

Spotlight on Our Procurement Pros



Stacy Adams, NIGP-CPP, CPPO, CPPB,
Deputy CPO & Director of Statewide Sourcing
SFAA Division of Procurement Services



CONGRATULATIONS, STACY ADAMS

The National Association of State Procurement Officials (NASPO) announces our Stacy Adams as 2025 Chair and for the Southern Regional Council.

Nakendra Perry is Named *Buyer of the Year* by South Carolina Association of Government Purchasing Officials

The **South Carolina Association of Government Purchasing Officials'** (SCAGPO) *Buyer of the Year* award is given to a professional buyer who has made significant contributions to the advancement of the purchasing profession and professional development. Nominees for this award must be actively employed in public procurement having little or no supervisory or management responsibilities in their



Nakendra Perry, Procurement Manager
SFAA Division of Procurement Services

organization.

Nakendra Perry is a Procurement Manager II on the Agency Sourcing Team for Higher Ed & Law Enforcement with the Division of Procurement Services, State Fiscal Accountability Authority. She takes on procurement assignments with such ease and provides needed guidance to the using entities throughout each procurement project she is assigned. She is very knowledgeable of the South Carolina Consolidated Procurement Code and Regulations and this shines through her ability to assist entities with procurement questions. Nakendra is a strong team member, and her expertise is sought out and recognized by her peers and across the agencies that she serves. Whether working with end users on specification development, evaluation panels on the evaluation process, suppliers with market

research or negotiations, Nakendra is viewed as a knowledgeable professional. She is respected and appreciated for being a responsive and trusted advisor by those she encounters.

In addition to the complex procurements that she conducts on behalf of agencies across the state, Nakendra has taken on the responsibility of teaching the Division of Procurement Services' *Specifications and Scope of Work* course for the State of South Carolina. The course is designed to clearly describe the differences between specifications and scopes of work and to identify and understand the problems created by poorly written specifications and scopes of work. Through this course, she provides needed instruction to procurement officers across the state on how to draft or assist in drafting specifications and SOWs to meet the needs of the using entity successfully. Attendees of the course have provided rave reviews of Nakendra, her delivery of the training, and her knowledge of the subject and procurement as a whole.

Nakendra also takes part with the onboarding of new employees on her team. She willingly sets aside time to discuss and instruct on proper policies and procedures for the Division. She helps with training on source selection methods as well as contract administration procedures. She encourages new employees to job shadow to see the procedures in action to help further their understanding and has a desire for every member on the team to be successful. She takes on this role, not because it is a job requirement, but because she desires to see the Division grow and become stronger as a cohesive unit. In fact, when other teams throughout the Division have hired new team members, Nakendra has made herself available to provide training or to answer questions as they need it. This again demonstrates her desire for others to be successful and for the development and the betterment of the Division and the profession. -- Stacy Adams





Dental Contracts Updates (January Update)

The following dental product contracts are in place and ready for use:

- Henry Schein (4400023352) – Expires 4/05/2025
- Darby Dental (4400036374) – Expires 12/31/2029
- Patterson Dental (4400036375) – Expires 12/31/2029

We'll update the Henry Schein contract later this year.

ULSD & Biodiesel Fuel Contract

We'll be extending the ULSD contract while we make changes to the structure of the contract. However, we'll NOT be extending the biodiesel portion of the contract, nor will we resolicit for that product in the foreseeable future. There is very little use of the biodiesel throughout the State and the primary user of that fuel is no longer using it after January so there is not sufficient demand to continue contracting for the product.

Detention Supplies Contracts

There seems to be some confusion as to which contract to use for the detention supplies with Bob Barker. South Carolina customers will continue to use the State's contract with Bob Barker under 4400032828. The contract that Michael Speakmon awarded for the NASPO portfolio is strictly for use as a vehicle to permit other states to issue a Participating Addendum against for their states.

