



# PROCUREMENT POLICY COUNCIL

**Meeting**

**May 26, 2010**

1. **Presentation of Governor's Awards for Excellence – Anne Rung**
2. **Basics of Supplier Diversity Training opportunity – Trent Hargrove**
3. **Materials Updates – Walt Quade**
4. **Services Updates – Roxana Dietz**
5. **PIBH Update– Introduction of Gary Crowell – PIBH President, CEO**
6. **Other Procurement Updates – Sue Plecker, Jeff Mandel, Stephanie Fetter, Cheryl Kleeman, Sue Rojas**
7. **Legal – Chuck Anderson**
8. **Green Procurement - Jeff Mandel**
9. **Training Updates – Jeff Mandel**

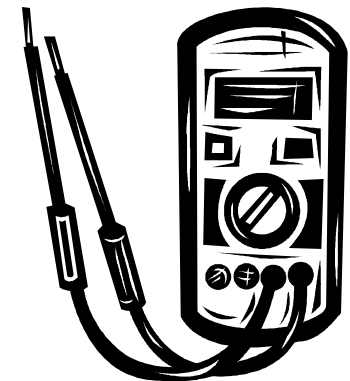
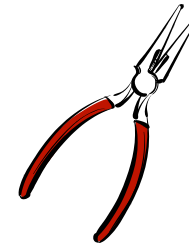
Upcoming Supplier Diversity training will be held on June 24, in the BOP conference room #1, from 9:30 to Noon.

- A guide for Commonwealth agencies on contracting with Minority and Women Businesses Enterprises training for agency procurement personnel
- “The Basics for Effective Supplier Diversity Programs” by Mr. Reggie Williams, President of Procurement Resources Inc.

Contract Number	Name of Contract	Type of Solicitation	Estimated Ann. Dollar Values	Contract End Date	Renewals Remaining	Number of Contracts	Agency	Commodity Specialist
4600010244	Medical Supplies	IFB	\$3,000,000	5-31-10	1	4	All	M. Scott
8930-1	Ice Cream	IFB	\$500,000	6-10-10	0	1	CI,DPW	M. Scott
8960-02	Bottled Water	IFB	\$350,000	6-10-10	0	1	All	JP Duvall
9120-02	Propane	IFB	\$300,000	7-1-10	0	1	All	J. Banks
4600013960	Aftermarket Auto Parts	IFB	\$1,000,000	6-30-10	0	1	All	S. Reinhold
4400006081	Pickup Trucks	IFB	\$2,000,000	8-31-10	0	1	All	A. Robinson
4400005987	Passenger	Vehicle	\$10,000,000	8-31-10	0	4	All	A. Robinson

Contract Number	Name of Contract	Type of Solicitation	Estimated Ann. Dollar Values	Contract End Date	Renewal Remain	Number of Contracts	Agency	Commodity Specialist
4400000048 Old Number	MRO	ITB	\$16,000,000	10-10	0 New contract in progress	5	All	L. Mangan
4600014371	Vegetables -No Salt	ITB	\$3,000,000	5-11	0	1	DOC	M. Juran
4400006694	Wheel-chair Vans	ITB	\$4,000,000	5-11	0	1	All	A. Robinson
4400005916	Power Equip	ITB	\$1,500,000	5-11	4	10	All	R. Woodworth
4400004866	Spreaders	ITB	\$300,000	5-11	3	1	PennDOT	R.Isenberg
4600014356	Aviation Fuel	ITB	\$500,000	5-11	4	1	All	J. Banks
4600014382	Hwy Maint.	ITB	\$1,000,000	5-11	3	1	PennDOT	P. Rosenella

- 10 total lots (2010) versus 7 (2005)
- 4 suppliers recommended for award
- Will remain in SRM/cXML as punch-out catalogs
- Estimated annual savings = \$1.8M
- DB participation = approx. 9 %; 0% in '05 contract
- December 2010 target for new contracts
- Agency End-user training rollout



- Rate caps are expiring for the following PA utilities at the end of 2010. At that point, all rate caps will have expired



- DGS will bid accounts to competitive suppliers, awarding if there is savings versus utility rates, same as was done for PPL accounts
  - Please instruct your personnel in the field not to sign up with alternative suppliers
  - PSFEI may contact you to review listings of accounts to ensure we've captured all known accounts
- DGS is tentatively scheduled to conduct these bids in September/October
  - Re-bid of PPL accounts will be part of these solicitations

## Power Equipment – Ag/Grounds Keeping Contract

Company	Contract Number	Item
John Deere Company	4400005935	John Deere Gators
Club Car Inc.	4400005931	Club Car Utility Vehicles
Stull Equipment Company	4400005953	Cushman Utility Vehicles
Amenia Motors	4400005921	E-Ride Utility Vehicles (Electric Cars)
Lawn and Golf Supply Co., Inc	4400005944	Mag International Utility Vehicles
Krigger & Company, Inc.	4400005942	Tiger Truck Utility Vehicles
Turf Equipment and Supply Company, LLC	4400005955	Toto Utility Vehicles
Susquehanna Dodge Chrysler Jeep	4400006950	Global Electric Motorcars (Total Electric Vehicles)



- Vehicles suitable for off-road use only; alternatives for use in park and campus applications
- Electric vehicles have a lower cost per mile of operation and provide environmentally friendly alternative to fossil fueled vehicles
- ✓ Further information on any of the above listed contracts is available at eMarketplace; <http://www.emarketplace.state.pa.us>
- Contracts available for both Commonwealth Agencies and COSTARS
- ✓ Users should consider electric vehicle alternatives



Direct questions to Commodity Specialist, Richard Woodworth at 717-787-4103

Project Title	PO/Contract Number	Number of Contracts	Supplier Name	Original Contract Start Date	Contract End Date mm/dd/yy	Commodity Specialist
Behavioral Risk Factor Surveillance System	4400006270	1	Clearwater Research Inc	1/1/2010	12/31/2014	Williams, Emanuel
Educational Banner Mats	4400006997	1	Superior Business Solutions	5/4/2010	3/31/2012	Noss, Toniann
Internet Based News & Information Services	4400006936	2	Various	6/1/2010	5/31/2013	Bowers, Scott
Investment Consulting Services	4400006746	1	Morgan Stanley Smith Barney LLC	7/1/2010	6/30/2015	Williams, Emanuel
Municipal Statistics System Services	4400006729	1	Pennsylvania State Association of Township Supervisors	7/1/2010	6/30/2015	Williams, Emanuel
Non-Emergency Claimant Transport Services SWIF	4400006625	6	Various	2/1/2010	1/31/2013	Williams, Emanuel
PA Convention Center Planning Study	4400006702	1	Crossroads Consulting Services LLC	3/1/2010	12/31/2010	Bowers, Scott
Parole Violator Prisoner Transport Services	4400006676	1	Security Transport Services	3/1/2010	6/30/2012	Shingara, Syline
Professional Collections Conservation Services	4400006268	1	Conservation Center for Art & Historic Artifacts	1/1/2010	12/31/2014	Yagle, Brandi
Quality Control Review Services	4400006994	1	Zelenkofske Axelrod LLC	5/12/2010	5/22/2011	Williams, Emanuel
Relocation Consulting Services Contract	4400006908	5	Various	7/1/2010	6/30/2012	Bowers, Wanda
Scrap Aluminum Removal/Recycling	4400006405	1	Consolidated Scrap Resources	1/1/2010	12/31/2011	Yagle, Brandi
Sign Language Interpreters for the Hiram G Andrews Center	4400005904	1	Sign Language Specialists of WPA	1/1/2010	12/31/2012	Walters, Corey
Third Party Administration of Health Reimbursement Arrangement	4400006062	1	Fringe Benefit Management	1/1/2010	12/31/2012	Williams, Emanuel

