

## *“I Wish There Were a Statewide Contract for...”*

Do you have an idea for a contract that you think would work well as a State Term contract (STC)? Then we want to know about it!

We are always looking to explore new opportunities for potential STCs but we need your input, and help with where to begin. Many ideas for a STC start at the user level with contracts you are using at your agency, and if one agency is using it, maybe other agencies need it as well. Truthfully, you will know that even more than we do, as you are more familiar with similar entity needs.

However, not everything translates well to a STC, so these are some things to consider before making the recommendation.

- Is the contract difficult to manage, or does it require a lot of contract administration at the agency level? If so, it will be much more difficult as a STC.
- Contracts which require very detailed specifications specific only to one particular entity do not work well as a STC. For example, almost everyone uses some type of security services in their facility, but security services would be next to impossible as a STC. Each facility has its own set of requirements, even separate facilities within the same agency, and to try and account for that for everyone across the state, including the political subdivisions, is just not realistic.
- Is there a sufficient number of vendors to promote healthy competition and do they have the ability to service the entire state? Since Contractors MUST be able to deliver/provide services everywhere in the State within most STCs, this is an important factor.
- Is there a sufficient number of customers who would want to use the contract? Always consider whether it is a product or service that would be widely used by all agencies and political subdivisions. If it is something that fits only a small group of customers, it is less likely a good fit for STC. More volume means more value and potential savings through consolidated purchase power.



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## Statewide Contract News

### **Market Research and Agency Input Requests for NEW State Term Contracts (STC):**

*The Office of State Procurement (OSP) is seeking 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.*

**NASPO Copiers** - We are in the process of preparing and negotiating Participating Addendums (PAs) to the NASPO Copier Contract that will be effective January 1, 2020. Per the Master Agreement we will be able to negotiate Cost Per Copy solutions into the State's PA and vendors have been asked to submit their programs for consideration and acceptance by mid-October. If you would be interested in being part of the review and selection of the vendor programs to be included, please contact Carol Norfleet at 803-737-3224 or

by email at [cnorfleet@mmo.sc.gov](mailto:cnorfleet@mmo.sc.gov) by October 15.

**Proofpoint Software** - The OSP will be publishing a solicitation for a new STC for Proofpoint software, an email protection system that provides encryption and threat detection. Look for it in October.. Please express your interest in this product and provide any information, questions or concerns to Carol Norfleet at [cnorfleet@mmo.sc.gov](mailto:cnorfleet@mmo.sc.gov) or 803-737-3224.

**Varonis Data Security** - The OSP has determined based upon market research that a STC will be published. **We anticipate publishing the solicitation in September/October timeframe. Any questions or concerns please contact Will Butler at [wbutler@mmo.sc.gov](mailto:wbutler@mmo.sc.gov) or (803) 737-9854.**

**Interagency Mail Services (IMS) (Courier Services)** – The State has completed collecting and evaluating responses to the Mandatory Opt-in for participation in a courier services

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**STCs Continued from Page 1**

**Some examples of what makes a good STC are:**

- Items that are easy to specify and openly available in the commercial market. Almost everything that could be labeled as a Commercial Off-The Shelf (COTS) product is a potential candidate for a STC, including non-proprietary software.
- A service that can be performed consistently for any customer (temporary personnel services, mail services, vehicle rentals, telephone services, transcription services, etc.) across the State.
- Goods & Services or Information Technology whose market pricing is relatively stable or tied to some type of monitored index. Some markets are so volatile that it is not possible to put an effective contract in place.

Finally, when you submit your idea for a STC, **the more information you can give us, the better we'll be able research the idea** and consider it for a STC. At a minimum, we ask that you provide the following information if you have it available.

1. A detailed description of the product or service. Do not assume that we are as familiar with your contract as you are, or assume we even know what you are talking about. Treat us as if you are educating us on something that we have never heard of before and give us as much information as you can. We *promise* you will not offend us by educating us on your needs.
2. What size was the vendor pool when you solicited your contract? How many responses did you receive? Were all of them responsive? Were they from all across the state or just in your area?
3. How much are you spending annually on that product or service? Are you aware of any other users who are definitely interested in contracting for the same thing? If you know specifics, reach out to them as well and see if they can supply this same information, or at least provide us with their contact information and as much information as you can about their usage as well. We can then follow up with them directly.
4. Provide a copy of the specifications you used in your solicitation. Is there a subject matter expert that helped you develop those specifications? If so, who and provide their contact information so we can learn from them as well.
5. How will this product/service be beneficial to other users based on your experience with the product or service?
6. Are you aware if there was a STC for this in the past and if so, why did we discontinue the STC?
7. Provide any website links that will be helpful to us for market research.

