

Yearn to Learn?

Registration is **OPEN** for the Division of Procurement Service's Contract Administration class, which will be held 9 a.m. – 4:30 p.m. December 12th and 13th at DPS offices, 1201 Main St. Ste. 600, Columbia, SC 29201. The cost is a modest \$120.00.

This two-day course provides guidelines for South Carolina State Government's standardized approach to Contract Administration. The guidelines can be used by procurement officers to set-up and administer contracts. The "Contractor Performance Report" provides users the necessary tools to document and report both good and bad contractor performance. While this course was developed for state agency Procurement Officers, the course material can be applied by anyone in governmental procurement and is an excellent guide for establishing a Contract Administration program for any public entity. **Note: Participants must attend both days of training as they are scheduled to receive credit for the course.**

For more information, or to register, please visit the [procurement services training website](#).



DPS' "BEST PRACTICES": Acquisition Planning

The Division of Procurement Services recommends these "**Best Practices**" for Acquisition Planning:

Agencies should perform acquisition planning and conduct market research for all acquisitions of supplies, services, or information technology. This planning should integrate the efforts of all personnel responsible for significant aspects of the acquisition. The purpose of this planning is to ensure that the using agency meets its needs in the most effective, economical, and timely manner. The extent of acquisition planning will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience. The planning should promote and provide for:

- (a) Clearly defining the using agency's needs;
- (b) Acquisition of commercially available items to the maximum extent practicable;
- (c) Full and open competition to the maximum extent practicable, with due regard to the nature of the supplies, services, or information technology to be acquired;
- (d) Selection of appropriate source selection method and contract type; and
- (e) Appropriate consideration of the use of term contracts to fulfill the requirement, before awarding new contracts.

Your acquisition planning should begin as soon as your agency need is identified, preferably well in advance of when the contract award or order placement is necessary. Agency staff should avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally impedes advantageous outcomes, restricts competition, and increases prices.

In developing the plan, and commensurate with the value and complexity of the acquisition, the using agency should form a team consisting of all those who will be responsible for significant aspects of the acquisition, such as procurement, fiscal, legal, and technical personnel. If contract performance is to be in a using agency's designated operational area, that agency should also consider including operations staff or "end users," as appropriate.

Next month: *Market Research Best Practices*



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Statewide Contract News, Y'all

State Term Contracts – Information Technology (10/30/18)

NEW

New IT Team Member – We welcome aboard our newest IT Team member, Carol Norfleet. Carol brings a wealth of procurement knowledge to our team. Carol comes to us from Lexington County School District One where she served as a Procurement Specialist the last four years. She may be contacted at cnorfleet@mmo.sc.gov or 803-737-3224.

ForeScout CounterACT – This new Statewide Term Contract, effective October 27, 2018, includes ForeScout CounterACT software, appliances, maintenance, support, and associated professional services. See the DPS [contract page](#) for details.

Learning Content Management Systems – The existing contracts have been extended to January 25, 2019, or until new contracts are effective. We've completed the initial evaluation process and are currently in negotiations. Contact Kristen Hutto at khutto@mmo.sc.gov with any questions or concerns.

Records Management Services – The replacement solicitation has been published as an Invitation for Bids. Contact Will Butler at wbutler@mmo.sc.gov with any questions or concerns regarding the re-solicitation.

Electronic Transcript Services – The new solicitation has been posted and we expect to award new contracts December 12th. Please contact Randy Barr at rbarr@mmo.sc.gov with any questions or concerns.

State Term Contracts – Goods & Services

Professional Tools & Diagnostic Equipment (formerly Hand & Power Tools) – The State issued two participating addendums for the NASPO power tools contract; one with Snap-On and one with Northern Safety Company. Details pertaining to ordering from either vendor can be found on the

[Goods & Services](#) portion of our website. These are non-mandatory contracts but our customers are encouraged to use them for great savings.

Solicitation for Rock Salt – DPS has awarded a State Term Contract for Rock Salt. Details can be found on our website or at [this link](#).



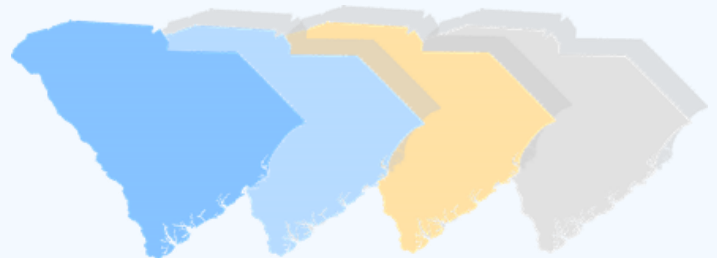
Vehicles – New vehicle contracts were awarded and effective November 1, 2018. Details and ordering information can be found on our website on the updated vehicle contract sheets. Some vehicles were not awarded because no offers were received, so we are looking into not only why we did not receive any offers, but if the continued use of that vehicle is necessary. If you have a specific need for one of these vehicles, we urge you to contact our office or State Fleet Management immediately and provide your input.

