

State of Idaho Purchasing-Impact on Community Colleges

PRESENTED TO: INTERIM LEGISLATIVE COMMITTEE ON STATE OF
IDAHO PURCHASING

PRESENTED BY: JANET GONZALEZ, SR. ANALYST
CONTRACTS/RFP'S COLLEGE OF WESTERN IDAHO

College of Southern Idaho, College of Western Idaho and North Idaho College



College of Southern Idaho

Number of Staff/Faculty-575 full time employees

Number of Students-8,500 head count

Number of Vendors-approximately 1,000 paid per year

Number of Procurement-Contract Administration Staff-**No dedicated staff for this function**. Deans, Directors and Department Heads generally select products and vendors for specific purpose purchases under \$25,000. Bid functions (formal and informal) covered by Comptroller and VP of Finance.

College of Western Idaho

Number of Staff/Faculty-400 full time employees

Number of Students-10,000 credit head count; 20,000 total head count

Number of Vendors-approximately 1,300 paid per year

Number of Procurement-Contract Administration Staff-**One** Sr. Analyst for Contracts Administration and formal bids over \$50,000. Deans, Directors and Department Heads monitor purchases under \$25,000.

North Idaho College

Number of Staff/Faculty-500 full time employees

Number of Students-6000 credit head count; approximately 17,000 total head count

Number of Vendors-approximately 575 per year

Number of Procurement-Contract Administration Staff-**Zero** dedicated to this function. It is shared by multiple positions in the Business Office.

Pertinent Purchasing Statutes Idaho Code 67-2801 et seq. Purchasing by Political Subdivisions

LEGISLATIVE INTENT. Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. Local public agencies should endeavor to buy goods, services and public works construction by way of a publicly accountable process that respects the shared goals of economy and quality. Political subdivisions of the state shall endeavor to purchase goods and services from vendors with a significant Idaho economic presence.

On a scale of one to ten, with ten being high, how do you think the current purchasing process works in meeting the interests of the user, the vendors, the state and the taxpayers? Seven (7)

When the state purchasing laws are used correctly, they meet the objectives of providing for fair, efficient and effective procurement of goods and services. It was the consensus of the community colleges that the purchasing laws, as written, align with the community college needs in procuring goods and services at the same time protecting the rights of the community by supporting efficient and effective purchasing.

Statutory Language Review

Although approving of the statutes overall, a review of the language would be welcome by the community colleges.

To simplify, clarify and modernize the law governing procurement, as well as to increase the confidence of both persons who deal with the procurement system and the general public in the procurement activities.

ABA 2000 Model Procurement Code

What parts of the purchasing process work well?

The Idaho State Open Contract

Cooperative Purchasing Agencies

Sole Source Vendor

What parts of the purchasing process could use improvement?

Contract Monitoring

Oversight of high-risk and high-dollar service contracts is a major issue with most state agencies and government entities.

State of Idaho Contract Administration and Management Guide

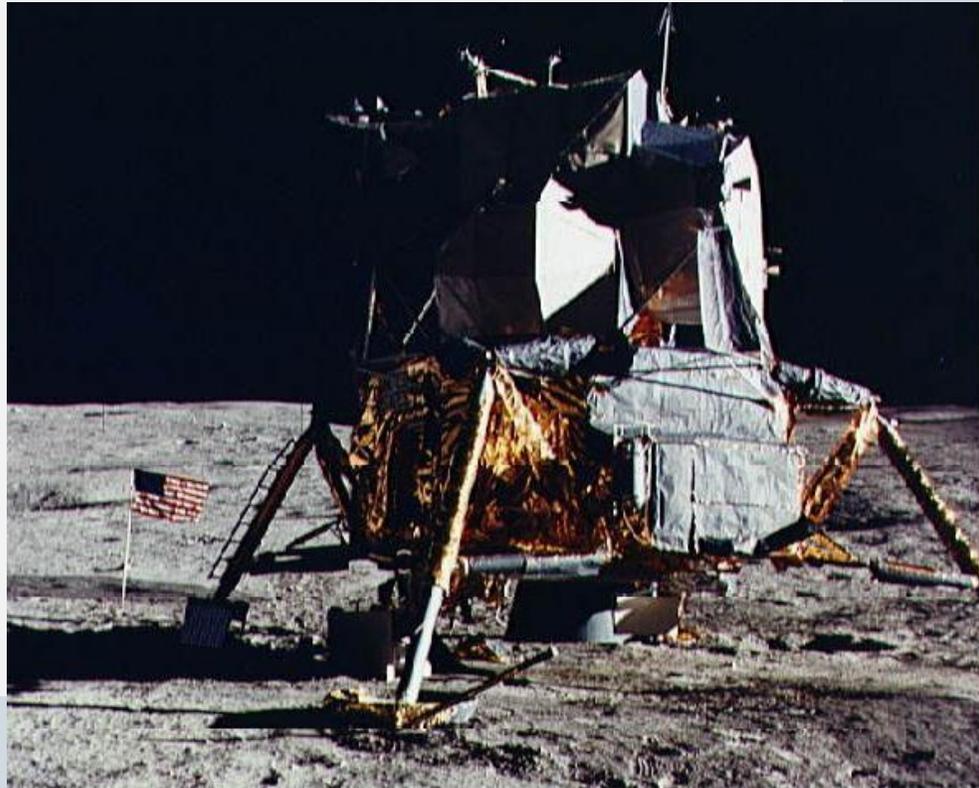
6.2 General Contract Manager Responsibilities

The contract manager's responsibility is to ensure that the Contract requirements are satisfied, that the goods and services are delivered in a timely manner, and that the financial interests of the Agency are protected. It is essential for contract managers to **have a firm understanding of the principles of public Contracting, understand the provisions of the Contract, have the ability to communicate Contract obligations to all parties involved, and maintain oversight over Contract performance.**

Contract Monitoring

Presently, Idaho state law does not provide any monitoring requirements thereby denying the procurement staff any form of tool to help in the management of a purchased service. Laws specifying expert review of solicitation and contract scope, providing designated independent contract managers with contract monitoring duties, and reporting requirements would be beneficial on all high-risk or high-dollar service contracts.

The End



“It is a very sobering feeling to be up in space and realize that one's safety factor was determined by the lowest bidder on a government contract”

Alan Shepherd