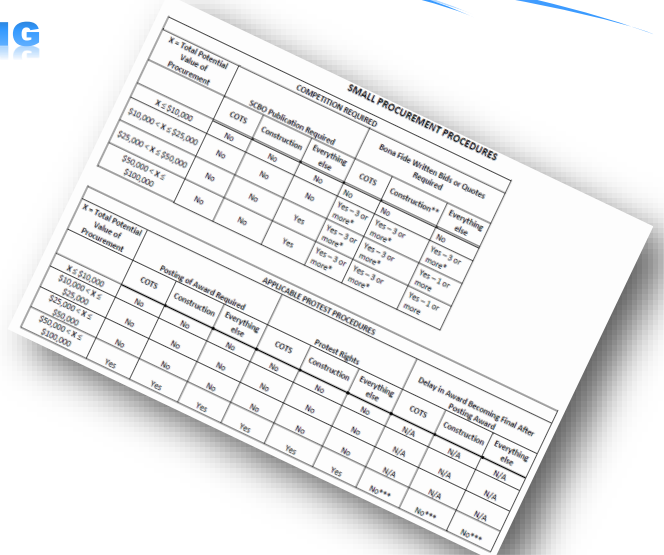
Having this information will give us a good place to start and better equip us to move forward. Contact Michael Speakmon, [mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov), for Goods & Services ideas or Randy Barr, [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov), for Information Technology ideas. Let us know how we can serve you best!

## DO THOSE NEW SMALL PURCHASING PROCEDURES (2019 ACT 41) HAVE YOU CONFUSED?

### WE'RE HERE TO HELP...

**DPS has posted for your convenience this Quick-reference Guide to help your (State Government) agency stay in compliance when making small purchases.**

**[CLICK HERE TO DOWNLOAD](#)**



X = Total Potential Value of Procurement	SMALL PROCUREMENT PROCEDURES									
	COMPETITION REQUIRED					APPLICABLE PROTEST PROCEDURES				
X ≤ \$10,000	SICD Publication Required					Bonus Fee Written Bids or Quotes Required				
	COTS	Construction	Everything else	COTS	Construction**	Everything else	COTS	Construction**	Everything else	Delay in Award Remaining Final After Posting Award
\$10,000 < X ≤ \$25,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No
\$25,000 < X ≤ \$50,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No
\$50,000 < X ≤ \$100,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No
X > \$100,000	Posting of Award Required					APPLICABLE PROTEST PROCEDURES				
	COTS	Construction	Everything else	COTS	Construction	Everything else	COTS	Construction	Everything else	Delay in Award Remaining Final After Posting Award
\$100,000 < X ≤ \$25,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No
\$25,000 < X ≤ \$50,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No
\$50,000 < X ≤ \$100,000	No	No	Yes	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*	Yes - 3 or more*
	No	No	No	No	No	No	No	No	No	No



## Statewide Contract News continued from Page 1

contract, should one be solicited. Unfortunately, we received a total of only four responses from our requests and, of those respondents, only one had more than one location throughout the State.

The success and cost effectiveness of a contract for this type of service is dependent upon the participation of an adequate number of using governmental units with locations throughout the State. Since we did not receive sufficient response to our request for Mandatory Opt-in, DPS has determined that there is not sufficient demand that would produce a cost-effective contract. Therefore, we will not be soliciting for courier services on a state-wide level.

However, we do have other State Term contracts in place which will be of benefit to the using governmental units. The Mail Services – Pre-sort & Bar Code, and the Small Package Delivery Service contracts are both options for mail and package delivery within the State.

### Market Research and Agency Input Requests for existing State Term Contracts:

**Hardware Maintenance Manager** - The OSP will be publishing a solicitation for a new STC for Hardware Maintenance Manager providers early October. If you have any concerns or comments about the way the existing contract is structured, please contact Carol Norfleet at [cnorfleet@mmo.sc.gov](mailto:cnorfleet@mmo.sc.gov) or 803-737-3224.

**Type A-1 Mini- Buses** – Michael Speakmon, [mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov), is finalizing the specifications for the next solicitation for these buses. If you have any questions, comments or recommendations for the future contract please contact him as soon as possible. The current contracts expire on February 22, 2020, so we will need to move forward on this quickly.