New, Open	Project Title	PO/Contract Number	Contract End Date	Commodity Specialist
O	Advertising-Marketing Services	4600008609	6/30/2010	Poepperling, Hilary
N	Advertising-Marketing Services			Poepperling, Hilary
O	Automated Mail Processing Service	4400000733	8/8/2010	Bowers, Wanda
N	Automated Mail Processing Service			Bowers, Wanda
O	Commercial Print, Forms and Stationary Lot #1	4600009909	11/30/2010	Noss, Toniann
N	Commercial Print, Forms and Stationary Lot #1 Flat and			Noss, Toniann
N	Digital Archiving Services			Jaime, Ray
N	Electronic Payment Processing (Merchant Services)			Habowski, Jennifer
N	Elevator Services			Jackson, Tonja
O	Enterprise Software, Software including Microsoft Select	4400004230	9/30/2010	Teprovich, Tom
N	Enterprise Software, Software including Microsoft Select			Teprovich, Tom
O	Internet Based News & Information Services	4400004497	5/31/2010	Bowers, Scott
O	Mailroom Equipment and Supplies -WSCA CONTRACT	4400003340	11/8/2010	Bowers, Wanda
N	Media Displays			Noss, Toniann
O	Media Planning & Purchasing Services	4600008608	6/30/2010	Poepperling, Hilary
N	Media Planning & Purchasing Services			Poepperling, Hilary
N	Meeting & Conference Facility Services			Baltimore, Georgina
O	Microfilm Equipment and Supplies	4400003119	6/30/2010	Jaime, Ray
N	Municipal Waste Services			Yagle, Brandi
O	Relocation Consulting Services	4400000400	6/30/2010	Bowers, Wanda
O	Silk Screening	4400002129	7/31/2010	Noss, Toniann
O	Staff Augmentation Services	4400002137	12/30/2010	Teprovich, Tom
N	Staff Augmentation Services			Teprovich, Tom
N	Tree Removal & Stump Cutting			Jackson, Tonja
N	Uniform & Mat Rental/Cleaning Services			Baltimore, Georgina

## Staff Augmentation

**SRM Contract Number: 4400002137**



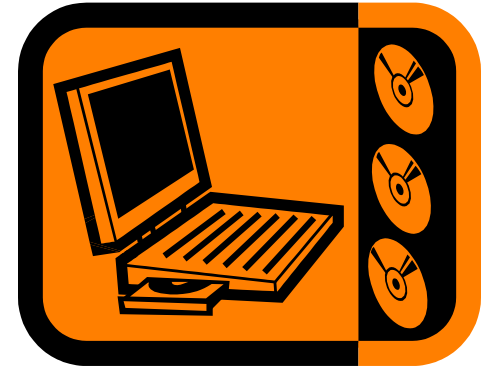
### Current Contract

- Change Notice 15 – Existing contract extended until 12/31/10
- Agencies need to extend existing PO's to cover business operational requirements. PO's need to terminate by 12/31/10

### RFP Update

- 15 Proposals received
- As of May 18<sup>th</sup> – First Technical Evaluations completed
- BAFO process finished by 6/30/10
- Final Contract Executed by 10/1/10

## Enterprise Software SRM Contract Number: 4400004230



### Current Contract

- DGS exercised 90 day extension option
- Contract expires 9/30/10

### RFP Update

- Lots: Lot 1 – COTS Software; Lots (2 – 10) – IBM Enterprise Applications
- May 7<sup>th</sup> – BAFO Process Started
- May 27<sup>th</sup> – Conclude Final Negotiations
- June 4<sup>th</sup> – Start contract signature process
- August 31<sup>st</sup> – Final executed contract

## Municipal Waste Removal Services – Parent Contract 4400006854

- Contract Effective 7/1/10.
- Three-year Multiple Award Contract with Open Enrollment.
- Currently 22 suppliers on initial contract and growing.
- Only waste companies with current DEP Waste Haulers Permit are qualified.
- Agencies solicit quotes (RFQ) from suppliers on contract and issue PO.
- Existing agency purchase orders may continue until the end of their current term (**no renewals**), or they may exercise any termination provisions and obtain services under this Contract.



## Municipal Waste Service Categories:

- Municipal Waste (Trash)
- Recyclables (Plastic, Glass, Cans - *food*)
- Food Waste (Dietary)
- Office Paper
- Construction and Demolition Waste
- Asphalt, Brick, Concrete Waste
- Leaves and Yard Waste
- Street Sweepings
- Corrugated Cardboard

## Services NOT Covered:

- Scrap Metal
- Scrap Rubber/Tires
- Residual Waste
- Hazardous Waste
- Biohazardous/Infectious Waste

## Containers:

- **Rented** – Agencies may opt to rent container(s)
- **Commonwealth-Owned** – Agencies may already own their own container
- **MUST** be specified on the RFQ and require a bid item quote if renting

## Process to Order:

- **ALL** Awarded Suppliers providing service under the category of need, and the geographic area of the Commonwealth facility **must** be issued a Request for Quote (“RFQ”).
  - Send via US Mail, Fax, or Email, and the RFQ Template provided as part of this Contract. An RFQ is **NOT** considered a public bid opening under this Contract – No bid in SRM.
- Method of Award for the RFQ = **Lowest Priced Quote**
- Create shopping cart using Describe Requirement against awarded Supplier's Contract. After approval of the shopping cart, a Purchase Order should be submitted to the awarded supplier.
  - **RFQ Template** for agencies
  - **RFQ Supplier Determination Spreadsheet - *Essential Tool*** for determining which suppliers must be solicited for the RFQ process (***EUP - RFQ Supplier Determination*** included with Contract Overview on e-marketplace).



**Purchasing  
Made Easy!**

<http://www.emarketplace.state.pa.us/>



## Small Package Delivery #4400004940

- Renewed through 6/30/11
- Reduced cost 4% on Ground for Zones 2 and 3
- \$0 charge for pick up
- Amendment to contract for P-Card usage
  - Purchases made via P-card are authorized to transaction limits as defined in Management Directive 310.23, Commonwealth Purchasing Card Program.
  - Requests to exceed this limit will be evaluated on an individual state-wide contract basis with a waiver reviewed and approved by DGS, Bureau of Procurement and the Office of the Budget.
    - If approved, this waiver should be made a part of the official contract file



***Coming soon - Smart Pick-Up Service***

# Welcome

Gary Crowell, President and CEO of PIBH



the central non-profit  
agency that markets  
and sells products  
made and services  
performed by persons  
with disabilities through  
member agencies

Phone: 800-447-8860 ~ Fax : 800-561-9794 Commodities:  
[brendab@pibh.org](mailto:brendab@pibh.org)  
Services: [susiem@pibh.org](mailto:susiem@pibh.org)

A new required field has been added to the Request to advertise for entering “Estimated Dollar Amount”.

The Estimated Dollar Amount should be entered for the value of the term of the initial contract without renewals.

This is used for reporting purposes. The public will not see this dollar amount. This field is located directly under the “Description” field.

Estimated Dollar Amount:	<input type="text"/>	*
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- The following field has been added to eMarketplace Request to Advertise section regarding Small Business Reserve

Check here if procurement is set aside for Small Business Reserve

- Search criteria has been added to the Solicitation Search Screen for suppliers to search for Small Business Reserve Procurements

**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).  
Click the [bookmark link](#) to bookmark the page. (Internet Explorer Only)

**Enter Search Criteria**

No fields required. The more detail you give, the fewer results will appear.

