



COLORADO
Department of Personnel
& Administration

WELCOME

Kathy Nesbitt

Executive Director



**2014 Procurement Advisory
Council Fall Summit**

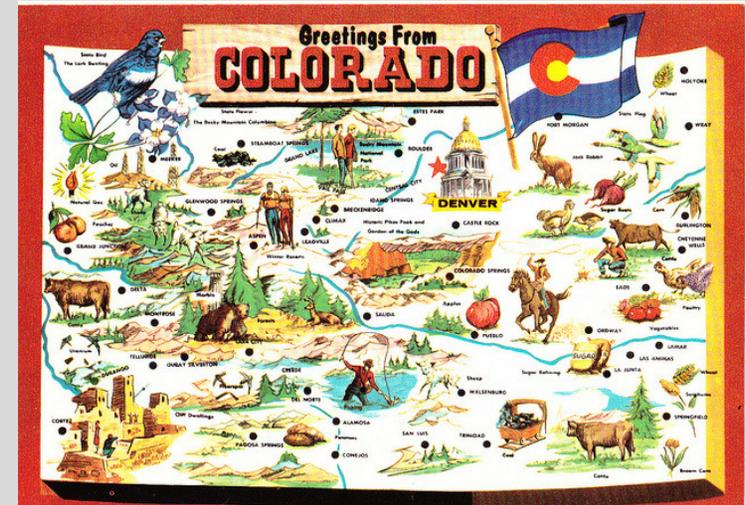


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WELCOME

Ongoing high level of engagement:
111 attendees
+ nearly 2 dozen political subdivisions
= great opportunity for collaboration

All working together toward
procurement excellence!



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Our vision

- DPA's vision: to be the leader in service excellence
- DPA's mission: to provide quality services that enhance state government success
- How? Effective, Efficient, Elegant service



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Out with the old...

- Barriers
- Hurdles
- Obstacles
- Waivers
- Delays
- Customized business processes
- Band-aided systems



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In with the new...

- Better customer service
- *ACCESSColorado*
- Colorado Procurement News
- *ADVANCEColorado*
- Commercial card program
- CORE/VSS implementation



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- Successful July 1 launch
- Replaced 22-year-old system
- Tracks \$29 Billion in expenditure transactions, \$9 Billion in grant revenues and applies \$8 Billion of tax revenues annually
- Integrates budget and procurement functions
- Improved reporting and data analysis



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ColoradoVSS

Vendor Self Service

- Register
- Update account info
- Review and respond to solicitations

Benefits:

- FREE!
- NIGP commodity codes
- Email notifications



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Merger

- Merged Division of Finance & Procurement into the Office of the State Controller
- Additional synergies
- Process alignment
- Customer service



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Thank you!



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State Purchasing Office *Update*

Molly Randol
Interim State Purchasing Director



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- **State Purchasing Website**
 - State Price Agreement [SCHEDULE](#)
 - Who is posting solicitations [WHERE](#)
- **Mandatory versus Permissive Agreements**
- **Procurement Advisory Council Executive Committee Election**



State Purchasing Office Update

Procurement Advisory
Council Executive
Committee



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Rob Archer
Bob Corman
Bryant Heberlein
Thirza Kennedy
Dave Schouweiler
Stacy Steelman
Maggie Van Cleef
Cindy Ward



State Purchasing Office Update

Procurement Advisory
Council Executive
Committee



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Term Expiration

Rob Archer
Department of Agriculture
Group I Elected

Thirza Kennedy
Governor's Office of Information Technology
Group II Elected



State Purchasing Office Update



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Generational Challenges Within The Workforce: Strategies To Increase Staff Engagement

Kenneth Johnson

Director of Training and Development



**Statewide Training &
Development Center**



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Morning Break

Procurement Advisory Council
Executive Committee
Nominations



2014 Procurement Advisory
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PROCUREMENTColorado

The Programs of the State Purchasing Office

ACCESSColorado

Supplier Resources, Training, and Outreach

CCARDColorado

Procurement Card, OneCard, and Travel Card with Rebate

SOURCINGColorado

Statewide Solicitations and Price Agreements

STMPColorado

Air, Auto, Lodging & Travel Agency Services



Programs of the State
Purchasing Office

ACCESSColorado

Supplier Resources, Training, and Outreach

- Outreach to Suppliers
- [Updated 3 Step Guide & Website Links](#)
- [Where to find Solicitations](#)
- [ColoradoVSS](#)
- [2015 Advance Colorado Procurement Expo](#)
Grand Hyatt Denver, March 9th