At some point in the future, we'll issue our own PA against the Master Agreement and when that happens, we'll put a notice in the newsletter and update the information on the contract sheet.

The Monthly Statewide Term Contract Town Hall

The next **Town Hall** will be Tuesday, February 13, 2025 at 10:00 AM.

YOU can help set the agenda for the meeting by emailing any specific questions you may have a few days before the meeting. We didn't receive any questions via email last month, but we wanted to remind you that it is always an option. Email your questions ahead of time to one of the following people:

G&S Questions – mspeakmon@mmo.sc.gov

IT Questions – rbarr@mmo.sc.gov

We've been having issues with different links, so the **only link to the Town Hall will be on the Dispatches webpage on our website at this location.**

<https://procurement.sc.gov/dispatches>

We look forward to seeing you on February 13, 2025!

Market Research and Agency Input Requests for NEW State Term Contracts (STCs)

The Office of State Procurement (OSP) seeks input on the following recommendations for new State Term Contracts (STC). If you have any information you can share, please contact the appropriate procurement manager. Our goal is to put contracts in place that will meet your needs, but we need your input to ensure success.

Google Services – We're potentially soliciting this platform as a new State Term Contract. Please let us know if you're a current or a potential user of this service. Any information you feel that would assist us in making this determination would be helpful. If you use it, how do you solicit? What is your pricing? Do you use something similar (other than Microsoft)? Please provide your information to Randy Barr at rbarr@mmo.sc.gov.

KnowBe4 Security Awareness Training – We're potentially soliciting this platform as a new State Term Contract. Please let us know if you're a current or a potential user of this service. Any information you feel that would assist us in making this determination would be helpful. If you use it, how do you solicit? What is your pricing? Do you use something similar? Please provide your information to Clif Sanders at csanders@mmo.sc.gov.

Student Information Systems – We're currently assessing the feasibility of establishing a NEW STC for student information systems (SIS). If you're a current or potential user of a system such as Power School for your SIS, we'd love to hear from you to ensure the new state term contract will effectively meet your needs. When we're exploring new STCs, it helps us to know the products/services you use, how much you use, any scope of work you have, and pricing you currently pay. Please contact Lillanea Bouknight at lbouknight@mmo.sc.gov with any insights you can share.

Market Research and Agency Input Requests for existing State Term Contracts

Athletic Uniforms, Equipment & Accessories – DeAna Reed-Sharpe (drsharpe@mo.sc.gov) continues her research into resoliciting for these supplies & equipment. We had a very successful meeting last month to discuss these contracts and received some invaluable input. Should you owe DeAna something as a result of that call, please get that information to her ASAP.

Marketing Services – Ginger Hardee (gghardee@mo.sc.gov) had a very good call for this and we appreciate everyone who participated. If you have something you were going to send her as a result of the call, please get that to her ASAP.

Water Activated Pothole Patching – This contract is primarily for the use of SCDOT and DeAna Reed-Sharpe (drsharpe@mmo.sc.gov) will be reaching out to them for their input on this resolicitation. However, that doesn't mean others shouldn't provide input if they're a current or potential user. Please reach out to DeAna if you have something you think would be beneficial to this resolicitation.

SAP Public Services (Expires 07/27/2025) – We anticipate publishing this sole source late March or April of 2025. If there are changes that could be made so the new contract would better meet your needs, please provide feedback to Lillanea Bouknight at lbouknight@mmo.sc.gov.

Security Software Products & Services (Quest One Software and Hardware) (Expires 11/29/2025) – We anticipate publishing this solicitation in July with an award date of September. If you're currently utilizing this contract, we invite you to share your experiences and highlight what aspects have been successful. For those who have not used the contract due to unmet needs, we welcome your feedback on how we can enhance the new solicitation. If you have any questions or concerns, please contact Lillanea Bouknight at lbouknight@mmo.sc.gov.