ADA Buses – ADA Bus awards will be posted on November 1, 2018 and will be effective November 13th. Please contact Rob Malpass at remalpass@mmo.sc.gov for additional details.

Office Supplies – Current Contract expires 9/16/2019. Michael Speakmon is conducting research on the re-solicitation. Please contact Michael at mspeakmon@mmo.sc.gov with any suggestions, concerns, or feedback regarding this solicitation.

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.

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On Monday, September 24th, the **National Association of State Procurement Officials (NASPO)** elected our very own **Delbert Singleton** to its [Board of Directors for a term beginning in January 2019.](#)

Delbert is an Assistant Executive Director with the South Carolina State Fiscal Accountability Authority and serves as the Authority Secretary and Division Director for Procurement Services. His service spans over 30 years in legal and executive leadership roles for South Carolina state government. He received his B.S. and J.D. from the University of South Carolina. Delbert also currently serves as South Carolina's primary member for NASPO.

NASPO is made up of the directors and staff of the central procurement offices in each of the 50 states, the District of Columbia and the territories of the United States.

Please join us in congratulating Delbert in this achievement.



Statewide Contracts Continued from page 2

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. Contact Rob at remalpass@mimo.sc.gov with any input or needs you have that are not currently being met through the existing industrial gases contract.

Furniture – Protest decisions for Office Furniture and Educational Furniture are being appealed to the Procurement Review Panel. In the interim, contracts for Educational Furniture have been extended, and emergency contracts are in place for Office Furniture. The most current contract sheets can be accessed using the following links:

[Educational Furniture](#)

[Office Furniture](#)

Large Equipment Rental – Our office is conducting research into a new State Term Contract for large equipment rentals. We have already received feedback from DOT and a few other agencies, but we would appreciate any additional input we can get. If you rent large equipment, generators, lifts, fork lifts, or any other type of equipment on a regular basis, contact Mr. Speakmon at mspeakmon@mimo.sc.gov and he will provide you additional information.



What is that A in a box all about?

A³ or “A cubed” is our brand! It summarizes our mission statement and serves as an ever present reminder of the commitment the Division of Procurement Services has made to itself, our State Government colleagues, and the public. In short, A³ stands for:

Acquire — We provide efficient, innovative, and responsive services to acquire information technology, construction, and goods and services through effective broad-based competition.

Administer — We provide guidance and oversight to promote integrity, ethical behavior, and increased public confidence in the acquisition process.

Advise — We provide training and advice to ensure compliance with law, policies, and practices.



News from the Office of the State Engineer

Do I really need to include everyone in an email about a construction project?

Kind of depends on the question being asked or the information being delivered, doesn't it? However, Section 8.3 of the Standard Form of Agreement Between the Owner and Contractor, A101 SCOSE Edition, designates representatives for the Owner, Contractor and A/E. Similarly, Section 1.1.5 Standard Form of Agreement Between Owner and Architect, B101 SCOSE Edition, designates representatives for the Owner and A/E. The three individuals listed by these two documents are the key to communication for a successful construction project. There are very few times, and maybe none, when all three individuals should not be included in an email or in a meeting. During construction, the A/E is tasked by Section 3.6.1 of the B101 and Section 4.2.1 of the A201 SCOSE Edition to administer the contract and be a representative and advisor to the Owner. Therefore, in most cases, instructions from the Owner to the Contractor should be provided to the Contractor by the A/E. This may seem cumbersome, but the lines of communication protect all three parties with the knowledge that all are aware.

When issuing or responding to an email from an A/E, contractor, or Agency during the course of the project, remember to include *all* addressees. When meetings are called, be sure all required representatives are invited.

PERSONNEL NOTES

The Office of State Engineer has two newly **Accredited Commercial Energy Managers**. Congratulations to Fred Walker, PE and Mark Lanning, PE for passing the ACEM course! They will now be adding more of the alphabet to their name as *Fred Walker, PE ACEM* and *Mark Lanning, PE ACEM*.



Your Turn

Let us know what the State Fiscal Accountability Authority's Division of Procurement Services can do for your agency.

Questions about purchasing, the Procurement Code, or Construction?

[Find our staff by clicking here!](#)



DID YOU KNOW?

The **Office of State Engineer (OSE)** is responsible for providing construction procurement procedures, training, approvals, and assistance on State construction projects.

A staff of professional engineers and registered architects with specialized training in the South Carolina Consolidated Procurement Code and construction codes, monitor State construction for life-safety code compliance, maximum value for the State, and fairness to all parties.