

Agency Procurement Officers Meeting

April 9, 2013



Welcome to

OhioDAS
Service · Support · Solutions

General Services Division



Minority Business Enterprise Set-Aside Changes

Randall Howard, DAS Assistant Director

Jeff Westhoven, Deputy Director, GSD

Todd McGonigle, EEO Program Manager



Minority Business Enterprise Set Aside Changes

Randall Howard, DAS Assistant Director

- “...any agency of the state... authorized to make purchases, the agency shall set aside a number of purchases, the aggregate value of which equals approximately fifteen per cent of the aggregate value of such purchases for the current fiscal year for competition by minority business enterprises only.
- The procedures for such purchases shall be the same as for all other such purchases...except that only minority business enterprises certified by the equal employment opportunity coordinator...shall be qualified to compete.

How the State Buys: Changes Since MBE Law

Jeff Westhoven, Deputy Director, GSD

- Procurement has become much more sophisticated and complex since introduction of MBE program
- Creation of Buy Ohio, Recycled Preference, EDGE and Bio-based
- RFP, STS, GPC, and TPA did not exist when MBE law passed
- With these new methods, strategic sourcing has reduced costs and helped agencies meet budget cuts
- “MBE participation” evolved as a flexible way to work within the intent of the law
- In FY12 MBE participation accounted for \$43,669,861 in spending among cabinet agencies; 28% of all MBE spending

How the State Buys: Centralized Contracts

CRP = Community Rehabilitation Program

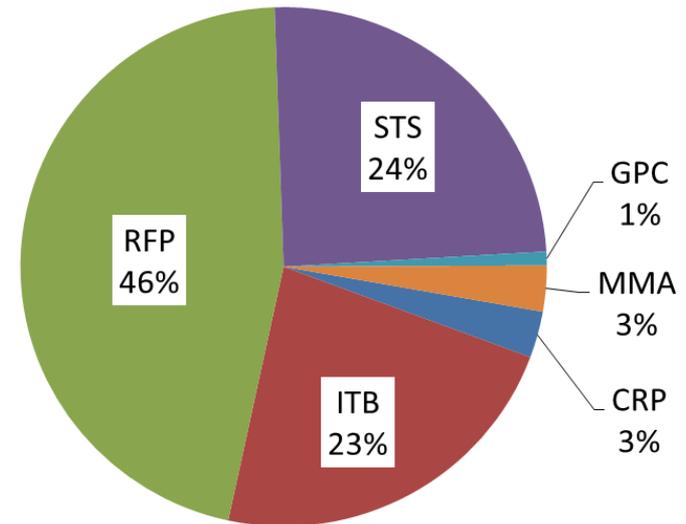
ITB = Invitation to Bid

RFP = Request for Proposal

STS = State Term Schedule

GPC = Group Purchase Contract

MMA = Master Maintenance Agreement



Fiscal Year 2011

Contract Type	Spend \$ Amount	% of Total Contract Spend	M Flag	M %	E Flag	E %	M+E Total \$	M+E Total %
CRP	\$24,634,167.43	2.9%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
ITB	\$193,341,141.92	22.7%	\$ 25,364,379.05	13.1%	\$ 2,169,108.72	1.1%	\$ 27,533,487.77	14.2%
RFP	\$392,325,088.95	46.1%	\$ 8,177,638.97	2.1%	\$ -	0.0%	\$ 8,177,638.97	2.1%
STS	\$209,474,137.64	24.6%	\$ 6,340,209.80	3.0%	\$ 9,347,673.47	4.5%	\$ 15,687,883.27	7.5%
GPC	\$7,332,777.13	0.9%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
MMA	\$24,308,417.42	2.9%	\$ 705,871.28	2.9%	\$ 1,331,179.94	5.5%	\$ 2,037,051.22	8.4%
Totals	\$851,415,730.49	100.0%	\$ 40,588,099.10	4.8%	\$ 12,847,962.13	1.5%	\$ 53,436,061.23	6.3%

Change #1: MBE Set Asides with State Term Schedules (STSs)

- Counts as MBE Set Aside if solicitation is exclusively for competition among certified MBE STS holders/dealers.
- Three or more MBE STS holders/dealers available in the category.
- Counts as MBE participation when solicitation open to all STS vendors and awarded to a certified MBE.