Solicitation #:  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

View Current Records  View Archived Records  View Small Business Reserve Procurements (SBR)

Bid Open Date (mm/dd/yyyy):  Solicitations Posted Since (mm/dd/yyyy):

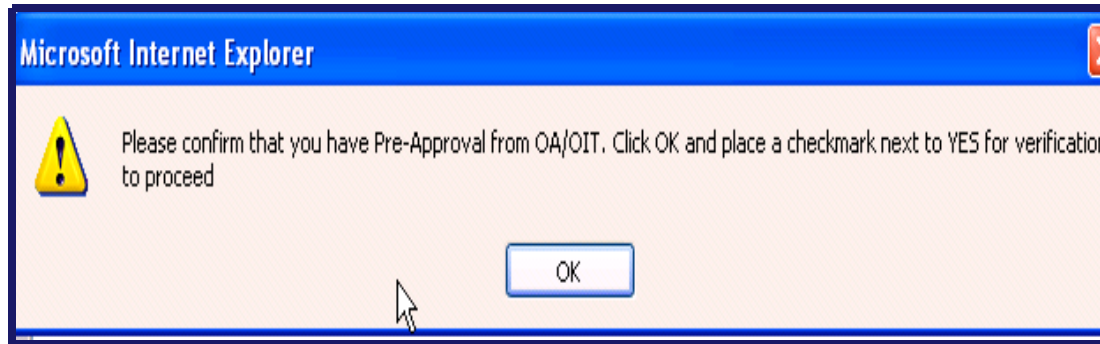
- The following language has been added on the electronic Emergency Procurement Form under the Basis for Emergency Purchase Threat to public health, welfare, or safety section

**Identify the threat and provide an explanation as to what created threat:**

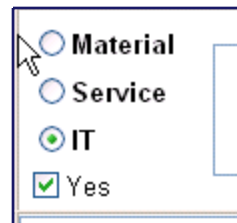
- The following language has been added under the note section

**NOTE: If the purpose of the emergency procurement is to prevent a lapse in contracted services, one of the following must be checked. Include status of the new contract/purchase order and note any special conditions of the emergency procurements. DGS will not accept delay in new contract being executed as a basis for an EP unless the Agency can provide detailed, justifiable explanation for the delay.**

- If you select the “IT” radio button, a pop up screen will appear asking you to verify that you have received pre-approval for OA/OIT.



- If you have received pre-approval, select OK on the pop up box and then place a check mark in the “Yes” box to verify.





- Capability now exists for addition of multiple e-mail addresses to receive copies of all e-mails regarding the Emergency Procurement request..

If you wish to receive a copy of the approval/disapproval/returned for correction e-mails, please provide your e-mail address below

Add Additional Email

- Enter e-mail address. You can add as many e-mails as you want, just select the Add Additional e-mail button again and enter the next e-mail address.

- The request for extension information has been expanded to include more information that DGS requires. Also allows agencies to upload any additional documents.

<b>Extension Information</b>	
EP ID	<input type="text"/>
Current EP Expiration Date	<input type="text"/> 
EP Extension Length	<input type="text"/>
Extension Expiration Date	<input type="text"/> 
Estimated Cost	<input type="text"/>
Change in circumstances from the original EP request that now prompts need for the extension	<input type="text"/>
Justification for the extension	<input type="text"/>
Results if request for extension not granted	<input type="text"/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Note: Contact Person and others e-mail addresses completed in original form will also receive copies of these e-mails



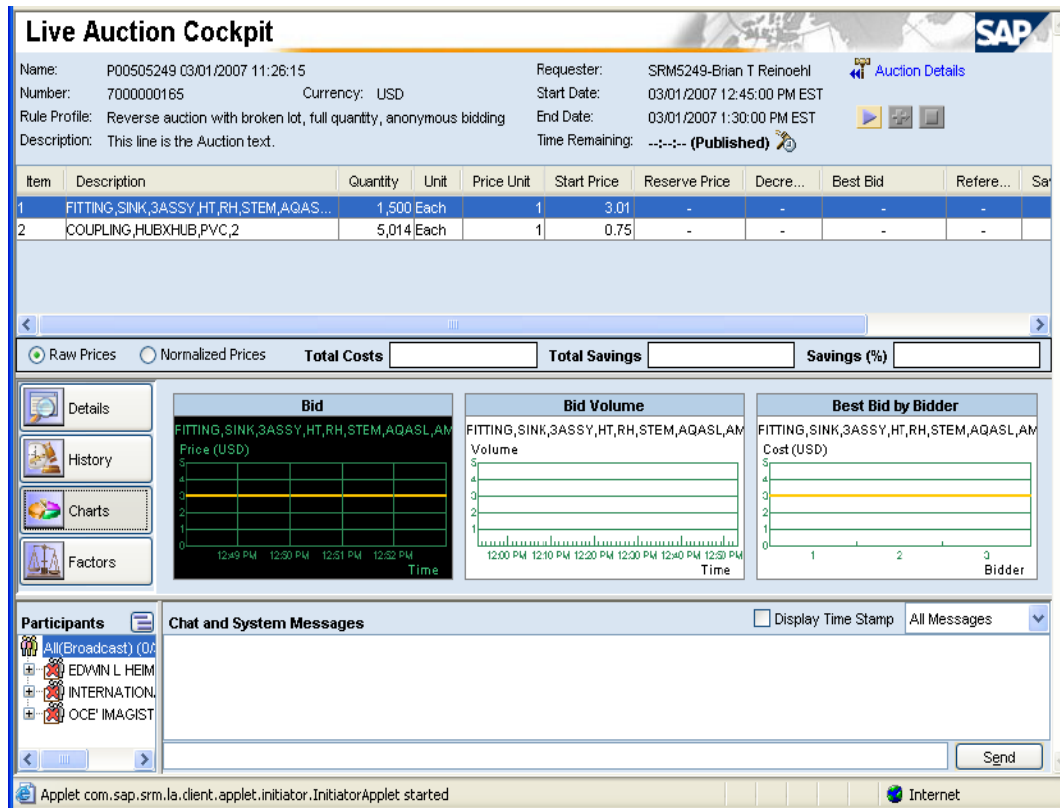
- A list of BOP upcoming Procurements is now available for public view



The screenshot shows the Pennsylvania eMarketplace website. At the top, there is a navigation bar with links for 'Supplier Service Center', 'Bureau of Procurement', and 'PA Treasury Contract Site'. Below this is a 'Welcome' message and a navigation menu with buttons for 'Solicitations', 'Solicitation Tabulations', 'Awards', 'Search Contracts', 'Sole Source Procurement', 'Emergency Procurement', 'ITQ', and 'Upcoming Procurements'. A banner image of a dam is labeled 'Pine Creek - Coburn, Pa'. At the bottom, there is a 'Help' button and a footer with the text: 'The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft.](#)'

