate of a vendor may submit a bid to obtain a contract to provide property to the state, if the vendor or related party, or affiliate or subsidiary was paid for services utilized in preparing the bid specifications or if the services influenced the procurement process.**
- **67-5734. Penalties. (1) Any person convicted of a violation of subsection (1), (2), or (6) of section 67-5726, Idaho Code, shall be guilty of a misdemeanor.**
- **(2) Any person convicted of a violation of subsection (3) of section 67-5726, Idaho Code, shall be guilty of a felony.**



TIMELINES

- Request for Information – Up to 45 days
- Request for Proposal – Up to 6 months
- Negotiating with existing suppliers – Up to 30 days (will depend on the solution; and extent of coordination which may be required between existing suppliers: hardware, software, security, communications, etc.)



QUESTIONS

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332-1611



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EXISTING CONTRACTS



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COMPUTERS AND PERIPHERALS

- DELL (local agents)
- HP (local agents)
- EMC (local agents)
- KYOCERA MITA (local agents)
- LENOVO
- LEXMARK
- NET APP (local agents)
- PANASONIC (local agent)
- IBM (local agents)
- FUJITSU
- APPLE
- ACE



DATA COMMUNICATIONS

- CISCO (local agents)
- DELL (local agents)



WIRELESS COMMUNICATIONS

- SPRINT
- VERIZON
- AT&T
- T-MOBILE



SECURITY RELATED PRODUCTS

- ADVANCED SYSTEMS GP (local)
 - McAfee, Check Point, F5, RSA
- NETWORK CONSULTING (out of state)
 - Websense, DigitalPersona
- RIGHT SYSTEMS (local)
 - Blue coat, Imperva, Juniper, RSA
- STRUCTURED COMMS. (local)
 - Blue coat, Check Point, Juniper
- SIRIUS (local)
 - F5, HP Solutions, Symantec



TELECOMMUNICATIONS

- ENA
- QWEST
- INTEGRA
- SYRINGA
- TIME WARNER
- ZAYO FIBER SYSTEMS



VIDEO TELECONFERENCING

- ONE VISION (out of state)
 - Tandberg
- GBH COMMUNICATIONS (local)
 - Life size, Polycom