Change #1: MBE Set Aside with State Term Schedules

- Sufficient MBE vendors in 6 STS areas:
 - STS033 Computer Hardware, Software, Services
 - STS511 MRO Supplies, General Hardware
 - STS652 Medical Supplies, Equipment, Accessories
 - STS710 Library and Institutional Furniture
 - STS714 Office Furniture
 - STS721 Carpet, Carpet Tile, Carpet Related Items
- Potential increase in MBE STS holders/dealers

Change #2: MBE Set Aside with Third Party Administrator (TPA) Contracts

- Counts as MBE Set Aside if solicitation is exclusively for competition among certified MBE providers in the TPA's network.
- MBE participation when solicitation open to all TPA network vendors and awarded to a certified MBE.
- IT staff augmentation with Computer Aid, Inc. (CAI) is currently the only TPA contract of this type.

Change #3: MBE Set Aside and Controlling Board Approved Contracts

- “No Competitive Opportunity” Controlling Board approved contracts will **not** count in the agency’s total eligible spending for MBE set aside purposes.
- “Agency Released Competitive Opportunity” Controlling Board approved contracts **will** count toward the agency’s total eligible spend for MBE set aside purposes. Agency-released set asides will count as MBE set asides.

State Agency CFO Survey

1. Under the STS/MMA program, if an agency solicits quotes/proposals/responses exclusively from among MBEs who are STS providers, should the resulting purchase count as MBE set aside?

Yes- 100% (12 out of 12)

2. Under a third party administrator (TPA) arrangement such as the current CAI contract for IT staff augmentation resources, if an agency solicits quotes/proposals/responses exclusively from among participating MBEs providers, should the resulting purchase count as MBE set aside (noting that the requesting agency selects the provider)?

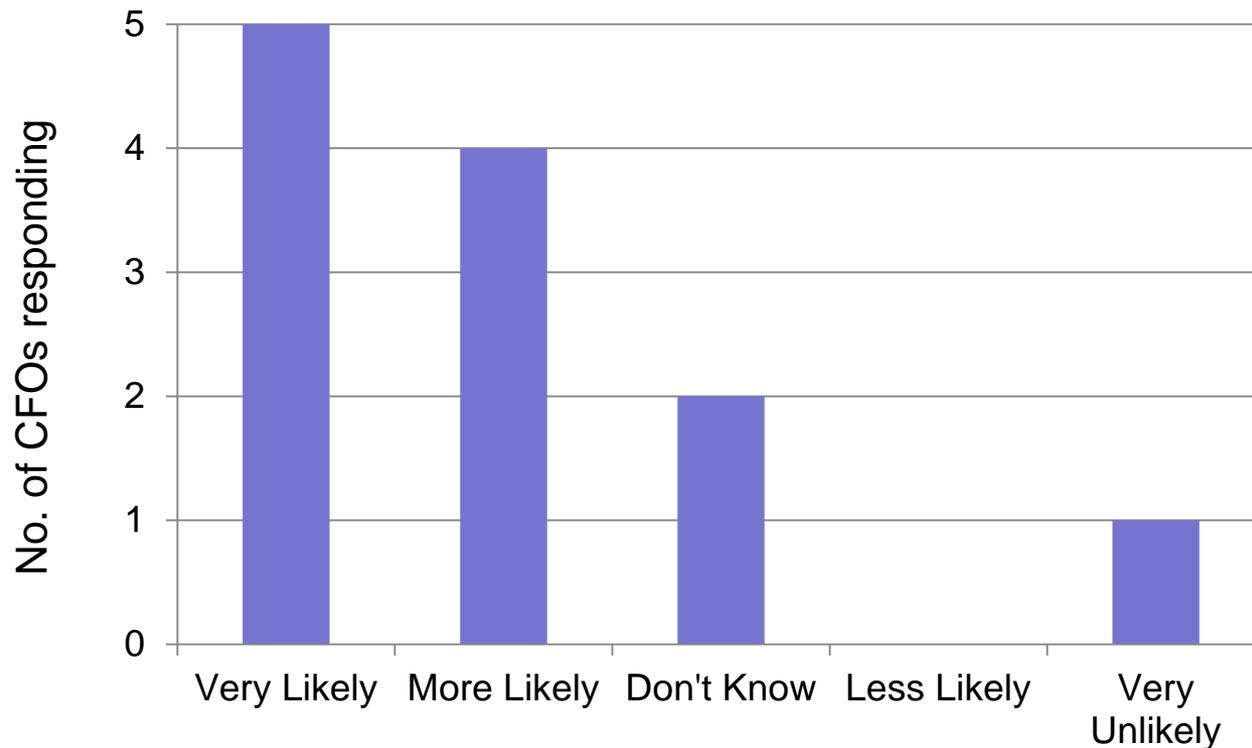
Yes- 100%

3. Under a Controlling Board waiver, if an agency solicits quotes/proposals/responses exclusively from among MBEs under an “agency released competitive opportunity,” should the resulting purchase count as MBE set aside?

