

INTERAGENCY MAIL SERVICE CONSIDERATION



After decades of providing statewide courier services to state agencies, Interagency Mail Service (IMS) is ceasing operations on December 31, 2018. The Office of State Procurement (OSP) is considering creating a State Term Contract (STC) for courier services similar to those previously provided by the IMS. The success of a STC of this type would be dependent on the participation of those State agencies that currently use the IMS. We need your input to develop a contract that will meet your needs. Michael Speakmon is leading this effort. Please contact him if you wish to provide input as part of his research into this require-

ment. mspeakmon@mmo.sc.gov

Obviously, OSP will not have a statewide courier service contract in place by January first. From then until such time that OSP is able to put a contract in place, IMS users may use either of the existing Small Package Delivery state term contracts. We have contracts with both Fed-Ex (4400015160) and UPS (4400014933), and you can learn more about those contracts by using the following link: https://procurement.sc.gov/files/contracts/Small_Package_Delivery.pdf.



DPS IS HITTING THE ROAD IN 2019

SFAA's Division of Procurement Services will be on the road early in 2019 for presentations and general Q & A sessions at a location in YOUR area.

Who is our audience?

Procurement and Facilities/Engineering professionals with State Agencies, Higher Education Institutions, School Districts, Municipalities, Counties, and other governmental entities.

What will be covered?

Who we are / What we do / How we can better serve YOU

Where and When?

Columbia – Thursday, January 31, 2019, 9:00 a.m. to 12:00 p.m., South Carolina Department of Archives and History, 8301 Parklane Road, Columbia, SC 29223

Florence – Date and Location TBD

Summerville – Thursday, February 28, 2019, 9:00 a.m. to 12:00 p.m., City of Summerville Municipal Complex Annex, Council Chambers, 3rd Floor, 200 South Main Street, Summerville, SC 29483

Greenville – CU-ICAR Campus - AT&T Auditorium, March 14, 2019, 9:00 a.m. to 12:00 p.m., 5 Research Drive, Greenville, SC 29607

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How do I sign up and how much is it?

Click [here](#) to register for the location and date of your choice. The events are free to participants.

Can I submit questions?

Yes, we encourage questions in advance to facilitate the event. Please send to dps@sfaa.sc.gov.

Please sign up as soon as you can possible to ensure you place. If you have any questions, please submit them to dps@sfaa.sc.gov and we look forward to seeing you at one of the events.



MATRICULATE, CONCENTRATE, GRADUATE — PROCUREMENT U IS FOR YOU



Do you have a yearning for learning? Are you looking for additional opportunities and resources to supplement your procurement knowledge? “Consider Procurement U.” The National Association of State Procurement Officials (NASPO) created Procurement U in 2014 to provide learning opportunities to the procurement profession. With the advent of Procurement U, NASPO offers a multi-faceted platform that provides affordable and timely online courses that any procurement professional can access.

Procurement U provides professional development opportunities, training, resources, and publications specifically tailored to meet the needs of public procurement officials and staff. Procurement U delivers instruction to learners at all levels of government and education institutions.

Here are the key features of Procurement U Online Courses:

Relevant Topics: Procurement U’s curriculum is designed to meet the needs of the public procurement professional. This includes providing foundational courses such as Introduction to Public Procurement, Negotiations, and Requests for Proposals. Specialized courses on relevant topics are also available, including Millennials in Public Procurement, and Cooperative Purchasing. The content for each course is developed by public procurement professionals with expertise on each topic. A full course catalog can be found here <https://www.naspo.org/Procurement-University/Course-Catalog>

Affordability: NASPO has made Procurement U courses available at minimal cost to benefit the widest circle of potential learners. The rate for all state government employees, including employees of public and nonprofit universities, is \$20 per course contact hour. For local government and all other learners, the rate is \$35 per course contact hour. The length of courses range from one to five contact hours.

Accessible and Engaging Format: Online classes are self-paced and do not include an instructor. Participants determine when, and at what speed they complete the training. There is no deadline to complete a course, so the participant can work at their own pace and return to it at any time. Each course is designed to engage the learner through narration, examples, activities, and a post course exam. The intent is to make learning effective and fun.