Programs of the State
Purchasing Office

CCARDColorado

Procurement Card, OneCard, and Travel Card with Rebate

- **CCARD and CORE Update**
 - Challenges we have encountered
 - Where we are now
 - What the future holds
- **Upcoming Events**
 - Commercial Card Training Conference
 - Best Practices for Controlling, Refining and Optimizing Your Program
 - November 5-6, 2014 at the Lowry Campus



Programs of the State
Purchasing Office

SOURCINGColorado

Statewide Solicitations and Price Agreements

- CORE | ColoradoBIDS
 - CORE | ColoradoVSS
 - SPA1 and DO
 - ColoradoBIDS for non-CORE users
- [Colorado Procurement News](#) Monthly Publication
- [Colorado Procurement Guidance](#)



Programs of the State
Purchasing Office

- **Airline Solicitation**
 - SPA Extension
 - Unrestricted City-pair
 - Discount Airfare Top 12 City-pairs
- **Auto Rental Agreements**
 - BOA: AVIS & Budget Contract Amendment
 - WSCA/NASPO: EHI/Hertz
- **Travel Management Companies (TMC)**
 - Duty of Care (partnered w/Risk Management)
 - Data Consolidation
 - Book Southwest Airlines Discount Agreement



- **STMPColorado User Group**
 - Best Practices Guide
 - Traveler Decision Model Tree
 - Authorization Process
 - Auto Rental