	Project Title	N New, O Open	Commodity Specialist	CS e-mail Address	Contract Total Value Estimated	Bid Type	Solicitation Number	Proposed Bid Issued	Bid Issued	Proposed Contract Award	Contract Number Parent #	Contract End Date
4												
5	Actuarial Analyses of Proposed Legislation	N	Williams, Emanuel	<a href="mailto:emwilliams@state.pa.us">emwilliams@state.pa.us</a>		IFB	6100013944		3/17/10	6/3/10		
6	Actuarial Service	N	Williams, Emanuel	<a href="mailto:emwilliams@state.pa.us">emwilliams@state.pa.us</a>		IFB	6100015075		4/9/10	6/3/10		
7	After Market Parts	N	Reinhold, Susan	<a href="mailto:sureinhold@state.pa.us">sureinhold@state.pa.us</a>		IFB	6100015189		4/7/10			
8	After Market Vehicle Parts/Supplies	O	Reinhold, Susan	<a href="mailto:sureinhold@state.pa.us">sureinhold@state.pa.us</a>	\$4,000,000	RFP					4600013960	6/30/10
9	Aluminum Coil Stock, License Plates	O	Vessella, Lori	<a href="mailto:lvessella@state.pa.us">lvessella@state.pa.us</a>	\$1,000,000	IFB					4600008380	9/30/10
10	Aluminum Sign Blanks	O	Vessella, Lori	<a href="mailto:lvessella@state.pa.us">lvessella@state.pa.us</a>	\$1,000,000	IFB						5/31/10
11	Asbestos Removal/Decontamination	N	Yagle, Brandi	<a href="mailto:byagle@state.pa.us">byagle@state.pa.us</a>		IFB-M		7/19/10		9/27/10		
12	Aviation Video Systems	N	Kimport, Sheryl	<a href="mailto:skimport@state.pa.us">skimport@state.pa.us</a>		IFB	6100014759		3/23/10	7/30/10		
13	Banking for Scanning Mortgages & Examinations	N	Kimport, Sheryl	<a href="mailto:skimport@state.pa.us">skimport@state.pa.us</a>		IT ITQ RFQ		4/29/10		6/16/10		
14	Bituminous Materials, Plant Mix	N	Rosenella, Patrick	<a href="mailto:prosenella@state.pa.us">prosenella@state.pa.us</a>		IFB	CN00032164		3/25/10		5610-36	
15	Boating Safety Certificates	O	Noss, Toniann	<a href="mailto:tnoss@state.pa.us">tnoss@state.pa.us</a>	\$15,000	IFB	CN00010638				4600008477	6/30/10
16	Broadcast Satellite Services - CMS	N	Yagle, Brandi	<a href="mailto:byagle@state.pa.us">byagle@state.pa.us</a>		IFB	6100015127		4/15/10	7/1/10		
17	BWC Automation and Integration Initiative	N	GeeGee-Dugan, Ch	<a href="mailto:cgeegee@state.pa.us">cgeegee@state.pa.us</a>		RFP	6100013597		10/21/09	9/1/10		
18	Central Control Computer System	N	Mistretta, Tami	<a href="mailto:tmistretta@state.pa.us">tmistretta@state.pa.us</a>		RFP	6100013574	5/1/10		1/10/11		
19	Certified Insurance Brokers	N	Williams, Emanuel	<a href="mailto:emwilliams@state.pa.us">emwilliams@state.pa.us</a>		IFB-M	6100013669		12/28/09	6/1/10		
20	Compost Bins&Recycling Cont.	O	Lewis, Kathy	<a href="mailto:kalewis@state.pa.us">kalewis@state.pa.us</a>	\$150,000	IFB-M						12/31/10
21	Digital Archiving Services	N	Jaime, Ray	<a href="mailto:rjaim@state.pa.us">rjaim@state.pa.us</a>		IFB	TBD	4/14/10		7/30/10		
22	Digital Fingerprinting & Federal Criminal Background	N	Baltimore, Georgin	<a href="mailto:gbaltimore@state.pa.us">gbaltimore@state.pa.us</a>		RFP	6100012582		8/26/09	7/1/10		
23	Educational Banner Mats	N	Noss, Toniann	<a href="mailto:tnoss@state.pa.us">tnoss@state.pa.us</a>		IFB	6100015032		3/31/10			
24	Electronic Payment Processing (Merchant Services)	N	Habowski, Jennife	<a href="mailto:jhabowski@state.pa.us">jhabowski@state.pa.us</a>		RFP	6100014332		3/29/10	7/23/10		
25	Elevator Services	N	Jackson, Tonja	<a href="mailto:tonjackson@state.pa.us">tonjackson@state.pa.us</a>		IFB-M	6100012706	4/30/10		5/31/10		
26	Enterprise Software, Software including Microsoft Se	O	Teprovich, Tom	<a href="mailto:tteprovich@state.pa.us">tteprovich@state.pa.us</a>	\$100,000,000	RFP	5810 10			7/1/10	4400004230	9/30/10
27	Financial Advisory Services	O	Williams, Emanuel	<a href="mailto:emwilliams@state.pa.us">emwilliams@state.pa.us</a>	\$5,000,000	RFP	6100000906				4400000521	6/30/10
28	Food Safety and Laboratory Services IT	N	Geegee-Dugan, Ch	<a href="mailto:cgeegee@state.pa.us">cgeegee@state.pa.us</a>		RFQ	6100013831		2/1/10	4/22/10		
29	Footwear, Police Type	O	Rohrer, Terry	<a href="mailto:trohrer@state.pa.us">trohrer@state.pa.us</a>	\$70,000	IFB-M					4400002010	11/30/10

- Live Auction Cockpit (LAC) – auction takes place online “real time” via SRM portal
- Live auctions get best available market price at time of bid
- Price driven down, results in lower price paid than traditional sealed bids or negotiations
- Decision Tool Matrix allows user to decide if Live Auction is right tool



**Live Auction Cockpit**

Name: P00505249 03/01/2007 11:26:15 Requester: SRM5249-Brian T Reinoehl  
 Number: 700000165 Currency: USD Start Date: 03/01/2007 12:45:00 PM EST  
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 03/01/2007 1:30:00 PM EST  
 Description: This line is the Auction text. Time Remaining: --:--:-- (Published)

Item	Description	Quantity	Unit	Price Unit	Start Price	Reserve Price	Decre...	Best Bid	Refere...	Sa
1	FITTING,SINK,3ASSY,HT,RH,STEM,AQAS...	1,500	Each	1	3.01	-	-	-	-	-
2	COUPLING,HUBXHUB,PVC,2	5,014	Each	1	0.75	-	-	-	-	-

Raw Prices Normalized Prices Total Costs Total Savings Savings (%)

**Details** **History** **Charts** **Factors**

**Bid**  
 FITTING,SINK,3ASSY,HT,RH,STEM,AQASL,AM  
 Price (USD)  
 Time

**Bid Volume**  
 FITTING,SINK,3ASSY,HT,RH,STEM,AQASL,AM  
 Volume  
 Time

**Best Bid by Bidder**  
 FITTING,SINK,3ASSY,HT,RH,STEM,AQASL,AM  
 Cost (USD)  
 Bidder

**Participants** **Chat and System Messages**  Display Time Stamp All Messages

All (Broadcast) (0)  
 EDWIN L HEIM  
 INTERNATIONAL  
 OCE' IMAGIST

Applet com.sap.srm.la.client.applet.initiator.InitiatorApplet started Internet

DGS offers this service to agencies  
 To access the EUP: [Live Auction EUP](#)

Profile Type	Definition	Bidder sees / cannot see (selection)	
English	Basic reverse auction, bids validated against overall best bid, that is, the lowest bid ranks first	Rank <input checked="" type="checkbox"/> Best Bid Next Bid Bid Price No. of Bidders	Bidder Name <input type="checkbox"/> Company Best Bid Company Name 1 <sup>st</sup> Place
Rank-Only	Bidder can submit a bid as long as it is lower than his own last bid, but it will not be ranked as first unless it is lower than all other bids	Rank No. of Bidders	Best Bid 1 <sup>st</sup> Place Next Bid Bid Price
Blind Bidding	Same as rank-only auction, except that a bidder's rank is only displayed when that bidder is ranked first	1 <sup>st</sup> Place	Best Bid Rank Next Bid Bid Price

- To get best available market price at time of bid
  - Auctions drive down costs
  - Cost savings of +/- 10%
- Improve and streamline strategic e-procurement process
  - Specifications provided
  - Spend data used to develop business forecasts
  - Negotiation time reduced from weeks to minutes
  - Auction events easily duplicated
- Auction events visible and results measurable
  - Live web-based event viewed real time
  - SRM reporting offers detailed analysis
- Increased competitiveness within public sector
  - Cost reductions and improved productivity
  - Results and benefits measurable and easily reported
  - Suppliers appreciate openness of auctions



If interested in Auctions:

- DGS can perform
- Agency can receive role to perform auction
- DGS can provide training

*For additional information please see the detailed appendix at the end of this presentation.*

## Procurement Goals:

1. Increased data (liabilities, suspensions, debarments) for end users to conduct searches
2. Improved search functionality on contractors allowing for prime and subcontractor searches
3. Increased frequency of data feeding system from weekly to daily
4. Implement ability for agency applications (such as grant applications) to consume web service resulting in reduced manual effort
5. Implementation of notifications (manual & automated web services) indicating CRP obligations are released resulting in reduced manual efforts
6. Eliminate paper clearance certificates resulting in reduced manual efforts
7. Eliminate CRP check required documentation resulting in reduced manual efforts

## Payment Goals:

1. Increased frequency of data feeding system from weekly to daily resulting in reduced effort and better contractor relationships
2. Ability for agency applications to consume web service resulting in automation of payment blocks / unblocks in SAP system reducing manual efforts for agencies and OB