How to Get Started: If you are interested in taking a Procurement U course or have any questions, please contact procurementu@naspo.org or visit NASPO’s website www.naspo.org to get signed up. You can create a free account in their system and then browse the course catalog. <https://www.naspo.org/Procurement-U/About-Procurement-U>. If you have additional questions that cannot be answered from the website, you may also contact Matt Oyer, NASPO’s Director of Learning Solutions, at moyer@naspo.org for more information.

DPS Training Opportunities

Upcoming courses include *Business Practices and Source Selection Methods*, *SC RFP Process*, and *SC Procurement and Government Ethics*.

Registration is limited to employees of SC Governments only. Details can be found on the Procurement Services Training website (<https://training.procurement.sc.gov/training/courses>).

Space is limited!



Statewide Contract News

Goods & Services (12/05/18)

New Team Member – We welcome aboard our newest Goods & Services Team member, DeAna Reed-Sharpe. DeAna brings a wealth knowledge to our team. She worked for ten years at SCANA in various positions from communications, business, sales, and insurance support, as well as over three years in procurement. DeAna received both her Bachelor's and Master's in Business Administration at USC. Join us in welcoming DeAna to the team! She may be contacted at drsharpe@mmo.sc.gov or **803-896-6389**.

Contract Updates

Vehicles – Vehicle contracts have been awarded and are in place. We are currently resoliciting PU-9 (SHEP Truck), CC-1 (9500 GVWR) and Van-4 (Cargo Min-Van, Long Wheel Base), all of which did not previously receive any offers. We expect those contracts to be in place no later than 1/15/2019.

PU-10 (1-Ton Pickup) will not be resolicited as there is very low demand for this vehicle. Should you have a future need for a vehicle of this type, please contact DeAna Reed-Sharpe (drsharpe@mmo.sc.gov) and speak with her about soliciting this vehicle in the future. An alternative to

PU-10 could be our Cab & Chassis 11,200 GVWR vehicle CC-2 with a pickup body added. You can get more details by visiting our website and using the Cab & Chassis contract sheet.

ADA Buses – Awarded contracts were effective 11/13/2018. Please check the website for updated ordering information.

Backhoes & Loaders – This solicitation is currently out for bids. Should you have any questions or input contact Rob Malpass at remalpass@mmo.sc.gov.

**It is all about
market research and
YOUR needs!
Let us hear from you!**

Educational Furniture

In recent weeks, all outstanding appeals have been resolved and, as such, we will be doing the following:

- * Reinstating the initial awards previously made on June 22, 2018.
- * Finalizing clarifications, and making a second set of awards originally planned for July 20, 2018.
- * Reviewing submissions received on September 10, 2018 and posting awards.

While it is our intention to complete all of this as soon as possible, it may take some time to get everything finalized. The best source of information for updates will be the State's contract sheet, as we will post updates to there as they occur, as well as posting update notices here in subsequent issues of *DisPatches*.

Office Furniture

Subsequent to the CPO's decision we are working on completing the following:

Systems Furniture and Desks & Tables – All protest/panel decisions are final so we intend to reinstate these awards in the very near future. We anticipate this to be resolved and available for use before we release the next issue of *DisPatches*. Once these awards become final, purchases may no longer be made from the Emergency Bridge contracts.

Seating and Filing, Storage and Caseloads – The solicitation for these items was suspended on October 26, 2018, pending administrative review. Once the matter is resolved we'll issue an amendment to reinstate the solicitation. Until we have final awards for this solicitation, we will continue to use the Emergency Bridge Contracts for these categories.

Should you need any additional information, please contact Stacy Gregg at sgregg@mmo.sc.gov.

MRO Supplies – Current Contracts expire 4/30/2019. Michael Speakmon is working on the re-solicitation and conducting research on how to make improvements to the next contract. If you have any input Michael would find useful, please contact him at mspeakmon@mmo.sc.gov.

Industrial Gases – Current Contract expires 4/30/2019. Rob Malpass is working on the re-solicitation and conducting research on how to make improvements to the next contract. If the existing contract does not meet your needs, tell us, and we will make every effort to adjust the state term contract

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to incorporate your requirements. If you have any input Rob would find useful, please contact him at remalpass@mmo.sc.gov.