Yes- 100%

State Agency CFO Survey

With changes such as the prospective MBE set aside tools cited in questions 1-3 above, how likely is your agency to meet its 15% MBE set aside requirement now and in the future?



MBE Results: Third Party Administrator (TPA) Contract

Third party acts as an administrative agent on behalf of the state:

- ✓ Maintains a network of providers who perform the state's work
- ✓ Acts as a bidding agent to carry out state's competitive process
- ✓ Provides prompt payment to providers
- ✓ State agencies still select final contractor

Results for IT staff augmentation contract (9 months):

- ✓ 56 MBE providers among 160 total firms
- ✓ 19 agencies participated so far – most active are TAX, DPS, EDU, DOH
- ✓ 149 out of 225 engagements filled by 28 MBEs (66%)
- ✓ **\$6.5 million (65%) of total agency spending (\$10 M) has gone to MBEs**

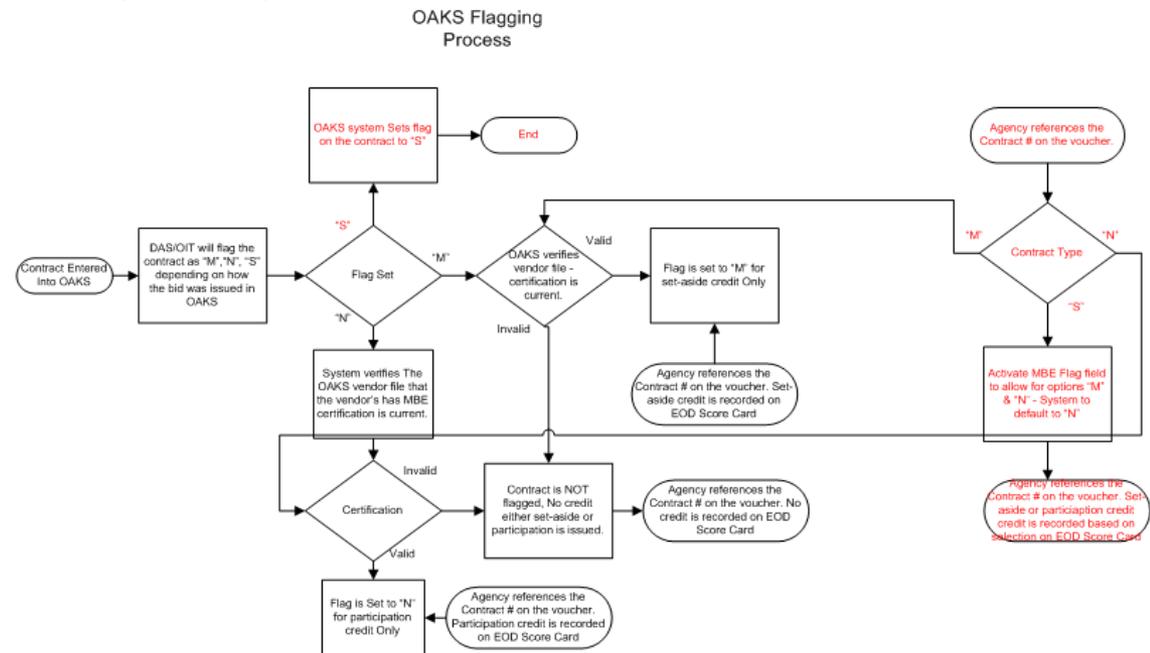
MBE Set Aside Reporting

Todd McGonigle, EEO Program Manager

- **STS “Set-Aside” Purchases**
 - STS033 – Computer hardware, software, IT services and telecommunications equipment
 - STS511 – MRO supplies, general hardware – tools, plumbing, electrical and related items
 - STS652 – Medical supplies, equipment and accessories
 - STS710 – Library and institutional furniture
 - STS714 – Office furniture
 - STS721 – Carpet, carpet tile, carpet cushion and related items
- **Third Party Administrator (TPA) Contracts**
 - Computer Aid, Inc. (CAI)
- **No Competitive Opportunity Exemptions**
 - Controlling Board approvals
- **Receiving Credit FY2013 Scorecard**

MBE Set Aside Reporting

- OAK flagging process for STS “set-aside” purchases for FY 2014 (automated)