## Reporting: Improved audit and reporting on CRP checks

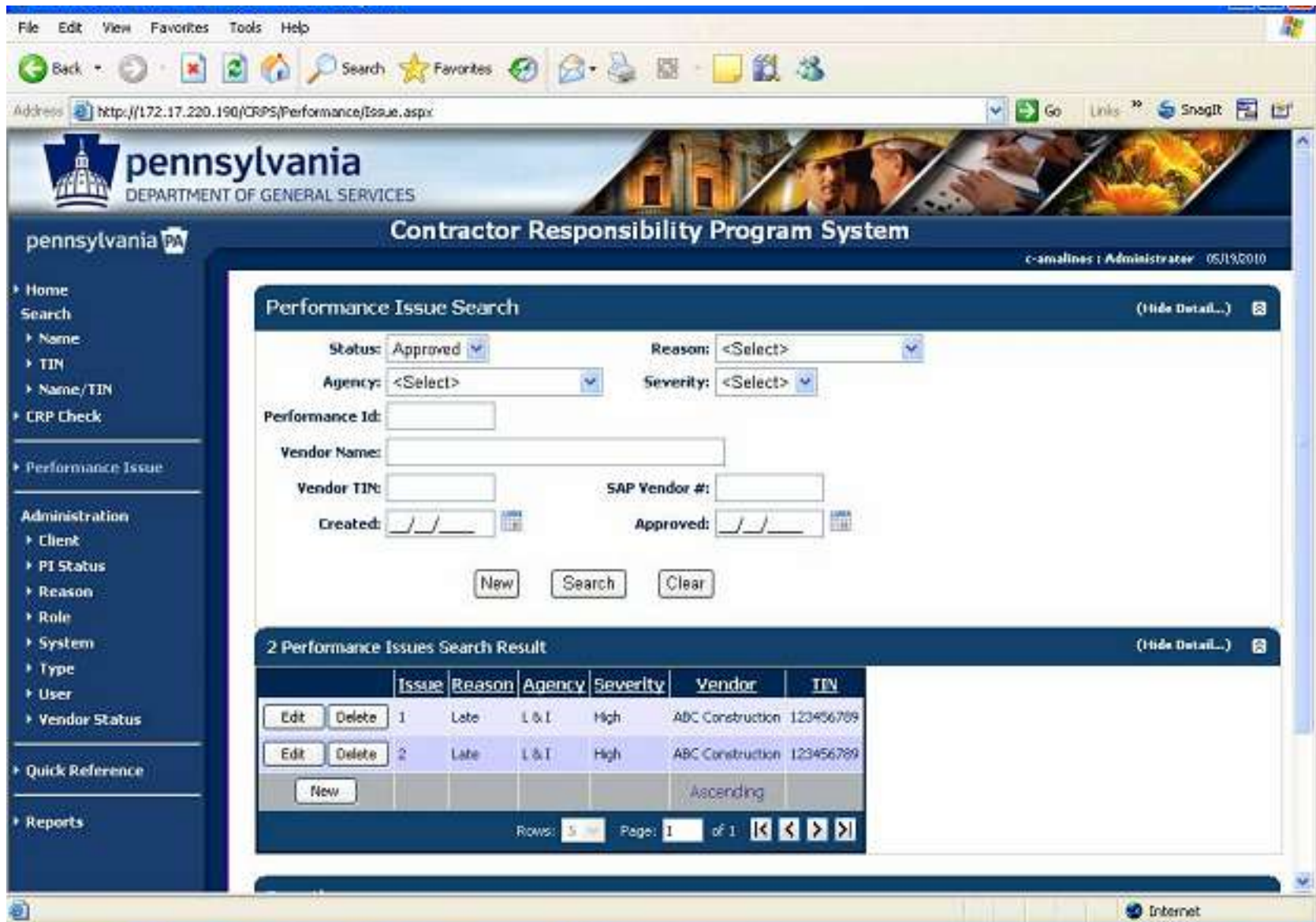
Project is first step in overall improvement initiative for CRP program. Implementation sets stage for future state goals which include:

1. Ability for DOR and L&I to provide real time data through web service
2. Additional data feeds system from agencies such as State, Insurance, etc
3. Integration with SAP for automated procurement checks
4. Ability for non SAP agencies to use web service during the payment process

- Undergoing upgrade
- Current program labor intensive and does not contain up to date information
- Improve both contracting & payment components
- Includes web service (system driven) and web application (user interface) segments
- Pilot period begins in August
  - Web service scheduled to be implemented in DCED as a pilot
  - Web application to be implemented by one or more heavily-impacted agencies
- Both segments rolled out to all agencies in November.



- New **performance module** under development that will replace current SAP R3 platform.
  - Enables single location for users to check liability and performance data
  - Web based platform developed by Trecom with input from several larger using agencies.
- New features include:
  - Additional performance reason codes
  - Flexible approval structure
  - Severity
  - Action taken
  - SAP vendor # look-up
  - Expanded and free form text entry capability
- Pilot go-live planned for August, 2010



The screenshot shows a web browser window displaying the Contractor Responsibility Program System. The browser address bar shows the URL: `http://172.17.220.190/CRPS/Performance/Issue.aspx`. The page header includes the Pennsylvania Department of General Services logo and the title "Contractor Responsibility Program System". The user is logged in as "c-aminnes | Administrator" on "05/19/2010".

The main content area is titled "Performance Issue Search" and contains several search criteria fields:

- Status:
- Reason:
- Agency:
- Severity:
- Performance Id:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:
- Approved:

Below the search fields are three buttons: "New", "Search", and "Clear".

The search results section is titled "2 Performance Issues Search Result" and displays a table with the following data:

	Issue	Reason	Agency	Severity	Vendor	TIN
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Late	L & I	High	ABC Construction	123456789
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	Late	L & I	High	ABC Construction	123456789

At the bottom of the results table, there is a "New" button and a sorting option set to "Ascending". Below the table, the pagination information shows "Rows: 5" and "Page: 1 of 1" with navigation arrows.

Performance Issue Search

(Show Detail...) 

0 Performance Issues Search Result

(Show Detail...) 

Detail

Issue Id: <input type="text"/>	SAP Vendor #: <input type="text"/> <input type="button" value="SAP Lookup"/>
Severity: <input type="text" value="&lt;Select&gt;"/>	Vendor: <input type="text"/>
Status: <input type="text" value="Pending"/>	TIN: <input type="text"/>
Reason: <input type="text" value="&lt;Select&gt;"/>	Vendor Name: <input type="text"/>
Agency: <input type="text" value="&lt;Select&gt;"/>	Address: <input type="text"/>
Plant: <input type="text" value="&lt;Select&gt;"/>	<input type="text"/>
Action: <input type="text" value="&lt;Select&gt;"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Other: <input type="text"/>	
Created: <input type="text" value="05/24/2010"/> By: <input type="text" value="c-amalinos"/>	<b>Enter Name and Email of this issues Approver</b>
Contract Number: <input type="text"/> PO Number: <input type="text"/>	Sent: <input type="text"/>
Contact: <input type="text"/>	Approver Name: <input type="text"/>
Phone: <input type="text"/>	Approver Email: <input type="text"/>
Email: <input type="text"/>	Reenter Approver Email: <input type="text"/>
Approved: <input type="text"/> By: <input type="text"/>	Resolved: <input type="text"/> By: <input type="text"/>

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, and other formatting options. Font: default, Size: default.

Empty text area for entering a description or resolution.

Issue

IS

ce



**Coming  
Soon!**

## **NEW MANUAL for Naming Conventions and Records Management**

- Consolidates multiple EUPs/Policies
- All-encompassing in one document
- Mostly refresher based on training
- Some new policies

### **Topics Covered:**

- Naming Conventions for SRM Document Types
- Naming Conventions for Electronic Files
- Required Attachments for SRM Procurement Documents
- Managing Procurement Records in the SAP System
- Public Posting of Procurement Records

## What's New?:

- **SRM Procurement Documents should be named using the 4-digit Product Category Number (UNSPSC).**

OLD	NEW
21, Van, wheelchair	7612 Municipal Waste Services

- **Naming Conventions for Electronic Files**  
*(previously mentioned at the last PPC meeting)*

## Where will it be located?:

<http://www.dgs.state.pa.us/portal/server.pt/community/training/18199>

**An announcement will be sent out to the Policy Council as soon as this resource is made available.**

## Refresher Topics:

- **Records Management**
- **Required Attachments for SRM Procurement Documents**
- **Public Posting of Procurement Records**

Chapter Description	Location	Change
Definitions	Pt I Ch 02	Term and definition Cost-Plus-A-Percentage-of-Cost Contract was added.
Methods of Awarding Contracts	Pt I Ch 06	Revised language regarding Contract Terms and Conditions in Section B.4.d.(5).
Contractor Responsibility	Pt I Ch 14	Section F. the \$10,000 threshold revised to reflect the new \$5,000 threshold.
Small and Disadvantaged Businesses	Pt I Ch 21	Description of a Small, Disadvantaged Business was corrected to match definition in Pt I, Ch 02.
Cooperative Purchasing (Including Purchasing from GSA Schedule Contract)	Pt I Ch 28	Section C revised to incorporate more specific GSA Federal Supply Schedule data. Section D revised and Section E removed (Definitions moved to Pt I Ch 02).
Procurements from Effective DGS Statewide Requirements Contracts	Pt II Ch 08	Updated the language to clarify the difference between P-Card Enabled and P-Card Permitted. Corrected the language on auto-po functionality. Section B.4.a thru d. and Section C.1.c.