Flags, United States & S.C. – Kelly Cobian is currently conducting research for the business analysis pertaining to resoliciting this requirement. Please contact her at kcobian@mmo.sc.gov should you wish to provide your experiences or other useful information for this contract.

Truck Tool Boxes State Term Contract – Dept. of Natural Resources has requested that the OSP consider creating a State Term Contract for pickup truck tool boxes, and they have provided us with some initial guidance. DeAna Reed-Sharpe is creating a business analysis to determine the feasibility of creating this contract. If you, or anyone in your organization is interested in providing input into her research, please contact her no later than 1/18/2019 at drsharp@mno.sc.gov. She will provide you with the guidance we have already received and gather your input.

Interagency Mail Services (IMS) – Michael Speakmon (mspeakmon@mno.sc.gov) is conducting research into replacing the courier services provided by IMS (see article elsewhere in this issue for details).

Contract Extension & Market Research

Police Belts, Holsters & Accessories – These contracts have been extended until 6/12/2019, or until new contracts are awarded, whichever comes first. Kelly Cobian is conducting a series of meetings to discuss with law enforcement personnel at all levels on ways to improve these contracts so that they serve the needs of the State better. Please contact her at kcobian@mno.sc.gov to assist and to provide input.

Information Technology (12/06/18)

Web Conferencing Services – The new solicitation has been posted and we expect to award new contracts by 1/24/2019. Please contact Randy Barr at rbarr@mno.sc.gov with any questions or concerns.

Environmental Systems Research Institute, Inc. – (ESRI) Geographic Information System products, product-related services, professional services and training has been awarded. Please contact Carol Norfleet at cnorfleet@mno.sc.gov with any questions or concerns.

Records Management Services – Record Management Services will be awarded this month. Please contact Will Butler at wbutler@mno.sc.gov with any questions or concerns.

Polycom Video Conferencing Equipment – Polycom Products and Services will be awarded this month. Please contact Will Butler at wbutler@mno.sc.gov with any questions or concerns.



OK, DPS, just what is a Statewide "term" contract anyway?

A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.

These contracts can be established only by one of the state's chief procurement officers.

Use of "term" contracts is mandatory for all "governmental bodies," as that term is defined in the Procurement Code.

Who can use our statewide contracts?

State Government, including any department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment of state government.

Political Subdivisions, including all counties, municipalities, school districts, public service or special purpose districts, and any units thereof which expend public funds for a procurement.



News and Tips from the Office of the State Engineer

CAUTION! The Office of State Engineer (OSE) is able to use the statewide contracting method to obtain firms for Inspection and Testing Services of state construction because we are not procuring Professional Services. If you access the Procurement Services website and print the Intent to Award for any of our contracted inspection firms, you'll find Items #1 and 2 pertain to Project Management, items #3 thru 6 pertain to Chapter 1 inspections, and items #7 thru 54 pertain to Chapter 17 inspections and testing. Nowhere in their contract is a cost for a registered architect or engineer.

Therefore, if one of our firms uses a registered professional to project manage the contract, or perform an inspection or test, they can only charge the "agreed-upon" unit price amount for that service and not the "typical firm billing rate" for the registered professional.

If you need assistance finding the Intent of Award for an inspection firm, please contact your OSE PM. If you need assistance finding the number of inspections, the number of hours, and the hourly wage used for a particular project, please look at the SE-955A or SE-960A submitted to you by the inspection firm.



Did you know...? The Office of the State Engineer is headed by the State Engineer, John White, who also serves as the Chief Procurement Officer for Construction. OSE is responsible for construction services and the related professional services.



While OSE does not issue solicitations or post awards directly, it oversees and approves such actions, particularly when these actions are performed by agencies acting above their [certification level](#).

OSE also serves as the building official for state buildings.