**Large Tractors & Mowers** – Michael Speakmon, [mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov), is conducting research on the requirements for the next solicitation for this equipment. The Department of Transportation is the primary subject matter expert for this equipment, but that does not mean we don't value everyone's input. Should you have a specific need to address, or have some recommendations, please reach out to Michael as soon as possible.



### State Term Contracts that will NOT be renewed or resolicited:

**Truckload Deliveries of Copy Paper** – This requirement has been included in the new Office Supplies solicitation. Since the awards under that solicitation have been protested, we have extended this contract until such time as the new office supply contracts are effective. This information is also available on our website. Contact DeAna Reed-Sharpe, [drsharpe@mmo.sc.gov](mailto:drsharpe@mmo.sc.gov), should you have any questions.

**Written Document Translation and Telephonic Interpretation Services** – The State Term contracts for these services have been extended until March 31, 2020, or until a new contract is awarded, to permit the State to participate in the advertised NASPO opportunity which will be effective in March 2020. The resulting NASPO contracts will have a much wider array of services than our existing contracts including (but not limited to); a larger number of available languages, American Sign Language (ASL) interpretation, and live video remote interpretation. Please see the contract sheet for details of the extension and keep an eye on *DisPatches* for information about the new contract. Until such time a new contract is in place, you may continue to use the vendors listed on the current state-wide contract.

### Currently Published Solicitations:

**SolarWinds Monitoring Software (5400018483)** - The SolarWinds Monitoring Software Solicitation was published on August 27<sup>th</sup> and opens on October 3<sup>rd</sup>. We anticipate posting an award on October 21<sup>st</sup>. Any questions or concerns please contact Randy Barr, Sr. at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232

**Constituent Management (5400018523)** - The Constituent Management Solicitation was published on August 30<sup>th</sup> and opens on October 10<sup>th</sup>. We anticipate posting an award on October 28<sup>th</sup>. Any questions or concerns please contact Randy Barr, Sr. at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232.

**Carbon Black Consolidated Security (5400018555)** – The Carbon Black Security Consolidated Security Solicitation was published on September 27<sup>th</sup> and opens on November 8<sup>th</sup>. We anticipate posting an award on November 22<sup>nd</sup>. Any questions or concerns please contact Randy Barr, Sr. at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232.

**Remanufactured Toner Cartridges (5400018519)** - The Remanufactured Toner Cartridges contract was published on September 11<sup>th</sup> and opens on October 21<sup>st</sup>. We anticipate posting an award on October 28<sup>th</sup>. If you have any concerns

or comments about the way the existing contract is structured, please contact Will Butler at [wbutler@mmo.sc.gov](mailto:wbutler@mmo.sc.gov) or (803) 737- 9854.

**Symantec Product Services (5400018021)** – The IFB for Symantec was published on May 23<sup>rd</sup>, 2019 and subsequently all responses received were determined non-responsive. A new solicitation will be published after completion of a SaaS Term agreement. The delay in the completion of the SaaS agreement will push out our estimated publish date to early/ mid October. Any questions or concerns please contact Kristen Hutto at [khutto@mmo.sc.gov](mailto:khutto@mmo.sc.gov).

**Telematics (After Market Fleet) (5400018151)** – The RFP to establish a STC for Telematics was published on August 15<sup>th</sup> with an anticipated award in December 2019 timeframe. Any questions or concerns please contact Will Butler at [wbutler@mmo.sc.gov](mailto:wbutler@mmo.sc.gov) or (803) 737- 9854.

**Oracle (5400018160)** – The RFP for Oracle published on September 9<sup>th</sup>. We anticipate award by January 07, 2020. Any questions or concerns please contact Kristen Hutto at [khutto@mmo.sc.gov](mailto:khutto@mmo.sc.gov).

**Office Supplies (5400017374)** – A protest has been lodged against the awarded contracts for this solicitation. As such, the current contracts have been extended, under the current terms and conditions, until such time as the new contracts are effective. This information is also posted on our website. Please contact DeAna Reed-Sharpe, [drsharpe@mmo.sc.gov](mailto:drsharpe@mmo.sc.gov), should you have any questions.

**Vehicles** – This year's vehicle solicitations were published on August 23, 2019, with a bid opening date of October 1, 2019, and an award posting date October 11, 2019. All contracts should be effective and available for use on November 1, 2019.

All dates are subject to change, but we will do our best to adhere to the established schedule.