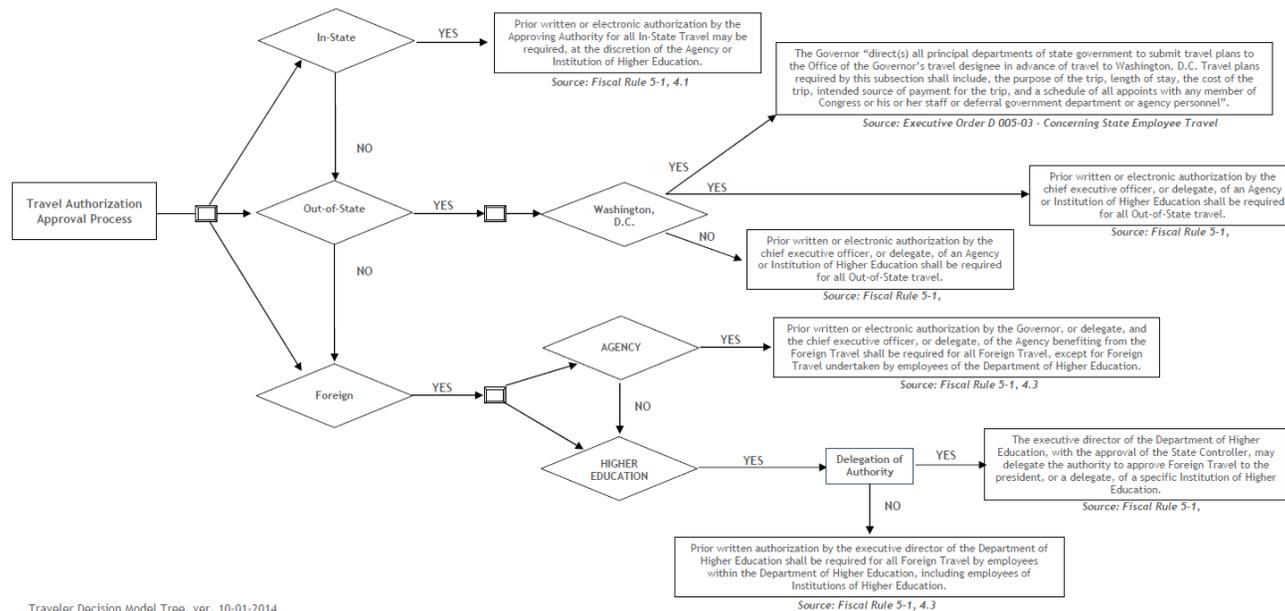


STMPColorado

Air, Auto, Lodging & Travel Agency Services

STMPColorado
Traveler Decision Model Tree

Travel Authorization Segment



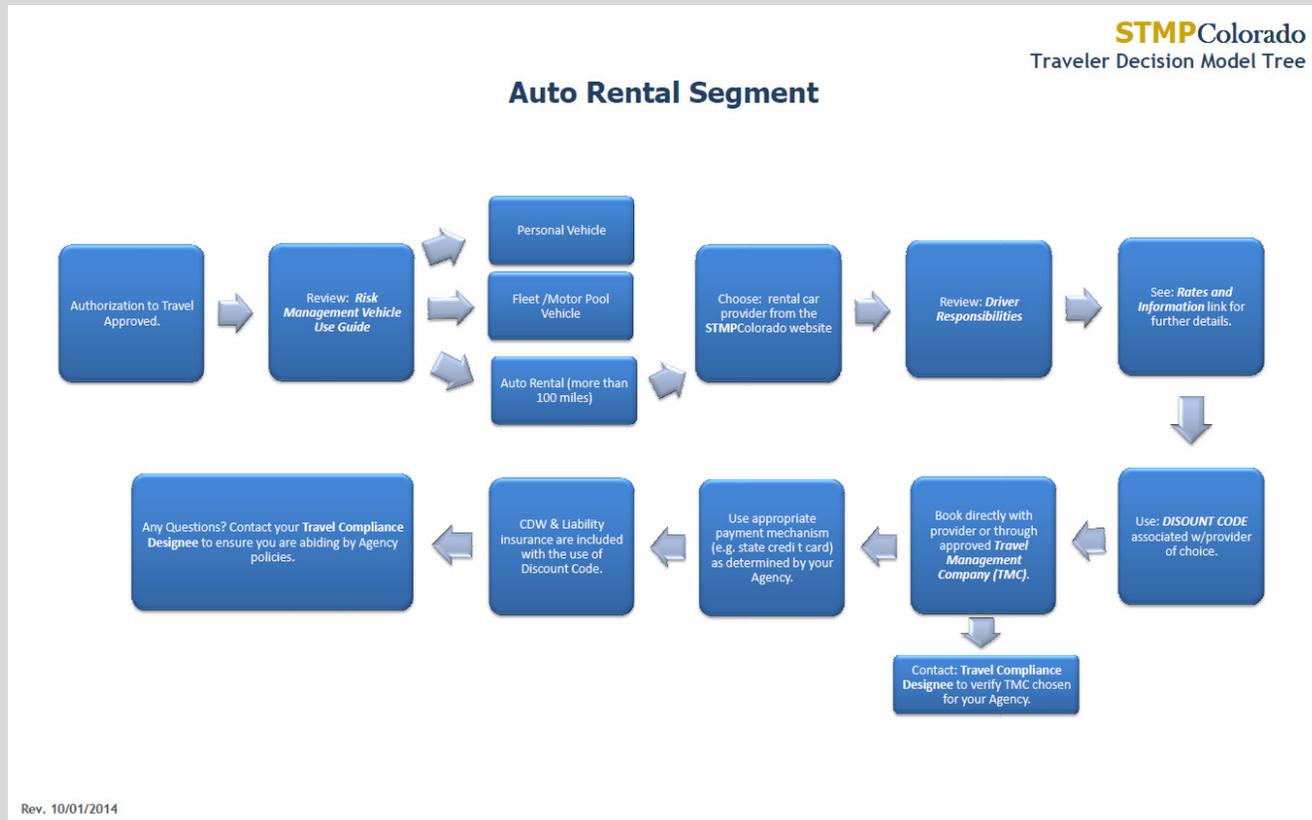
Traveler Decision Model Tree, ver. 10-01-2014