DPS' Best Practices, Part Two — Market Research

The Division of Procurement Services recommends these
“Best Practices” for all agencies conducting market research ahead of an acquisition:

(1) Using agencies shall conduct market research appropriate to the circumstances to arrive at the most suitable approach to acquiring supplies, services, and information technology. Agencies should conduct market research when planning a new acquisition, or for a new type of supplies, services, or information technology; before requisitioning an acquisition, or requesting delegated authority to conduct an acquisition in excess of the agency's certification; and on an ongoing basis (to the maximum extent practicable), to effectively identify the capabilities of small businesses, new entrants into government contracting, and new commercially available items, for meeting the agency's requirements.

(2) Agencies should use the results of market research to determine if sources capable of satisfying the agency's requirements exist; determine if commercially available items exist that meet the agency's requirements; and determine the practices of firms engaged in producing, distributing, and supporting the supplies, services or information technology to be acquired, such as type of con-

tract, type and relationship of businesses involved in such contracts (e.g., subcontractors, suppliers, distributors, integrators), specifications, and common industry contract terms, including without limitation, terms for contract duration, payment, warranties, maintenance and packaging, marking, and any other contract terms relevant to the proposed acquisition.

(3) Acquisitions begin with a description of the agency's needs stated in terms sufficient to allow conduct of market research. The extent of market research will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience.

D. Exchanges with industry before receipt of proposals.

(1) Exchanges of information among all interested parties, from the earliest identification of a requirement through receipt of offers, are encouraged. Any exchange of information must be consistent with Regulation 19-445.2010, Disclosure of Procurement Information. Interested parties include potential offerors, end

users, agency acquisition and supporting personnel, and others involved in the conduct or outcome of the acquisition. The purpose of exchanging information is to improve the understanding of agency requirements and industry capabilities, thereby allowing potential offerors to judge whether or how they can satisfy the State's requirements, and enhancing the State's ability to obtain quality supplies, services, and information technology, at reasonable prices, and increase efficiency in proposal preparation, proposal evaluation, negotiation, and contract award.

(2) Agencies are encouraged to promote early exchanges of information about future acquisitions. An early exchange of information among industry and the program manager, responsible procurement officer, and other participants in the acquisition process can identify and resolve concerns regarding the acquisition strategy, including proposed contract type, terms and conditions, and acquisition planning schedules; the feasibility of the requirement, including performance requirements, statements of work, and data requirements;

the suitability of the proposal instructions and evaluation criteria; the availability of reference documents; and any other industry concerns or questions.

(3) Techniques to promote early exchanges of information include industry conferences; public hearings; market research, as described in subsection C of this regulation; presolicitation notices; draft RFPs; requests for information (RFIs); presolicitation or preproposal conferences; and site visits. They may also include one-on-one meetings with potential offerors. In conducting exchanges, agencies must take measures to ensure compliance with Chapter 13, Title 8 of the Code; R. 19-445.2010 (Disclosure of Procurement Information); R. 19-445.2127 (Organizational Conflicts of Interest); and R. 19-445.2165 (Gifts). However, any such meetings that are substantially involved with potential specifications or contract terms and conditions must include the responsible procurement officer and comply with the restrictions on disclosure of information in paragraph (6) of this subsection.



(4) Notices of pre-solicitation exchanges should be published in South Carolina Business Opportunities and other publications likely to reach potential offerors.



(5) RFIs may be used when the agency does not presently intend to award a contract, but wants to obtain price, delivery, other market information, or capabilities for planning purposes. Responses to these notices are not offers and cannot be accepted by the agency to form a binding contract. There is no required format for RFIs.

(6) General information about agency mission needs and future requirements may be disclosed at any time. In addition to the controls in R. 19-445.2010, the responsible procurement officer must control any exchange with poten-

tial offerors after release of the solicitation. When specific information about a proposed acquisition that would be necessary or advantageous for the preparation of offers is disclosed to one or more potential offerors, that information must be made available to the public as soon as practicable, but no later than the next general release of information, in order to avoid creating an unfair competitive advantage. When conducting a presolicitation or preproposal conference, materials distributed at the conference should be made available to all potential offerors, upon request.



EDITOR'S NOTE:

For *Part One* of this two-part piece on DPS Best Practices, see the November edition of *DisPatches*. There we took a close look at the best practices related to Acquisition Planning.