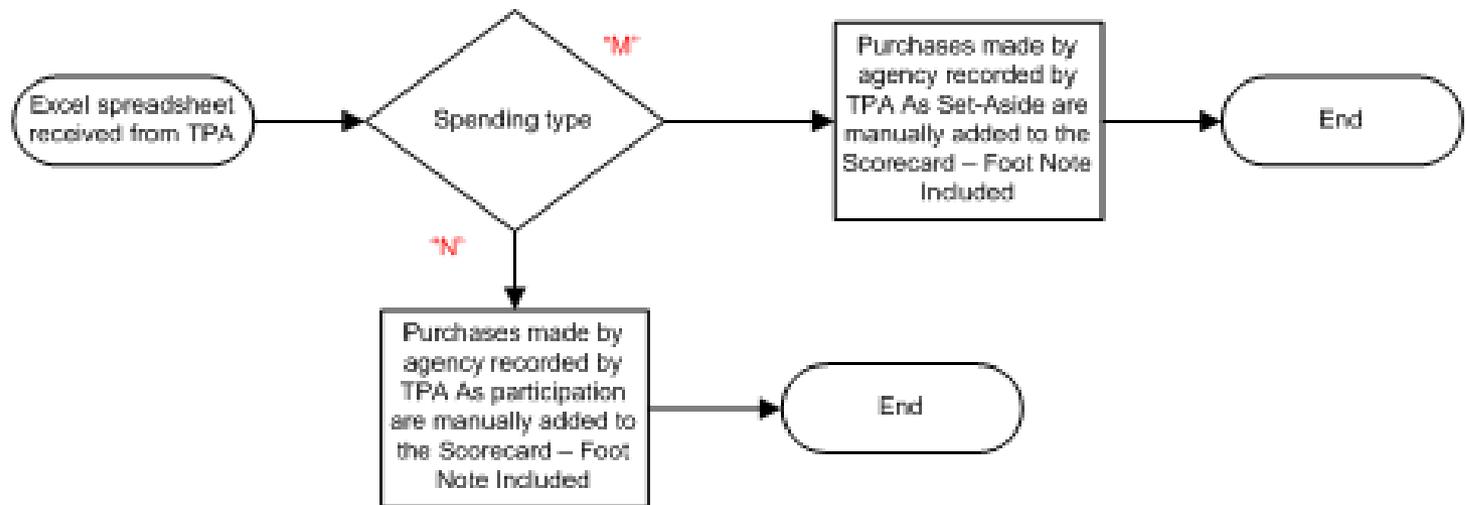


"M" = Set-Aside
 "N" = Participation
 "S" = Set-Aside or Participation based on selection

MBE Set Aside Reporting

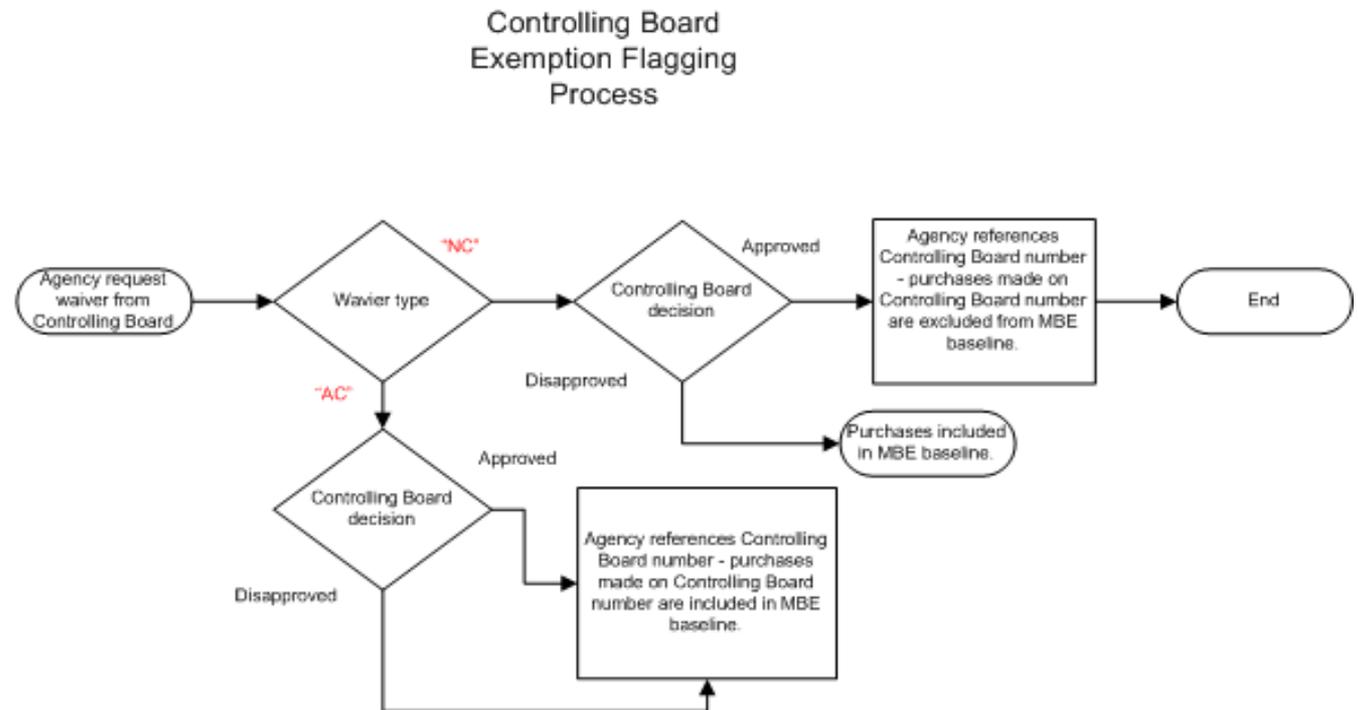
- TPA flagging process for “set-aside” and participation expenditures for FY 2014 (manual)