**Airport Pavement Rejuvenation (5400018269)** – This is a new state term contract to replace an existing agency contract and is designed to be used in conjunction with the State's contracts for Airport Pavement Maintenance (details located on our website). Michael Speakmon, [mspeakmon@mmo.sc.gov](mailto:mspeakmon@mmo.sc.gov), is the responsible procurement officer. It was necessary to post Amendment #2 on September 11, 2019 with a new bid opening date of September 27, 2019. Contracts awards are scheduled to be posted on October 8, 2019.

**Pesticides/Mosquito Control (5400018451)** – The current contract terms will expire on October 31, 2019 and will not be

renewed. Several changes within the market and product availability have impacted the existing contracts and the State determined that resoliciting would be more advantageous. Kelly Cobian, [kcobian@mmo.sc.gov](mailto:kcobian@mmo.sc.gov), is processing the new solicitation, which was published on September 19, 2019. The bid opening date is scheduled for November 4, 2019, with an anticipated award posting date of November 18, 2019. We anticipate a break between the two contracts, but it should be no longer than 30 days.

### **Newly Awarded State Term Contracts (STC):**

**Body Cameras/In Car Video (Utility Associates, Inc. - 4400021612, Axon - 4400021613)** - The RFP for Body Camera/In Car Video, SaaS; Video Storage was awarded and is now effective from September 4<sup>th</sup>, 2019 – September 3, 2024. <https://procurement.sc.gov/files/contracts/Body%20Cameras%20In%20Car%20Video%20and%20SaaS%3B%20Video%20Storage.%20Software%20and%20Data%20sept%209%202019.pdf>. Any questions or concerns please contact Randy Barr, Sr., at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232.

**Duo Multi - Factor Authentication - (4400022169)** The Duo Multi – Factor Authentication was awarded and pending no protest will be effective from September 25, 2019 – September 24, 2024. Please contact Randy Barr, Sr., [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or 803-896-5232 if you any questions or concerns.

**Ruckus Wireless (4400022166)** The Ruckus Wireless Solicitation was awarded and is now effective from September 03, 2019 – September 03, 2024. <https://procurement.sc.gov/files/contracts/ruckus%20wireless%20sept%2012%202019.pdf>

Any questions or concerns please contact Randy Barr, Sr. at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232.

**PC Matic Pro (4400022129)**- The PC Matic Pro Solicitation was awarded and is now effective from September 06, 2019 – September 05, 2024. <https://procurement.sc.gov/files/contracts/pcmatic%20contract%20sheet%20sept%2012%202019.pdf>

Any questions or concerns please contact Randy Barr, Sr. at [rbarr@mmo.sc.gov](mailto:rbarr@mmo.sc.gov) or (803) 896-5232.

**Rapid 7 Vulnerability Security Software (4400022292)** - The Rapid 7 Solicitation was awarded on September 17<sup>th</sup> and is in effect from September 18<sup>th</sup>, 2019 – September 17<sup>th</sup>, 2024. Any questions or concerns please contact Will Butler at [wbutler@mmo.sc.gov](mailto:wbutler@mmo.sc.gov) or (803) 737- 9854.

**Herbicides, Adjuvants & Blends (5400017909)** - We have

**suspended all awards to LOT 2** under this solicitation for an administrative review of the offers. All awards pertaining to LOT 1 are still in effect and active. More information will be available once we have completed the review. Until such time as the contracts are in effect, using governmental units will need to utilize whatever method in the procurement code is most effective for their situation to procure these supplies. Contact Kelly Cobian, [kcobian@mmo.sc.gov](mailto:kcobian@mmo.sc.gov), if you have any questions.

**NOTICE: The IT Statewide Contract Team is working to issue change orders extending each of the following STCs for a maximum of twelve months from the date of each contract's current expiration date or until replacement contracts are awarded:** Trend Micro (4400009949), McAfee (4400013555), FireEye (4400010630), Safenet (4400009894), Certes (4400010745), Citrix (4400010792).



**Bottled Water (5400018242)** – DeAna Reed-Sharpe, [drsharpe@mmo.sc.gov](mailto:drsharpe@mmo.sc.gov), posted the award for these contracts on September 13, 2019, with an effective date of September 25, 2019. The contract period will begin on December 16, 2019, therefore use of the existing contracts continues until that date.

**Sandbags (5400018219)** – Kelly Cobian, [kcobian@mmo.sc.gov](mailto:kcobian@mmo.sc.gov), posted the award for this contract on September 19, 2019. The State only received one offer so the contract will be effective and active on September 20, 2019. This contract includes empty AND filled sandbags with delivery in under both normal, and emergency conditions.