Chapter Description	Location	Change
Sole Source Procurements of Services	Pt III Ch 05	<p>Section A.3. changed and the conditions for use moved to new Section C. Conditions for Sole Source Procurement.</p> <p>Section B. General, 1. Changed to indicate all sole sources must be approved by DGS using the on-line source justification form.</p> <p>Section B.1.a. and b. (exemptions) added.</p> <p>Section B.3. Must retain record listing for 4 years instead of 3 years.</p> <p>Section D. Procedures (formerly Section C) totally revised to incorporate on-line sole source approval process.</p> <p>Section D.3. &amp; 4. corrected to reflect \$250,000 STD-168 requirement instead of the incorrect \$50,000.</p>
Guaranteed Energy Savings Projects	Pt IV Ch 11	<p>This chapter was inadvertently altered at some point; a portion of the chapter was missing. The former, full version dated April 2007 has been restored. One change: Replaced the reference to the Bureau of Facilities Management (BFM) with a reference to the Energy Management Office (EMO).</p>
<p>Small Guaranteed Energy Savings Projects</p> <p>---Minor glitch - working on getting this chapter to post to the web.</p>	Pt IV Ch 12	<p>This chapter was inadvertently omitted from the Handbook beginning November 2009. The former, full version dated April 2007 has been restored. One change: Replaced the reference to the Bureau of Facilities Management (BFM) with a reference to the Energy Management Office (EMO).</p>

Change Description	Location	Status
Definition and use of RFEI	Pt I Ch 02 Pt I Ch 06	In Development (Legal)
Definition of Funds Commitment	Pt I Ch 02	Draft Language Under Review
Use and approval of Funds Commitments	Pt I Ch 04	Draft Language Under Review
RFP process distinction between BAFO and Pre-selection Negotiation	Pt I Ch 06	In Development (BOP)
Adding language on Established Catalog Price Contract Types	Pt I Ch 08	In Development (BOP)
Contractor Responsibility: New section on performance management	Pt I Ch 14	Draft Language Under Review
Chapter being revised to remove obsolete forms, unused terminology and to reflect current processes	Pt I Ch 32	In Development (BOP)
Revisions to reflect the proper use of the Delegation Request and Notice of Forthcoming Procurements and requirement to complete the Source Justification Form	Pt II & III Ch 04	Draft Language Under Review



<b>Change Description</b>	<b>Location</b>	<b>Status</b>
Sole Source Procurement of Services: Language on approval of renewals	Pt II Ch 05	Draft Language Under Review
Emergency Procurements on-line approval process	Pt II & III Ch 06	Draft Language Under Review
Revisions to reflect the proper use of the Delegation Request and Notice of Forthcoming Procurements	Pt II Ch 07	Draft Language Under Review
Procurement of used Equipment chapter being revised to reflect on-line sole source approval process	Pt II Ch 08	Draft Language Under Review
Cooperative Agreements (GSA): Procedure	Pt II Ch 21	Draft being revised (BOP)
Sole Source Procurement of Materials: Entire chapter being revised	Pt III Ch 05	Draft Language Under Review
P-Card Waiver Process	Pt 1 Ch 27	Draft Language Under Review

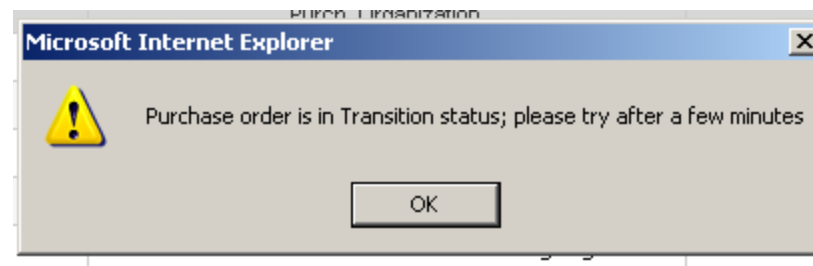
## Issue:

The SRM system encounters occasional issues processing change versions in instances where a change is initiated within moments of a prior change.

## Resolution:

The solution provided requires a 2 minute wait time between changes to ensure the changes have sufficient time required to be processed by the system.

If a change is initiated too quickly, Purchasers will receive a message stating the “Purchase order is in Transition status; please try after a few minutes.”



**System change was effective May 16, 2010.**

## Procurement Year End Processing Activities

Blackout period: Fri Jul 2, 2010 5PM - Sun Jul 4 2010 3PM or until completion of year-end activities.

**No** activities may occur during the blackout period.


Timeframe:	Allowed:	Not Allowed:	Additional Information:
By close of business (COB) on Monday Jun 28, 2010	All carts pending approval must be approved.		When activities resume (after black out), carts not approved on or before the deadline must be changed to reflect the new fiscal year and re-trigger workflow.  If copying a shopping cart from "Old Purchase Orders and Templates", remember to change the fiscal year!
Now through Jun 30, 2010	All Documents: <ul style="list-style-type: none"> <li>• Create</li> <li>• Change</li> <li>• Receive</li> <li>• Invoice</li> </ul>		
Jul 1, 2010 through COB Jul 2, 2010	Shopping Carts: <ul style="list-style-type: none"> <li>• Create new shopping carts using '10 fiscal year funds*</li> <li>• Initiate changes to shopping carts that did not finish the approval process prior to COB Jun 28, 2010.</li> </ul> Purchase orders: <ul style="list-style-type: none"> <li>• Create new Purchase Orders using '10 fiscal year funds*</li> </ul>	Shopping Carts: <ul style="list-style-type: none"> <li>• No <u>new</u> asset carts assignment</li> </ul> Purchase orders: <ul style="list-style-type: none"> <li>• No <u>new</u> asset orders</li> <li>• No changes to purchase orders created <i>prior</i> to 7/1/10.</li> </ul> Confirmations (GR's): <ul style="list-style-type: none"> <li>• No receipts against orders created <i>prior</i> to 7/1/10.</li> </ul>	Postings may resume for transactions related to documents created from Jul 1, 2009 through Jun 30, 2010 when the blackout ends.

Like previous fiscal year end closings,  
a more detailed instruction document will be issued to Purchasers.

- MSCC Minimum Order Quantity functionality issue
  - System will not enforce minimum order quantity in MSCC catalog contracts
- SAP notified
- Effected MSCC contracts being identified
- Hard stop given if user puts in a quantity lower than the minimum
  - Shopping cart quantity can be lowered
  - Should not be allowed



Hard stop in SRM if minimum quantity has not been ordered. The minimum quantity defaults

 Hard stop before you can add to shopping cart.

Total number of items : 380

 Quantity of at least one item is less than minimum quantity. To shop increase quantity of item. Item position[s] in table: 1 2

Found 5 item(s) and displaying 1 to 5

List View

Add to Shopping Cart  Shopping Cart Preview  Compare **Number of Items Per Page** 10 ▾

	Quantity	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information	Minimum Quantity	Minimum Qua
<input checked="" type="checkbox"/>	4		<a href="#">Bolts</a>	DC6 ELLENS CONSTRUCT SUPPLIER	lr6	Box	<a href="#">0.20 USD</a>	5	Box
<input checked="" type="checkbox"/>	1		<a href="#">Hammer</a>	DC6 ELLENS CONSTRUCT SUPPLIER	rt6	Each	<a href="#">19.50 USD</a>	5	Each
<input type="checkbox"/>	20		<a href="#">Nails</a>	DC6 ELLENS CONSTRUCT SUPPLIER	yl34	Gross	<a href="#">0.15 USD</a>	20	Gross

Be sure to maintain at least minimum quantities on cart and PO

- **Clarification of EP & Sole Sources which require Construction**
  - **Refer inquiries to:**  
**Gary Taylor, Director**  
**Bureau of Engineering and Architecture**  
**Phone: 717-787-6200**  
**E-Mail: [gtaylor@state.pa.us](mailto:gtaylor@state.pa.us)**
- **EPO's being published can lead to protests**
- **70% BAFO**
- **Master scoring sheets**
- **RFP Template-what should be entered**
- **Recommendation for Selection Memo -BOP Template (5-3-10)**

## Governor's Green Procurement Council Video

[http://www.pacast.com/display\\_media\\_production\\_id.asp?production\\_id=448](http://www.pacast.com/display_media_production_id.asp?production_id=448)



- New Courses will soon be available
    - Procurement Basics
    - SRM Bidding
- } Web-Based Training
- Procurement Policy and Process
    - Purchasing Agent Course is scheduled for July 12-15, 2010
    - Enrollment is available through ELMS.
  - Zoomerang Premium Software – DGS purchased this survey tool to create electronic student surveys for ILT and web-based courses as well as reporting purposes.
  - Training web-site has been enhanced. Please visit the site and provide feedback.