Biometric Time Keeping (Expires 07/06/2025) – We anticipate publishing this solicitation in February 2025 with an anticipated award date of July 2025. If there are changes that could be made to the existing contract so the new contract would better meet your needs, please provide feedback to Clifton Sanders at [cgsanders@mmo.sc.gov](mailto:cdsanders@mmo.sc.gov). We anticipate a shift in strategy to better maximize savings, efficiencies, and standardization. Stay tuned for additional information.

State Term Contracts that will NOT be renewed or resolicited

- Nothing new to report at this time.

Currently Published Solicitations

Dynamics Managed Service Provider (5400027791) – This Solicitation was published on December 23, 2024, with an anticipated award date of April 21, 2025. If you have any questions or concerns, please contact Randy Barr, at rbarr@mmo.sc.gov

Rubrik Products and Services (5400027842) – This solicitation was published on 01/16/2025. The anticipated award date is 03/21/2025. If you have any questions or concerns, please contact Yolanda Cohen, at ycohen@mmo.sc.gov

Oracle Software and Support (Solicitation 5400027565) – This solicitation was cancelled and will be re-solicited as a RFP after the protest period. If you have any questions or concerns, please contact Stephen Taylor, at staylor@mmo.sc.gov. If you're a current user of the Oracle Software contract, we would love to hear from you to ensure the new state term contract will effectively meet your needs. Please take a look at the solicitation and let us know if something is missing.

Disaster Recovery Planning Software (Solicitation 5400027138) – This solicitation was published on August 2, 2024, with an anticipated award date in February 2025. The state is currently in the evaluation phase. If you have any questions or concerns, please contact Stephen Taylor, at staylor@mmo.sc.gov.

Vendor Manager (5400025468) – This solicitation was published on September 18, 2024, and opened on November 18th. The solicitation is still under evaluation with an anticipated award date in mid/late January early February 2025. If you have any questions or concerns, please contact Randy Barr, at rbarr@mmo.sc.gov.

IT Service Management (5400027376) – (Formerly known as Service Now). This solicitation was published on October 4 and opened on December 20, 2024. The solicitation is currently under evaluation with an anticipated award date in April 2025. If you have any questions or concerns, please contact Clifton Sanders at [cgsanders@mmo.sc.gov](mailto:cdsanders@mmo.sc.gov).

Newly Awarded State Term Contracts (STC)

Telematics (5400026434) – Michael Speakmon (mspeakmon@mmo.sc.gov) received a protest on July 22, 2024, and the award has been suspended until a decision has been issued by the CPO. The procurement review panel did not reverse the CPO's decision, so offers are being reevaluated in accordance with the Code and the CPO/Panel decisions.

Remanufactured Toner Cartridges (5400027356) – Ginger Hardee (gghardee@mmo.sc.gov) published the Intent to Award on November 20, 2024, and received multiple protests. The contracts remain suspended until the process has run its course.

Geographic Information System (GIS) Software (4400035450) – Lillanea Bouknight (lbouknight@mmo.sc.gov) posted the Intent to Sole Source December 03, 2024. The contract was effective on December 17, 2024. Environmental Systems Research Institute, Inc (ESRI), will remain the vendor on the contract. The new contract was effective January 15, 2025. If you have any questions or concerns, please contact Lillanea Bouknight at lbouknight@mmo.sc.gov.

Cooperative Contracts Updates

Cloud and Software Solutions (formerly Cloud Solutions) – The State of South Carolina advertised the NASPO ValuePoint solicitation for Cloud and Software Solutions (formerly Cloud Solutions) on November 5, 2024. While this advertisement was published, it is our intent to publish our own solicitation for these type services. Working groups have been established and our office is collaborating with the Department of Administration on the State's strategic direction and Cloud strategy. The subsequent solicitation will capture the goals and intentions of the same. If you have any questions, please contact Stephen Taylor at staylor@mmo.sc.gov

AV Equipment and Services - The State of South Carolina advertised the NASPO Valuepoint Solicitation for AV Equipment and Services on November 18th 2024. We still intend to publish

our own solicitation. If you have any questions please contact Stephen Taylor at staylor@mmo.sc.gov.