TPA MBE/ Participation Flagging Process



MBE Set Aside Reporting

- Controlling Board waivers exemption process for FY 2014 (automated)



"NC" = No Competitive Opportunity
"AC" = Agency Released Competitive Opportunity

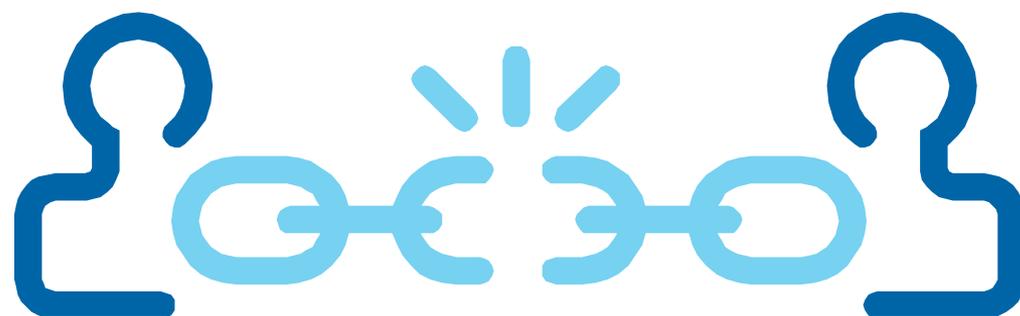
MBE Set Aside Reporting

- Special FY2013 Reporting Requirements
 - **Controlling Board waivers** “No Competitive Opportunity” only expenditure amounts must be submitted to EOD by June 30, 2013 and then manually exempted on the Scorecard (See Excel Sheet).
 - **Expenditures with MBEs made on the following STS’s** will be considered “set-aside” if reported to EOD by June 30, 2013 and then manually exempted on the Scorecard (See Excel Sheet).
 - STS033 – Computer hardware, software, IT services and telecommunications equipment
 - STS511 – MRO supplies, general hardware – tools, plumbing, electrical and related items
 - STS652 – Medical supplies, equipment and accessories
 - STS710 – Library and institutional furniture
 - STS714 – Office furniture
 - STS721 – Carpet, carpet tile, carpet cushion and related items
 - **CAI contract expenditures** with MBEs will be recorded as Set-Aside or Participation based on CAI report and manually added to the Scorecard. (See Example)

MBE Set Aside Reporting

- How to report special FY2013 reporting requirements
 - **Excel Spreadsheet**
 - **Due by July 15, 2013**
 - Include the following Information
 - Agency Name
 - Controlling Board Number
 - Total Expenditures
 - Account Code (If multiple codes added separate lines)
 - **Email Spreadsheet to todd.mcgonigle@das.state.oh.us**

Let's Take a Break...



Please take your seat



Thank you!

APO Roles & Responsibilities

Gretchen Adkins, CPPO



Key APO Responsibilities

Executive Order 2008-125

- ✓ Maximize government's purchasing power by leveraging spend
- ✓ Apply a consistent strategic sourcing process that will standardize purchasing processes
- ✓ Set targets to determine progress towards procurement purchase goals
- ✓ Maximize use of IT for procurement

Key APO Responsibilities

- ✓ Serve as agency procurement contact
- ✓ Communicate needs for supplies and services to CPO
- ✓ Ensure procurement personnel are properly certified & trained
- ✓ Maximize competition and minimize waivers of competitive selection

