

State of Alabama Department of Finance

Division of Purchasing



Purchasing Staff



- Staff Introductions
- Complete list of staff on our website:
www.purchasing.alabama.gov
click the link "Purchasing Staff"
- "Purchasing Staff" page contains major commodities under the responsible buyer

News



- "Purchasing News" on website for latest information
- No DON documents this year
- HB88 passed – authorizes multi award for services

Notes: Emergency Declarations



- §41-16-72 – For professional services – 60 days
- §41-16-23 – For goods and non professional services – 1 year

Notes: Fiscal Procedures



- On Website under “Rules and Regulations”
 - Updated last year
 - Contains guidelines for Open-End PO/DO

Notes: Document reminders



- PAR1 documents for priority authorizations
 - Must include a justification
 - Must use non encumbering event type PR07 (during shut down)
- RQN
 - Does not encumber
 - Document ID must begin with “19N”

Notes: Best Practices



- For orders placed online (MRO & Office Supplies), put “Do not ship” in Extended Description on Header and Commodity
- Line type of Service vs Item
 - Service = varying payments until total amount expended
 - Item = fixed payment based on quantity
- Use only 5 or 7 digit commodity codes unless on an existing MA or for inventory items
 - 3 Digit commodity code does not assign a buyer

End of Fiscal Year Schedule FY18



- June 25 – FY18 bids requiring site visit & Information Technology approval
- July 6 – All other FY18 bids
- August 8 – All FY18 award letters must be received
- August 17 – Last day to accept FY18 documents
- Sept 14 – Last day to finalize FY18 documents to include modifications
- Sept 17-28 – FY18 modifications will not be processed

End of Fiscal Year Schedule FY19



- August 13 – Begin submitting FY19 RQN's
- Sept 18 – Last day to submit FY19 RQN's
- October 1 – Begin submitting FY19 DO's

End of Fiscal Year Schedule



- September 24 thru 28 – Shutdown, use only non-encumbering PAR1 for critical purchases. PO and DO modifications cannot be processed during this time.

Staff Reports



- Brittany Peterson
- Pat Antle



Before You Leave



- Please update your contact information on the sheets provided on the tables out front and sign up for office supply training.
- If you need to be added to the list for receiving Campaign Intelligence notifications, please email STAARS Support to request being added.
Staars.support@finance.alabama.gov

AGENCY MEETING TOPICS

JUNE 11, 2018

QUOTES:

A VALID QUOTE MUST CONTAIN THE COMPANY'S NAME AND ADDRESS, THE SALES PERSON'S NAME AND CONTACT INFORMATION, AND THE DATE ISSUED. INTERNET SCREENPRINTS FROM A VENDOR'S WEBSITE ARE NOT VALID **EXCEPT FOR THE OFFICE SUPPLY CONTRACT AND THE MAINTENANCE REPAIR AND OPERATION SUPPLIES CONTRACT (T700)**.

ENTER THE QUOTE NUMBER, OR THE DATE OF THE QUOTE IF NO NUMBER, INTO THE COMMODITY LINE'S EXTENDED DESCRIPTION.

QUOTES SHOULD CONTAIN SHIPPING COSTS. IF YOU RECEIVE A QUOTE THAT DOES NOT GIVE SHIPPING, THEN YOU SHOULD CONTACT THE VENDOR AND ASCERTAIN THAT INFORMATION. IF THERE IS NO CHARGE FOR SHIPPING, THE QUOTE SHOULD STATE THAT.

RQS/DO DOCUMENTS:

IN THE COMMODITY LINE'S EXTENDED DESCRIPTION, ENTER A **BRIEF** DESCRIPTION OF THE ITEM, THE ITEM/PART NUMBER AND QUOTE NUMBER.

FOR CELL PHONE SERVICE DO'S, IF IT IS A RENEWL WITH NO NEW SERVICE PLANS OR PHONE NUMBERS, THEN IN THE COMMODITY LINE'S EXTENDED DESCRIPTION YOU CAN ENTER THE FOLLOWING: **"RENEWAL ONLY-NO CHANGES"** AND ENTER THE ACCOUNT NUMBER.

OTHERWISE, IF YOU HAVE MADE CHANGES TO SERVICE PLANS AND/OR PHONE NUMBERS, THEN ENTER THE SERVICE PLAN AND EITHER THE CELL PHONE NUMBERS, OR THE ACCOUNT NUMBER AND NUMBER OF PHONES ON THE ACCOUNT.