Portia Davis (pdavis@mmo.sc.gov) will be operating as the Lead State representative for South Carolina on another new NASPO portfolio in early 2025. More details will follow.

Updates to the Division of Procurement Services' training program



The Division of Procurement Services has made significant changes to its training program since 2023, with many more to come. Here are highlights of what is new with the program.

The Division has a new Learning Management System (LMS) named SCOPES

South Carolina's Online Procurement Education System (SCOPES) is changing the way learners register for courses and keep track of their learning history. SCOPES went live on January 2, 2025 and become the primary way for procurement officials to register for classes and receive training materials in SC. Any procurement official who has registered for a training since 2023 has already been added to the system. Welcome emails were sent from scopes.noverant.com on January 2 for those who have active accounts. New users will be able to register for accounts at scopes.noverant.com. Please note: SCOPES is only available for government procurement officials in South Carolina.

The Division now offers eight instructor-led courses

Introduction to the SC Procurement Code

This course focuses on demystifying the Code and identifying the requirements most procurement officers need to know. This class will benefit procurement officers and other agency officials who authorize, process, or review procurements. While this course is designed for State agencies, any public procurement official will benefit from hearing information necessary to properly document procurement files.

This full-day course is offered face-to-face at the Division of Procurement Services 1201 Main St. Ste. 600, Columbia, SC 29201.

Course dates: March 12, April 22

Course cost: \$100

Procurement Ethics

This course is designed to provide a comprehensive overview of how ethics apply to the procurement function. It will review the following topics:

- Define ethics and ethical behavior
- Identify the value of transparency
- Identify ethics laws, codes, and best practices associated with the role of public procurement
- Recognize the different types of illegal and unethical practices in the public procurement profession

This course is now offered in two different formats:

- Online Via Zoom for two consecutive half-days (participants must attend both sessions to receive credit)
- Face-to-face for one full day at the Division of Procurement Services, 1201 Main St. Ste. 600, Columbia SC 29201

The information contained in each of these courses is the same. Please check the individual session for details.

Course dates: January 30-31 (9 a.m.-12 p.m. online), March 13 (Division of Procurement Services)

Course cost: \$100

Acquisition Planning and Market Research

Acquisition Planning & Market Research are vital steps in the procurement process that are all too often overlooked. These steps in the acquisition cycle help agencies ensure they adopt strategies appropriate to the market for the specific supplies or services they are purchasing. This course is designed to give a comprehensive overview of the acquisition planning and market research process as required by the SC Procurement Code and Regulations.

This course is offered online via Zoom for a half day

Course dates: February 21, March 21, April 25

Course cost : \$75

Specifications and Scopes of Work

This course is designed to give participants a working knowledge of designing and writing specifications and scopes of work. It will focus on the following:

- Understanding the difference between specifications and scopes of work
- Understanding the pitfalls of poorly written specifications and scopes of work
- Developing basic specifications and scopes of work

This course will be offered in two different formats:

- Online Via Zoom for two consecutive half days. (participants must attend both sessions to receive credit)
- Face-to-face for one full day at the Division of Procurement Services, 1201 Main St. Ste. 600, Columbia SC 29201

The information contained in each of these courses is the same. Please check the individual session for details.

Course dates: February 5-6 (9 a.m. – 12 p.m. online), March 20 (Division of Procurement Services)

Course cost: \$100

Invitation for Bids (IFB)

Competitive sealed bidding, also known as invitation for bids, is the preferred acquisition method per the South Carolina Procurement Code. This course is designed to help participants gain a better understanding of the IFB process from development through award. This full-day course is offered face-to-face at the Division of Procurement Services 1201 Main St. Ste. 600 Columbia, SC 29201.