Key APO Responsibilities

- ✓ Implement “Think Ohio First” procurement practices
- ✓ Coordinate with Chief Ethics Officers to ensure contracts are awarded according to Ohio Ethics Laws
- ✓ Pay suppliers promptly & take advantage of prompt payment discounts
- ✓ Disseminate best practices information to procurement staff
- ✓ Produce and verify data and reports as needed

DAS Office of Procurement Services

Staff changes since July 2012



New Employees		
Name	Role	Position
Elizabeth Lowery	CPO Admin Asst, APO Liaison	Admin Professional 4
Karen Murphy	Complaint to Vendor (CTV)	State Purchasing Specialist
Promotions		
Name	Role	To Position
Jennifer Dammeyer	Food & Clothing	State Procurement Analyst
Kellie Johnson	Food & Clothing	State Purch Stds.Analyst
Justine Wasumus	Office Equipment	St. Purchas Stands.Analyst
Matt Farnsworth	Bid Desk	State Purchasing Assistant
Jim Hunley	Contracts Manager	St. Purch Contracts Mgr
Mark Hollingsworth	Community Rehab Program	St. Purch Specialist
Kristen Johnson	Community Rehab Program	Researcher 2

Jean Stephenson 644-8495

Jim Hunley 466-2705

Alan Childress
466-4265
Transportation
Miscellaneous Services

David Potter
644-5991
Food, Clothing,
Uniforms, Media

Sandy Herrel
(Interim)
466-4768
Medical Services
& Related

Gayle Blankenship
466-0530
Maintenance, Repair,
Operational Related,
Security Services

Ron Rowland
644-6385
Office Supplies,
Equipment, Furniture,
Comm Rehab Program

All Vehicles, Watercraft, Agricultural, Construction, Emergency & Off-Road
Equipment
Fleet Consulting / Services
Fuels: Oils & Lubricants
Maintenance & Supplies
Salt - Ice Removal & Water Softener
Steel, Aluminum
Insurances
Miscellaneous Services
Analysis
Auction
Consultant
Court: State Judges, Reporting
Forestry Certification
K - 12 Testing
Storage, Moving/Delivery
Temporary Personnel
Transportation
Road Repair & Maintenance

Advertising & Media
Can Liners
Clothing
Clothing Supplies
Footwear
Safety Clothing/Accessories
Uniforms/Outerwear
Emergency Shelters
Food, Equipment & Services
Disposables/Cutlery
Fish & Animal Food
Ice Cubes
Infant Formula
Kitchen Equipment
Nutritional Foods
Nutritional Supplements
Paper Products
Vending machines
WIC Services
Hotel/Conference
Law Enforcement Testing Services
Law Enforcement Weapons

Ambulance Services
Benefits Programs
DNA Services
Drug Testing
Eyeglasses
First Respond Kits
Language Services
Life Insurance
Managed Care
Medical Consulting
Medical Equipment
Med Lab Equipment/Supplies
Medical Supplies
Medical Testing
Medical Training
Pharmaceutical
Pharmaceutical Services
Pharmacy Benefits
PHM Program
Temporary Medical Staffing
Therapy Services
Medical Transcription Services
Vaccines, X-Ray Services

Abatement
Cleaning Supplies & Equipment
Construction Materials
Elevator Maintenance
Fertilizers/Agricultural Chemicals
Fire Extinguishers
General Hardware
HVAC Preventative/Maintenance
Laundry Services
Non-Medical Lab Testing
Mail Room Services
Paint Supplies
Pest Control
Property Management
Scrap Tire Remediation
Security Equipment
Security Guard Services
Solid/Hazardous Waste Removal
Water Treatment Chemicals

Audio-Visual
Call Center Services
Carpet & Flooring
Corrugated Sheeting
Cost-per-Copy
Document Management Services
Furniture
Furniture Paint
Furniture Parts
License Plates/Material
Mattress Materials
Office Machines
Office Supplies
Panel Systems
Particleboard
Picnic Tables
Print Devices
Public Relations
Toner/Paper
Window Treatments

Community Rehab Program
Various Commodities & Services

David Colopy 466-4362
Jan Fitzpatrick 728-8595
Therese Gallego 644-9814
Jim Holland 644-5901
Patrick Means 644-1788
Tim Riley 644-6761
Rob Rounds 728-8594
Terri Villavicencio 728-8590