Programs of the State Purchasing Office

STMPColorado

Air, Auto, Lodging & Travel Agency Services



Programs of the State
Purchasing Office

- CMMA Resource Team
 - Pre-qualified Conference/Meeting Venues
 - State T/C's honored
 - Meetings Management Guide
 - Partnered w/CDHCPF





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Linda Shubow

Sr. Assistant Attorney General



Protest Avoidance



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COMMON ISSUES IN PROTESTS AND APPEALS

Invitations for Bids Responsiveness is the Issue	<p>The key question is: Would it be possible to bind the bidder to perform, in accordance with our specifications, without the bid is non-responsive.</p> <p>Beware of <i>responsibility</i> questions masquerading as responsiveness issues. Remember, responsibility deals with the vendor and responsiveness concerns the bid. Things like adequate experience, plant size, financials, etc. are responsibility issues. The bidder can be allowed to submit documentation that deals with responsibility AFTER the bid opening, even if the IFB required that it be included in the package. <i>(The exception is a bid bond or other bid security. §24-103-201(3) CRS.)</i> Also, you can request additional supporting materials to ensure that the bidder is responsible, and you need not request the same material from the other bidders (<i>§24-103-401 CRS and supporting rules</i>).</p> <p>If you suspect a mistake, ask the bidder to confirm. If the bidder alleges mistake, follow these rules:</p> <p>Minor informalities. These are matters of form over substance and can be corrected without prejudicing other bidders, e.g. wrong number of copies, signed in the wrong place, failed to acknowledge an amendment, if it's clear that the bidder did see the amendment. Minor informalities can be waived or corrected.</p> <p>Mistakes where the intended bid is clear – correct the bid accordingly.</p> <p>Mistakes where the intended bid is unclear – can allow the bidder to withdraw the bid if he can show proof that an error was made. Notice that the bidder does not have an option to correct in this situation.</p>
Mistakes in Bids R24-103-2024-09	<p>If numerical evaluation is used, be SURE to follow-up on inconsistent scores, resolve discrepancies or document legitimate professional differences of opinion.</p> <p>Try to limit the ratings to 4 or 5 point scale. The broader the scale, the harder it is to explain the difference between ratings, e.g. If you can rate a factor from 1-100, what is the difference between an 81 and a 79?</p> <p>Contrary to what you might expect, the more factors and sub-factors you score, the more difficult it is to establish a reasonable basis for each score and to differentiate between the factors.</p> <p>If at all possible, DON'T score references. The best use of references is a Pass/Fail check on the winner prior to issuing a Notice of Intent to Award.</p> <p>You might also use them as a way to confirm each vendor's experience. Again, this would be Pass/Fail.</p> <p>If you just have to score references, be sure to ask the exact same questions about each offeror, use a five point – or fewer – scale to rate each question, and if possible, have the same person check all references and score this factor for every offeror.</p> <p>If you have references as a separate factor/score from experience, be sure all the evaluators can describe the difference between them.</p>
Requests for Proposals "Reasonable" evaluations	<p>Your determination of which offeror is "most advantageous" is final and conclusive unless it is clearly erroneous, arbitrary, capricious, or contrary to law. (<i>§24-103-701 CRS</i>).</p> <p>Therefore, it is important to show a reasonable basis for the decision.</p> <p>If numerical evaluation is used, be SURE to follow-up on inconsistent scores, resolve discrepancies or document legitimate professional differences of opinion.</p> <p>Try to limit the ratings to 4 or 5 point scale. The broader the scale, the harder it is to explain the difference between ratings, e.g. If you can rate a factor from 1-100, what is the</p>