**Building Inspection Services (5400018150)** – DeAna Reed-Sharpe, [drsharpe@mmo.sc.gov](mailto:drsharpe@mmo.sc.gov), published the award documents on September 19, 2019, with a contract effective date of October 1, 2019. These contracts are to replace the existing contracts for the same services which expire on December 15, 2019. The new contracts will be active on December 16, 2019.

**Water Activated Pothole Patching (5400018089)** – Kelly Cobian, [kcobian@mmo.sc.gov](mailto:kcobian@mmo.sc.gov), posted the awards for these contracts on September 20, 2019. Contracts will be effective on October 2, 2019. This was previously a DOT agency contract that has been added as a state term contract for use by all entities in the state. The current DOT contract expires on December 21, 2019, so the resulting contracts will be available for use on December 22, 2019.

### **Currently Advertised Cooperative Contracts**

#### **Information Technology Research & Advisory Services**

— This solicitation will continue to be advertised in SCBO until October 17. The anticipated opening date is October 21. The lead state is Minnesota. DPS' PA will likely be published early next year. For more info: [SCBO.sc.gov](http://SCBO.sc.gov).



## *Did You Know...?*

*Environmentally Preferred Purchasing* is the procurement of products and services that have a lesser or reduced effect on human health and the environment over the life cycle of the products and services when compared with competing products or services that serve the same purpose.

Some samples of these products and services include:

- **Rechargeable batteries**
- **Biodegradable warewashing chemicals**
- **Recycled office / copy paper**
- **Requesting soybean based ink on print jobs**
- **Remanufactured office furniture**
- **Remanufactured bio-based toner cartridges**
- **Recycled poly can liners (garbage bags)**
- **Office recycling services**



## CALIBRATIONS

News from the  
Office of the State Engineer

### The Continuing Saga of Joe the Contractor

Editor's Note: This article continues the discussion begun in our [August Edition](#).

When we last left "Joe the Contractor", his piling subcontractor and stormwater contractor, Woody and Piper, were demanding the 3.5% retainage money that was being withheld from their respective divisions of completed work per the Schedule of Values in the Pay Application. Joe reviewed his approved Pay Applications and noted the A/E had certified payment; but, the Agency was withholding the 3.5%. Joe called Captain Fred at the Marine College of the Lowcountry and pointed out the language of SC Law 11-35-3030(4)a as follows: "...as each division of the contract is certified as having been completed, that portion of the retained funds which is allocable to the completed division of the contract must be released forthwith to the prime contractor, who, within 10 days of its receipt, shall release to the subcontractor responsible for the completed work...".

Captain Fred apologized for his oversight and confessed that although he knew the two divisions of work were completed, he was unsure what "allocable" meant. He was under the impression that an amount equal to 3.5% of the total contract should be retained until Final Payment no matter which subcontractor was complete in their work.

As all stories with a happy ending go, the Marine College began adhering more closely to the law by releasing retained funds on certified completed work within a division of the Pay Application, and the General Contractors, Subcontractors and the Marine College of the Lowcountry lived happily ever after.



## NASPO Recognizes Contributions of Veteran SC Procurement Professional

**Norma Hall**, a longtime NASPO member and procurement professional here in State of South Carolina, was presented the Giulio Mazzone Distinguished Service Award during the Awards Celebration Dinner at the 2019 NASPO Annual Conference.

Hall, now enjoying a well earned retirement, has helped to support some of the most significant educational initiatives of NASPO, including the launch of Procurement U, the development of the State Training Coordinators Conference and the newly released 3<sup>rd</sup> edition of the Practical Guide. Since 2015, she has been a frequent presenter at NASPO conferences events and has also led trainings for other procurement organizations.

During her career, Hall has held a variety of procurement leadership positions, including serving as both a member and chair of the UPPCC Governing Board; both former President and a former Board member for NIGP; and was a founding member of the National Council for Public Procurement and Contracting.

Hall previously has been recognized for her leadership and presented a number of other distinguished service awards, including: The James H. Barnes Award for Outstanding Contributions to Procurement; NIGP Purchasing Manager of the Year; NPI's Achievement of Excellence in Procurement; and The Albert H. Hall Memorial Award for Procurement Excellence.

Hall has been an active member of her home state's Association of Governmental Purchasing Officials since 1981, serving as its President in 1989. She has earned dual certification from UPPCC as both a CPPB and CPPO and is a Certified Public Manager, a Master Instructor and NIGP Fellow.



**Award Recipient Norma Hall flanked by her former DPS bosses, Office Dir. and State Engineer John White (left) and Division Dir. Delbert Singleton (right)**