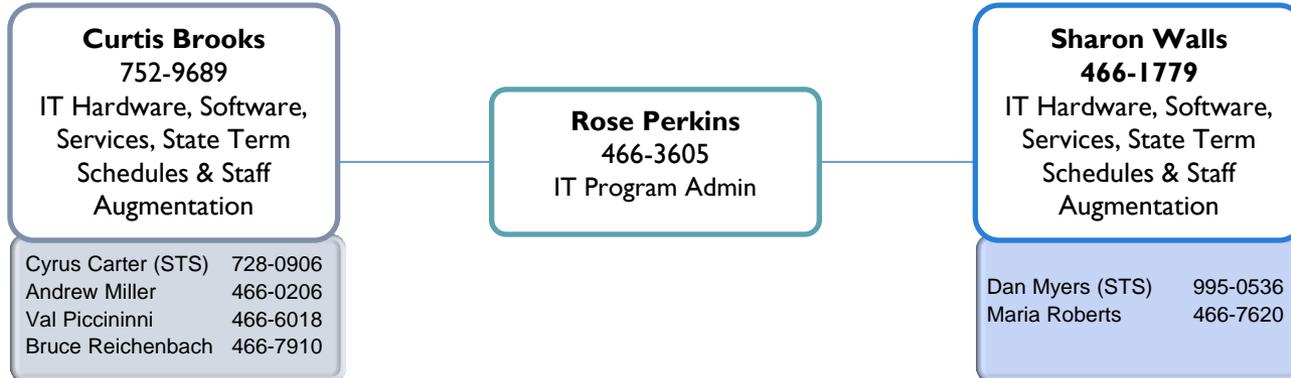
Jennifer Dammeyer 644-6762
Kellie Johnson 466-2282
Senthana 728-4307
Mahendrarasa 728-4307
Walt Schneider 644-5151
Jennifer Shaefer 644-6084

Carol Clingman 752-0032
Carol Cook 466-1467
Sandy Herrel 466-4768
Ross Leider 644-1807
Terry Spiropoulos 644-6764

Geri Berry 644-1790
Lauren Brown 644-6742
Peggy Canada 644-1786
Brittney Castle 466-4753
Gail Harper 466-0539
Anita Jones 752-0012
Dennis Kapenga 466-7911
Rosemary Reid 644-9857

Ryan Beers 466-2418
Nicole Erb 466-3461
Justine Wasmus 466-5108

Community Rehab Program
Kristen Johnson 387-0065
Mark Hollingsworth 752-9782
Michelle McElfresh 466-1447



HARDWARE

Multi-function Peripherals
Laptop and Desktop Computers
Servers
LAN/WAN Networking Devices
Printing Devices
Hardware Maintenance & Support
Mobile Devices
UPS Devices

STAFF AUG

Short Term Staff Augmentation
Resources
(T&M – Not Deliverable based)
Long Term Staff Augmentation Resources
(T&M – Not Deliverable based)

SOFTWARE

Software Maintenance & Support
Commercial Off-the-Shelf Software
Software as a Service
Upgrades and Migration
Volume Leveraged Enterprise
Agreements
Software Pricing, Contracts & licensing
Operating System Software
Enterprise Management Software
Office Suite Software

SERVICES

IT Service Desk and Help Desk
IT Outsourcing
IT Operations Management
Applications Service Providers
Applications Outsourcing
Business Process Outsourcing
New Application Implementation
Application/Solution Enhancement
Process Design (Functional, Logical &
Technical)
Consulting and System Integration
Data Center Management
Application Deployment
Transaction-based Processing
Application Integration
Custom Software Development
Disaster Recovery/Business
Continuity Services

STATE TERM SCHEDULE

Professional Services Only
Primarily Software & Software
Maintenance/Support
Primarily Hardware & Hardware
Maintenance/Support
Full Offering – Hardware,
Software and Services
Software Master Maintenance
Agreement
Hardware Master Maintenance
Agreement

Determination for OPERS Membership

Stephanie Warner, DAS Legal Counsel

The image shows two overlapping forms from OPERS. The top form is titled "NOTICE OF RIGHT AND REQUEST FOR DETERMINATION FOR OPERS MEMBERSHIP" and includes instructions for individuals who have been classified as independent contractors or another classification, providing a notice of their right to request a determination. The bottom form is titled "INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT" and contains sections for personal information (Social Security Number, First Name, Last Name) and public employment information (Name of Public Employer, Employer Contact, Employer Code, Service Provided to Public Employer, Start Date of Service, End Date of Service).

Determination for OPERS Membership

- Effective Jan. 7, 2013, OPERS employers are required to provide notification within pre-determined time frames to individuals who have not had, or will not have OPERS retirement contributions withheld from their earnings.
- New law permits individuals to request a membership determination within predetermined time frames as to whether they should have been classified as public employees for their service.