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Scoring References	<p>If numerical evaluation is used, be SURE to follow-up on inconsistent scores, resolve discrepancies or document legitimate professional differences of opinion.</p> <p>Try to limit the ratings to 4 or 5 point scale. The broader the scale, the harder it is to explain the difference between ratings, e.g. If you can rate a factor from 1-100, what is the difference between an 81 and a 79?</p> <p>Contrary to what you might expect, the more factors and sub-factors you score, the more difficult it is to establish a reasonable basis for each score and to differentiate between the factors.</p> <p>If at all possible, DON'T score references. The best use of references is a Pass/Fail check on the winner prior to issuing a Notice of Intent to Award.</p> <p>You might also use them as a way to confirm each vendor's experience. Again, this would be Pass/Fail.</p> <p>If you just have to score references, be sure to ask the exact same questions about each offeror, use a five point – or fewer – scale to rate each question, and if possible, have the same person check all references and score this factor for every offeror.</p> <p>If you have references as a separate factor/score from experience, be sure all the evaluators can describe the difference between them.</p>



Protest Avoidance



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- **David Musgrave**, *Moderator*
 - Overview, [Colorado Procurement Guidance](#)
 - [U.S. Department of Veterans Affairs Search Engine](#)
- **Janet Jones**, *Military and Veterans Affairs*
- **Thirza Kennedy**, *Office of Information Technology*
- **Dave Schouweiler**, *Department of Corrections*



House Bill 14-1224 Panel



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Lunch Break

Re-start at 12:45

Procurement Advisory Council
ELECTIONS



2014 Procurement Advisory
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GROUP I Nominees

- Brenda Lujan, Local Affairs
- Trish Bohn, Education
- Frank Tamayo, Governor's Energy Office

GROUP II Nominees

- Lisa Eze, Labor & Employment
- Janet Jones, Military & Veterans Affairs
- Thirza Kennedy, OIT
- Cindy Fredriksen, Public Safety



**Procurement Advisory Council
Executive Committee Nominations**



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- Molly Randol, *Moderator*
- CEPC | Barbara Ruley, *JEFFCO Public Schools*
- MAPO | Christopher Vanderbilt, *City/County Denver*
- RMGPA | Tim Wellman, *St. Vrain Valley School District*
- WSCA/NASPO | Tim Hay, *WSCA/NASPO*



Procurement Association's Resources



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Cooperative Educational Purchasing Council

Barbara Ruley, *JEFFCO Public Schools*

<http://www.coloradocepc.com/>



Procurement Association's Resources



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Colorado Multiple Assembly of Procurement Officials

Christopher Vanderbilt, *City/County Denver*

<https://www.coloradomapo.net/>



Procurement Association's Resources



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Rocky Mountain Governmental Purchasing Association

Tim Wellman, *St. Vrain Valley School District*

<https://www.rmgpa.org/>

[Presentation](#)



Procurement Association's Resources



Overview of WSCA-NASPO

States Working Together

2014 CO Procurement Advisory Council
Denver, CO
Tim Hay, WSCA-NASPO



Topics Covered

- Benefits of cooperatives
- Types of cooperatives
- Overview of WSCA-NASPO
- How other states and entities participate in WSCA-NASPO Agreements
- Administration fees (WSCA-NASPO and States)
- Participating Addendum Process



Cooperative Purchasing

- Leveraging Collective Buying Power
- Stimulate Competition - Best Value
- Reduction of Administrative Time/Expense
- Favorable Terms and Conditions



Types of Cooperatives

- Internal Cooperative
- Piggyback
- Third Party Aggregator
- Pure Cooperative



**We Don't
Piggyback**



Cooperative Purchasing Organizations

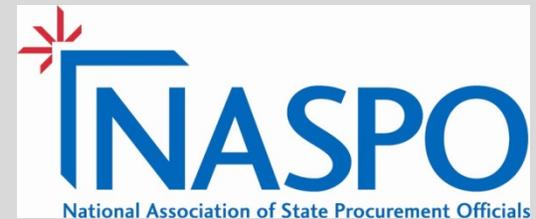


Two Organizations



The National Association of State Procurement Officials (NASPO)

- **NASPO**
 - Established in 1947
 - Non-profit Association
 - Focus on education, research, and communication
- **Membership**
 - Chief Procurement Officers
 - Representing States, D.C. and US territories
- **Dedicated to Strengthening State Procurement Community**
- **Four Regions**