FOR CELL PHONE EQUIPEMENT/ACCESSORIES DO'S, ENTER A BRIEF DESCRIPTION, SKU NUMBER AND PHONE NUMBER EQUIPMENT IS PURCHASED UNDER. IF PURCHASING ACCESSORIES, YOU MUST USE THE CONTRACT LINE FOR ACCESSORIES, NOT THE EQUIPMENT LINE. IF YOU ARE PURCHASING A LARGE NUMBER OF PHONES OR ACCESSORIES FOR BACKUP SUPPLIES, THEN YOU MAY ENTER THE ACCOUNT NUMBER THE ITEMS ARE PURCHASED UNDER. THIS IS REQUESTED BY THE CONTRACT VENDORS.

PO/DO MODIFICATIONS:

IF MODIFYING A PO/DO, YOU MUST ENTER ENOUGH INFORMATION IN THE REASON FOR MODIFICATION BOX TO MAKE IT CLEAR TO BOTH THE BUYER AND THE VENDOR WHAT IS BEING

CHANGED. IF YOU ARE CANCELLING THE PO/DO, STATE **"CANCELLING PO/DO"** AND **WHY** IT IS BEING CANCELLED.

CELL PHONE DO MODIFICATIONS:

IF CREATING A NEW COMMODITY LINE TO ADD NEW SERVICE, ENTER THE LINE NUMBER SERVICE IS ADDED TO IN THE REASON FOR MODIFICATION BOX.

IF ADDING NEW SERVICE ACTIVATION TO AN EXISTING COMMODITY LINE, THEN IN THAT COMMODITY LINE'S EXTENDED DESCRIPTION, ENTER THE ACTIVATION DATE AND THE APPROPRIATE INFORMATION IN ADDITION TO ENTERING A REASON FOR MODIFICATION.

REPLACING PO/DO:

WHEN SUBMITTING A RQS OR DO TO REPLACE A PO OR DO DUE TO ACCIDENTALLY CLOSING, ENTER THE PRIOR PO/DO NUMBER AND A BRIEF REASON FOR CREATING NEW PO/DO IN THE COMMODITY LINE'S EXTENDED DESCRIPTION.

BIDS:

SPECIFICATIONS:

IF YOU SUBMIT BID SPECIFICATIONS THAT REQUIRE NO SUBSTITUTIONS, THEN YOU MUST SUBMIT WRITTEN DOCUMENTATION TO JUSTIFY BIDDING IN THAT MANNER. THE JUSTIFICATION MUST BE APPROVED BY STATE PURCHASING.

ATTENDING THE BID OPENING:

THE AGENCY PROCUREMENT PERSON IS WELCOME AND ENCOURAGED TO ATTEND THE BID OPENING. HOWEVER, NOTE THAT YOU ARE THERE TO OBSERVE AND WRITE DOWN BID AMOUNTS ONLY. YOU ARE NOT ALLOWED TO ASK QUESTIONS OR GIVE INPUT TO ANY ATTENDING BIDDERS. AFTER THE BID OPENING HAS CONCLUDED, YOU ARE WELCOME TO ASK THE BUYER QUESTIONS REGARDING THE EVALUATION AND AWARD PROCEDURES.

AWARDING A BID FROM A QUOTE:

WHEN AWARDING A BID FROM A QUOTE, DUE TO NO ACCEPTED BIDS, IT IS THE AGENCY'S RESPONSIBILITY TO COLLECT ANY DOCUMENTS, LICENSES, INSURANCE CERTIFICATES, ETC. REQUIRED BY THE BID. YOU WILL THEN ATTACH THEM TO THE QUOTE AND SUBMIT THEM TOGETHER TO STATE PURCHASING. OF COURSE, YOU MUST ALSO ENSURE THAT THE COMPANY IS SUBSCRIBED IN THE STAARS SYSTEM, MEANING THE VENDOR HAS PAID THE REQUIRED \$200 SUBSCRIPTION FEE.

LOCATING CONTRACT PRICING FOR CELL PHONES AND FIRST NET:

PRICING CATALOGS ARE AVAILABLE FOR VIEWING ON OUR WEBSITE, WWW.PURCHASING.ALABAMA.GOV. CLICK ON ACTIVE STATEWIDE CONTRACTS, SCROLL

DOWN TO FIND EACH CONTRACT IN THE LISTING, LOOK TO THE FAR RIGHT AND CLICK ON “YES”. THAT WILL TAKE YOU TO **STATEWIDE CONTRACT VENDOR WEBSITES**. SCROLL DOWN TO FIND THE T302 OR T303 CONTRACT. CLICK ON THE VENDOR, AND IT WILL OPEN THEIR PRICING CATALOG.