- 113 PA's attended Certified PA Purchasing Agent training.
  - 85 Receiving their CPPA certification
  - 66 Purchasing Agents still require certification
    - *Excludes Corrections and Transportation*

- Latest Certification recipients:

Donna Leitzel – OAS

Sibel Claywell - OAS

Lorrie Reynolds- OAS

Debra Noggle – L&I

Elsie Millington – DPW

Linda Old – PCCD

Norma Hartman – PCCD

Patricia Hershey – DPW

Terry Albright – SERS

Nancy Byers – DPW

Stephanie Fisher – PEMA

Colleen Sonder – DGS

Lisa Gallagher – DPW

Jennifer Eberly – DMVA

Jewel Papich – OAS

Rebecca Jacovino-Smith – DMVA

Joyce Hallman – LCB

Basima Shunnara – DPW

Sheila Strubhar – Agriculture

## Decision Tool for New Sourcing Channel - Live Auction

### STEP 1: The Competitive Environment

What is the level of market competition for the procurement?

HIGH

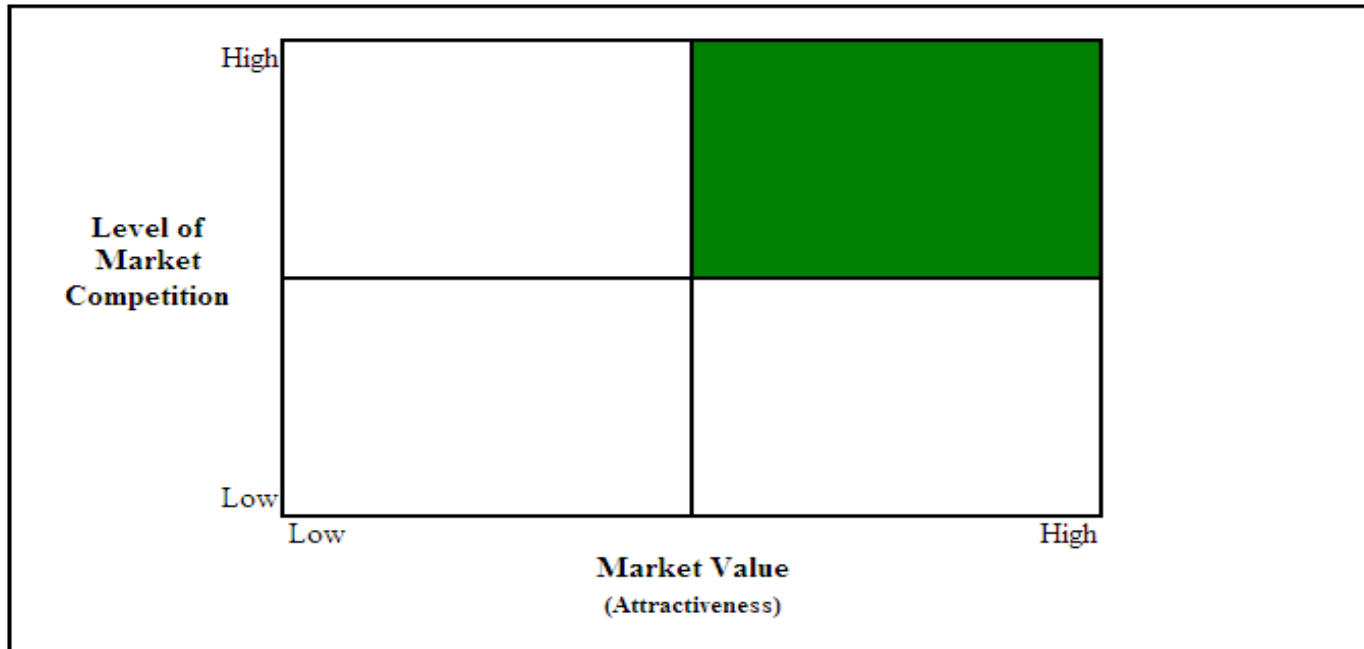
E.g. typically HIGH = 3 or more capable suppliers are likely to tender for the procurement.

What is the predicted market value of this procurement (i.e. is it attractive to suppliers)?

HIGH

E.g. typically HIGH = > \$500,000, LOW = < \$500,000

Between these two levels a procurement is typically suitable for an Live Auction (HIGH) but you may wish to seek further guidance.



## STEP 2: The Procurement Specification

What is the level of product/service complexity for this procurement?

HIGH

E.g. HIGH = Highly complex projects

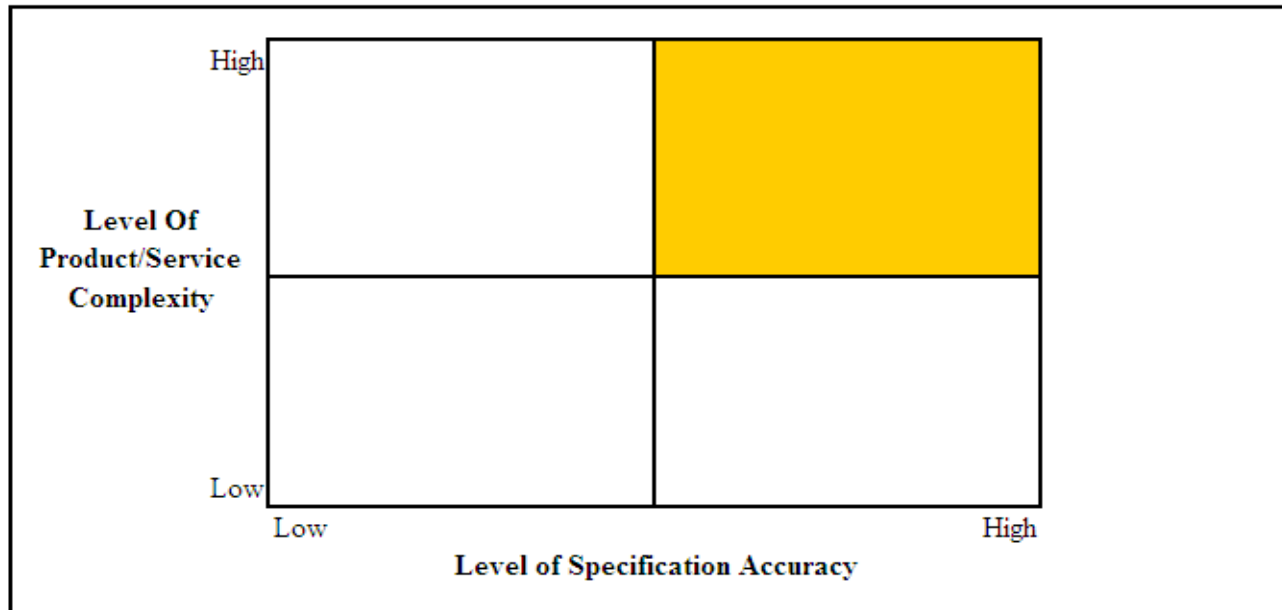
LOW = Straightforward goods or services

With what level of accuracy can the procurement be specified?