Course dates: February 12, March 16

Course Cost: \$100

Requests for Proposal (RFP)

This two-day course provides participants with a time-tested methodology to complete RFPs in compliance with the SC Consolidated Procurement Code. A guideline document, which fully describes the above stated methodology, is reviewed. Procurement officers or field personnel, who participate in all or part of the RFP process, will benefit from attendance. This course will benefit all public procurement personnel, not just state agencies, who are involved in the RFP process.

This course is offered face-to-face for two consecutive full days at the Division of Procurement Services 1201 Main St. Ste. 600 Columbia, SC 29201. Participants must attend both days to receive credit.

Course dates: February 26-27, April 8-9

Course cost: \$200

Contract Administration

This two-day course provides guidelines for a South Carolina State Government standardized approach to Contract Administration. The guidelines can be used by Procurement Officers to set-up and administer contracts. While this course was developed for state agency procurement officers, the course materials can be applied by anyone in governmental procurement. It serves as an excellent guide for establishing a contract administration program for any governmental entity.

This course is offered face-to-face for two consecutive full days at the Division of Procurement Services 1201 Main St. Ste. 600 Columbia, SC 29201. Participants must attend both days to receive credit.

Course dates: March 4-5, April 15-16

Course cost: \$200

Legal Aspects and Compendium Series

This course involves a one-day overview of the fundamental legal framework applicable to government contracting, followed by a multi-day, clause-by-clause review of the State's general bidding instructions,

standard contract clauses, and all the associated forms and guidance appearing in the Procurement Compendium. The remainder of the course will be a walk-through of the Compendium. This class will be held over four full days at The Division of Procurement Services, 1201 Main St. Ste. 600 Columbia, SC 29201. Participants must attend all 4 sessions to receive credit for the course. Course dates: February 7, 13, 20, 24
Course cost: \$400

Courses have been designed to build on one another.

The program has been redesigned to progress with the learner as they gain knowledge in procurement. As such, courses should be taken in the following order:

1. **.Acquisition Planning and Market Research**
2. **Specifications and Scopes of Work**
3. **Invitation for Bids (IFB)**
4. **Request for Purchase (RFP)**
5. **Contract Administration**
6. **Legal Aspects and Compendium Series**

Note: While not specifically required, the Division highly recommends taking the Introduction to the SC Procurement Code and Procurement Ethics courses before beginning this path

There will be knowledge checks before and after classes.

To ensure that every participant has the baseline knowledge necessary to fully participate in the course they're attending, the Division has instituted prerequisite knowledge checks. Registrants will need to pass a short knowledge check which covers basic information taught in previous classes before registering for a higher-level class. Prerequisite knowledge checks will not be required for the Acquisition Planning and Market Research, Introduction to the SC Procurement Code, or Procurement Ethics courses.

Participants will also be required to pass a knowledge check with a score of 80% or higher to receive credit for completing each of the courses.

Registrants can withdraw themselves from classes without penalty up to 72 hours in advance.

Registrants will have the option to unenroll from a session up to 72 hours before it is set to occur. After that, a Division of Procurement Training Team member will need to be contacted to assist with the process.

A \$50 fee will be assessed for any registrant who misses a class without unenrolling or notifying Division staff of their absence in advance.

Notifications will be automatic.

Course reminders and materials will now come directly from the SCOPES learning management system. Please have your IT personnel whitelist **scopes.noverant.com** to ensure that they are received.

Please feel free to reach out to **training@mmo.sc.gov** with any questions or concerns. We look forward to seeing you in future trainings!

PLAN AHEAD AND MARK YOUR CALENDARS

March is Procurement Month in South Carolina. We'll have more to say on that in the next edition of DisPatcheS, the newsletter of the Division of Procurement Services.



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SFAA Division of Procurement Services | 1201 Main Street Suite 600 | Columbia, SC 29201 US

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