Determination for OPERS Membership

- FORMS:
 - PEDACKN - *Independent Contractor Acknowledgment* - must be completed by the individual providing personal services as an independent contractor, or another classification other than a public employee, for services beginning on or after Jan. 7, 2013. The form must be completed within 30 days of the date on which the individual commences the services.
 - PEDREQ - *Notice of Right and Request for: Determination for OPERS Membership* – for individuals who provided personal services to a public employer prior to Jan. 7, 2013 but did not contribute to OPERS for these services.

Determination for OPERS Membership

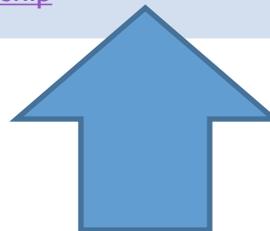
- By Sept. 7, 2013, employers must notify individuals who provided personal services prior to Jan. 7, 2013 for which no retirement contributions were withheld.
- Individuals now have until Aug. 7, 2014 to request a membership determination from OPERS.

Determination for OPERS Membership

Current form is available at:

<https://www.opers.org/forms/formorder-member.shtml#misc>

	Code	Form Name	Revised	Info
	PED-IEE	Independent Contractor/Employee Determination for Worker	06/2012	
	PEDACK	Independent Contractor Acknowledgement	12/2012	
	PEDREQ	Notice of Right and Request for: Determination for OPERS Membership	03/2013	



Ohio Marketplace Overview



Ohio Marketplace

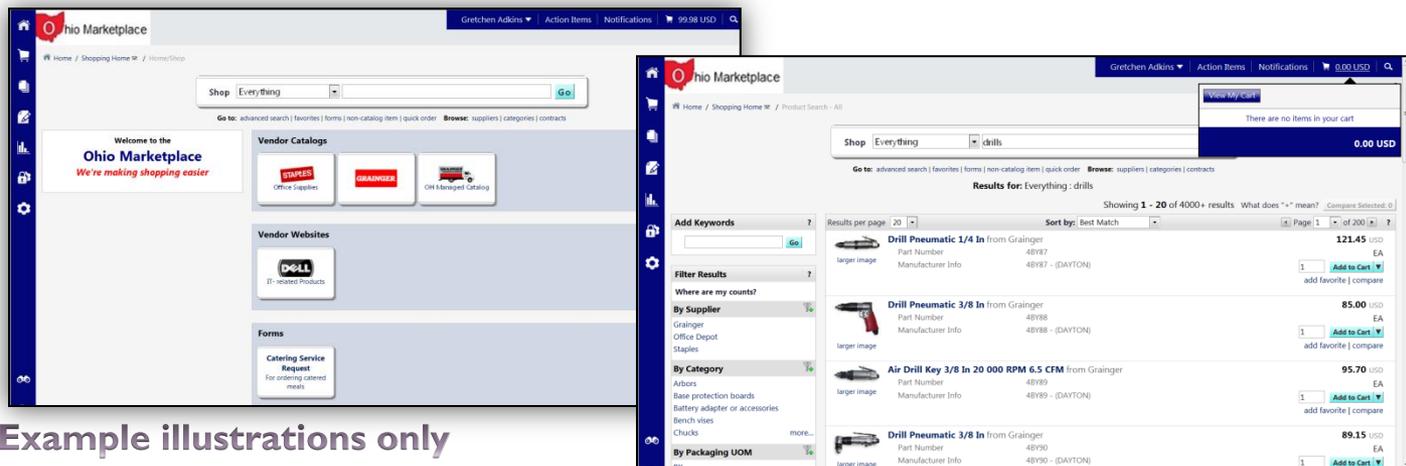
- Project is a combined effort by DAS and OBM
- SciQuest, supplier of the source-to-settle supply chain management software, will assist the state in developing the Ohio Marketplace which will house Ohio approved catalogs
- Ohio Marketplace will allow users to search for goods and services from one site returning information for items available on approved catalogs; a similar experience as one would have when buying from an eCatalog such as Amazon.

Ohio Marketplace

- Includes integration of purchases from Ohio Marketplace into OAKS Financials for requisition approvals and budget checking
- Implement e-invoicing
- Ensure the metrics are developed to track the realization of proposed project benefits

Ohio Marketplace

- Pilot go live in the Summer 2013.
- Ensure the metrics are developed to track the realization of proposed project benefits
- Later phase includes implementing e-invoicing



Example illustrations only

Contract Items



Questions



Follow Up

This meeting's Information and PowerPoint Presentation will be placed on the internet.

<http://procure.ohio.gov/PDF/APO/APO.HTM>

If you have any follow up questions, please contact
Elizabeth Lowery, APO Liaison
614.466.6953 Elizabeth.Lowery@DAS.Ohio.Gov

Thank you for Participating



It's time to "leave."