WSCA-NASPO

Cooperative Purchasing Organization

- **WSCA-NASPO**
 - Established as WSCA in 1992
 - State Purchasing Directors
 - Multi-State Purchasing Arm of NASPO
- **NASPO Cooperative Purchasing Organization, LLC**
 - Governance Evaluation Process 2012
 - DBA - WSCA-NASPO Cooperative Purchasing Organization
 - Management Board Structure (21 Members)
 - Regional Representation
 - Roles and Responsibilities



WSCA-NASPO

Cooperative Purchasing Organization

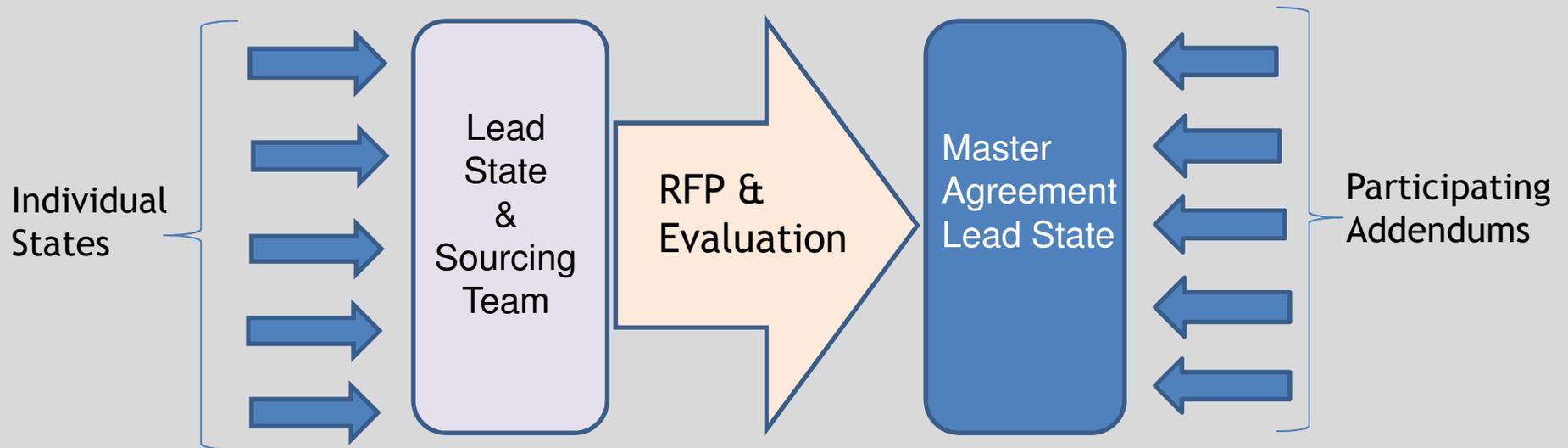
- **Pure Cooperative**

- Shared Vision and Participation
- Lead State and Multi-State Sourcing Team
- Shared Volume
- Increase market place share
- Reduce administrative costs



How does the WSCA-NASPO process work?

- Participation by other “states” from the beginning
- Participation (through Sourcing Team) in creation of solicitation, evaluation, award and on-going contract management
- Entirely compliant with State Procurement Laws (including advertising)
- Executes Master Price Agreement for WSCA
- Participating Addendum



WSCA-NASPO Sourcing Teams

- Chaired by the Lead State
- Procurement Experts from several states
- Subject Matter Experts from several state
- Support from WSCA-NASPO Cooperative Development Team



WSCA-NASPO Funding

WSCA-NASPO funded by usage of the master agreements

$\frac{1}{4}$ of one percent administration fee is added to the master agreement pricing. Contractor collects the administration fee and rebates it back to WSCA-NASPO on a quarterly basis.

WSCA-NASPO Management Board just lowered the administration fee in June from $\frac{1}{2}$ of one percent to $\frac{1}{4}$ of one percent making our administration fees the lowest of any public purchasing cooperative.

Participating States may add their own Administration Fee in their Participating Addendum. Any Administration Fees added will be reflected by the difference in a higher price in that states pricing. Contractors cannot absorb the administration fee unless they are willing to absorb the administration fee for all states.