HIGH

E.g. HIGH = Suppliers can easily understand the requirement

LOW = Requirement can only be defined superficially and needs early supplier intervention



## Decision Point 1

--	--	--

Based upon the inputs to **steps 1 and 2** an answer has been generated at the decision point above.

A **RED** response means that an eAuction is probably not suitable for your procurement as it is currently  
You may also wish to

- a) There are any individual aspects of the procurement that may be suitable for an Live Auction.
- b) There are any opportunities to utilise Live Auctions at other points in the supply chain.

An **AMBER** response means that you should go on to complete **Steps 3 and 4**, but you may choose to seek clarification from a member of the BPC Live Auction team before you proceed.

A **GREEN** response at **Decision Point 1** means that you should go onto complete **Steps 3 and 4**.

### STEP 3: The Strategic Value

This step **does not** prevent the use of an Live Auction but does help assess the risk involved.

What level of supply market complexity is there in this procurement?

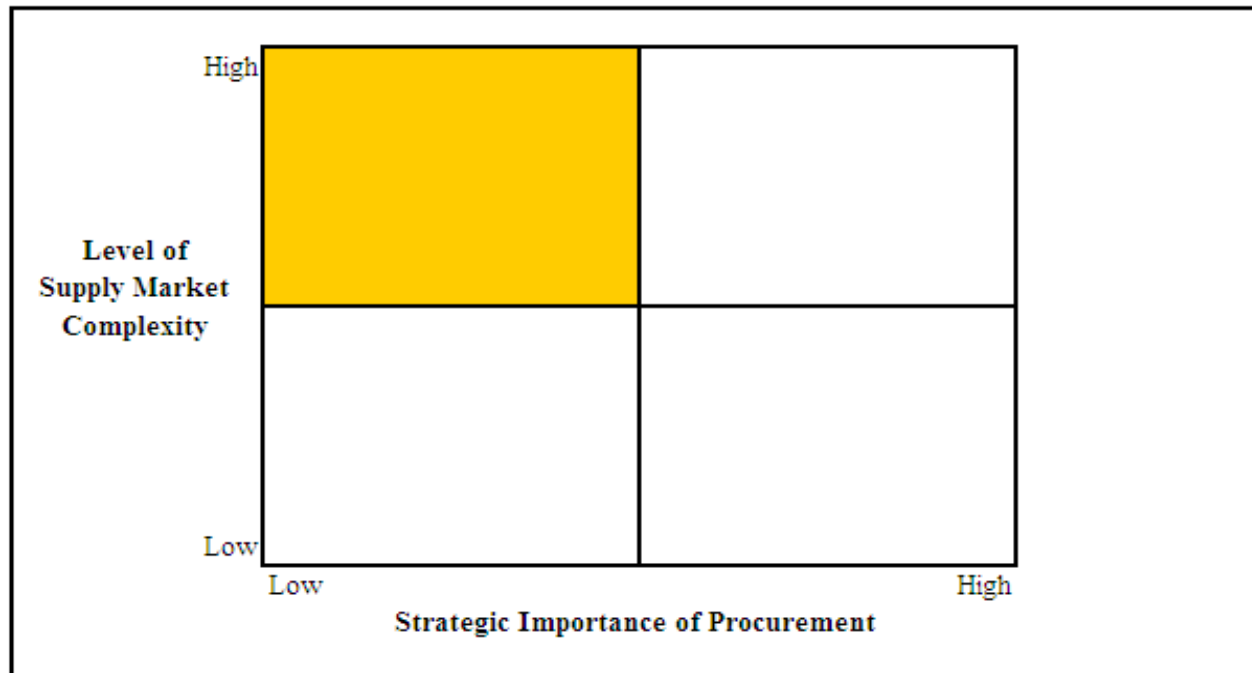
E.g. Can the product or service be sourced simply and quickly? Yes = LOW

HIGH

What level of strategic importance is attached to this procurement?

E.g. Is the organisation totally dependent on this product/service? No = LOW

LOW



## STEP 4: Nature of Procurement Award Criteria

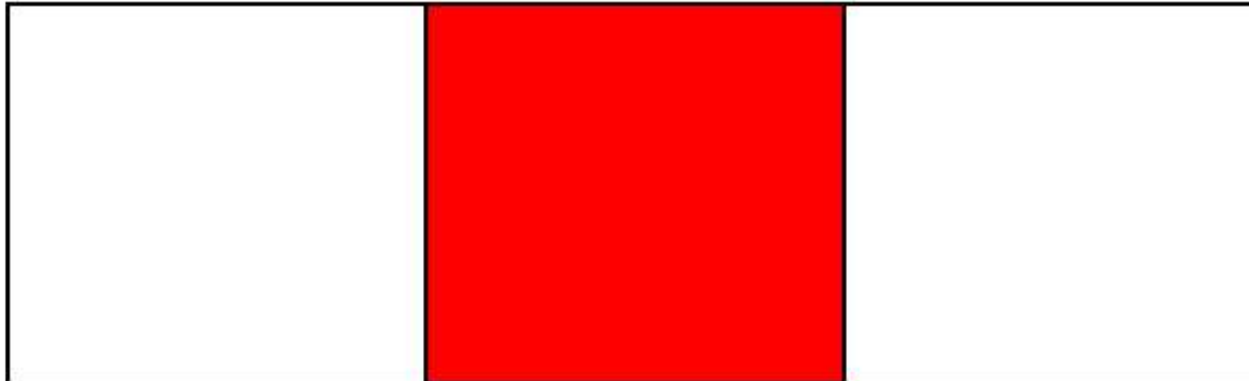
To what extent are the procurement award criteria quantifiable?

All Non Quantifiable

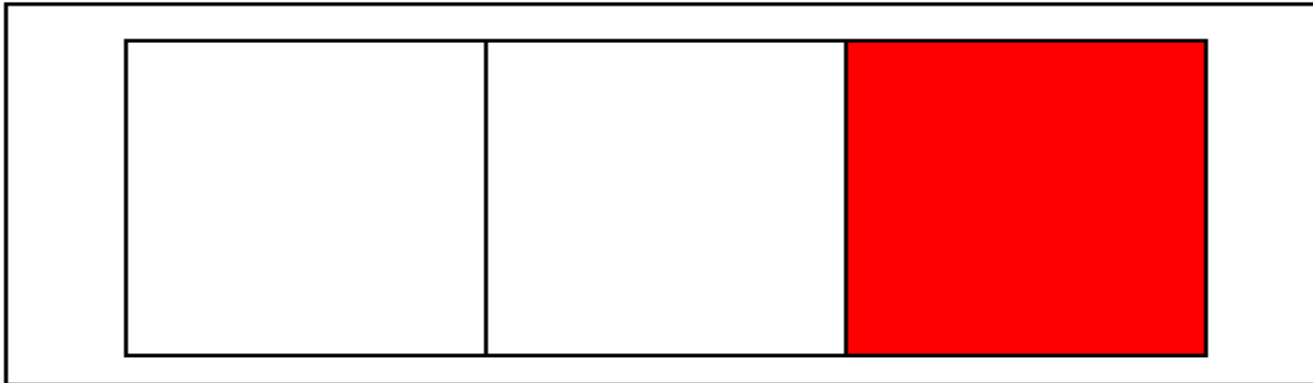
**All Quantifiable**  
(Commodity Like)

**All Non-Quantifiable**  
(Strategic Sourced)

**A Mix of Both**



## Decision Point 2



**Decision point 2** represents the final recommendation regarding the suitability of an eAuction in this procurement. This is calculated from your responses to all previous questions. It is recommended that you print a copy of your results before clicking on any of the links shown below. The results shown above should be interpreted as

**RED:** A red response suggests that this procurement is probably not suitable for an eAuction as it is currently structured i.e. the risks will probably outweigh the benefits. You may also wish to consider whether:

- a) There are any individual aspects of the procurement that may be suitable for an eAuction.
- b) There are opportunities to utilise eAuctions at other points in the supply chain.

**AMBER** = An amber response at **decision point 2** suggests that an Live Auction may be suitable for this procurement but you may want to discuss this further with a member of the BPC team.

**GREEN** = A green response at **decision point 2** means that this procurement appears to be suitable for an Live Auction and you may wish to consult with BPC for live Auction Framework.

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