Participating State Admin fees are rebated directly to the Participating State

Administration Fees Comparison

Organization	Administrative Fee (Percent of Total Sales)
WSCA-NASPO	Up to .25%
US Communities	1% to 2.5%
National Joint Powers Alliance	2%
Cooperative Purchasing Network	2%
Educational & Institutional Cooperative Purchasing	3%
Novation	2.10%
Minnesota Multistate Contracting Alliance for Pharmacy	Up to 3%
U.S. General Services Administration	.75% to 2.0%



How does it all fit together with State Contracts?



WSCA-NASPO Price Agreements

- WSCA-NASPO is about **Strategic Alliances and Sourcing**
 - ✓ WSCA-NASPO Contracting Areas **50**
 - ✓ Number of Suppliers **200**
- A Partial List of Commodities include:

\$9.7 Billion Spent in 2013

- | | |
|---|---|
| <ul style="list-style-type: none">•Auto Parts•Body Armor•Computers•Copiers•Data Comm. Equip•Facilities MRO•Tools•Office Furniture•Vehicle Rental Services | <ul style="list-style-type: none">•Office Supplies•Procurement Cards•Radios•Small Package Delivery Services•Tires•Wireless Communications (Cell Phones & Data) |
|---|---|



WSCA-NASPO's Role in Master Agreements

- WSCA-NASPO provides facilitation and coordination support for its sourcing team.
- WSCA-NASPO fields questions from interested suppliers and responds to questions about WSCA-NASPO (Outside of a formal solicitation)
- WSCA-NASPO takes input from existing suppliers on how to improve the current agreements. W-N provides that input to the sourcing team.
- WSCA-NASPO meets and educates with other states and entities on the benefits of cooperative agreements and details on the existing WSCA-NASPO Master Agreements

HOW TO PARTICIPATE

The Participating Addendum Process

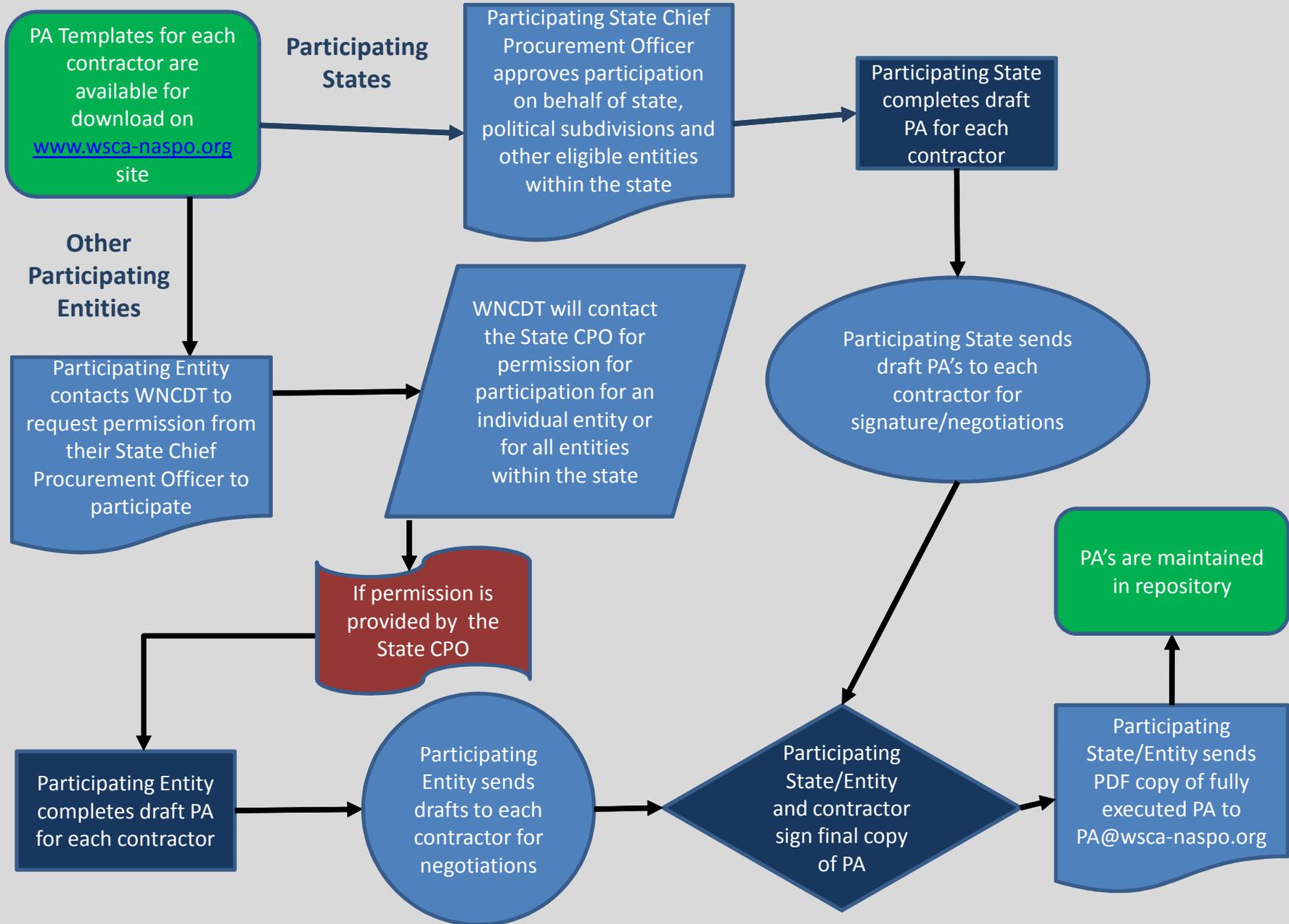
Participating Addendum Process

All 50 states and The District of Columbia have executed the NASPO Cooperative MOA, allowing them to be eligible to use any WSCA-NASPO cooperative Master Agreement

Opportunities for Participation

Three Options for Participation

1. State signs a Participating Addenda for entire state
 - Every legally eligible entity in the state can participate
2. State signs a Participating Addenda for non state entities
 - Every legally eligible entity that is not a STATE agency can participate
3. State does not sign a Participating Addenda
 - Political subdivisions wishing to participate may contact the WSCA-NASPO Cooperative Development Coordinator (WNCDDT) who will contact the STATE CHIEF PROCUREMENT OFFICIAL asking for approval for that entity to sign their own Participating Addendum.
 - Entities may be given approval on an individual basis or State CPO may give approval to all entities within the state to execute their own Participating Addendums.



Final Steps

1. Sample PA's are located on the WSCA-NASPO Website under each master agreement portfolio.
2. Executed Participating Addendum will be maintained on www.wsca-naspo.org and in a repository.
3. Participating states and entities will be identified on the map of the USA on each Master Agreement page on www.wsca-naspo.org
4. Contractors are encouraged to create and maintain state and/or entity specific web pages on their main Master Agreement website.

Questions?

Tim Hay, CPPB, CGTP
Cooperative Development Coordinator
WSCA-NASPO Cooperative Purchasing
Organization, LLC

thay@wsca-naspo.org

(503) 428-5705

www.wsca-naspo.org

Thank you for your time today.





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Afternoon Break



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Colorado Capitol Dome
Dedication Ceremony



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Colorado Excellence in Procurement Award

Molly Randol

Interim State Purchasing Director



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Procurement Advisory Council Executive Committee Election Results

Molly Randol

Interim State Purchasing Director



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Governor's Office of Information Technology New Process Review

Thirza Kennedy
Procurement Director

[Presentation](#)



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- **Molly Randol**, *Moderator*
- **Brooke Dunn**, *Personnel & Administration*
- **Lisa Eze**, *Labor & Employment*
- **Thirza Kennedy**, *Office of Information Technology*
- **Kyle Schlenker**, *Personnel & Administration*



CORE Panel



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What's Your Solution?

Molly Randol

Interim State Purchasing Director



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PROCUREMENTColorado

The Programs of The State Purchasing Office

Molly.Randol@state.co.us

(303) 866-6191

www.colorado.gov/spo

www.colorado.gov/bids

www.colorado.gov/vss

***Working Together for
Procurement Excellence in Colorado***



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