

# The COOPERATIVE CONNECTION

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Chief Procurement Officer

The legislative session is winding down and summer is almost here! I know that public agencies everywhere are dealing with budget issues, retirement and staffing concerns, and any number of other emergencies. From the situation we face, it is clear that we all must focus on ways to strategically re-think our procurement functions.

Here in the State Capitol, the talk is about streamlining — regulations, business processes, whole organizations. Along those lines:

**House Bill 2341-A**, the proposed legislation to re-vamp ORS Chapter 279 has moved from the House to the Senate and will be heard before the full Ways & Means Committee on Friday, June 20. The legislation is moving forward and appears to be on track for approval by this Legislative Session.

Stay tuned for more information as it becomes available. The latest updates are available at:

[http://tpps.das.state.or.us/purchasing/ORS279/ORS279\\_menu.php](http://tpps.das.state.or.us/purchasing/ORS279/ORS279_menu.php)

The solicitation for the **E-Procurement (VIP Replacement)** project is scheduled to close on June 26, 2003. ORCPP members have been invited to participate in the evaluation. Once final contractor selection has been made --- depending on the amount of customization required -- it is anticipated that the new system will be ready for pilot testing by the end of this year. Full implementation of the new system is expected by March 2004.

The new e-procurement system will streamline SPO's business operations and support SPO in

in achieving economies of scale in procuring goods and services for governmental agencies. The new system will provide support to state agency staff, other public agencies, and suppliers.

## HOMELAND SECURITY & SAFETY SUPPLIES

All of the items below are available at considerable discount through the Grainger catalog (PA# 2122):

- Safety Equipment & Supplies
- Fire Extinguishers
- Smoke/Heat/Carbon Monoxide Alarms
- Respiratory Protection Equipment
- Self Contained Breathing Apparatus (SCBAS)
- Emergency Escape Breathing Apparatus
- Portable/Emergency/Exit Lighting
- Protective Clothing
- Spill Containment Kits & Equipment
- Tools, Security Cameras,



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### Highlights:

- New City Pairs Contracts
- Legislative Update
- New Paper Contracts
- Pagers (New!)
- Homeland Security Equipment & Supplies available on Grainger Contract
- Public Safety Communication Equipment (Radios) Bid
- Long Term Rental Car—Joint OR/WA project

## OREGON'S STATE TRAVEL MANAGEMENT PROGRAM WINS NATIONAL AWARD

The **State of Oregon Travel Management Program** was awarded the **Best Government Travel Management Program** by the Society of Government Travel Professionals (SGTP). **Tim Hay**, DAS State Procurement Office, accepted the award during SGTPs' recent 2003 annual educational conference in Washington, D.C.

During late 2001 and 2002, the State of Oregon converted its travel management program from the Diner's Club program over to US Bank's VISA Card program. In 2000, Diner's Club lost over \$100,000 due to defaulting of payments by employees and making non-related travel related or personal purchases on the cards. In the conversion, the State took steps to make sure there were better controls and reporting mechanisms in place under the new VISA program. The goal was to allow flexibility to use the cards while on travel for business related purchases, while mitigating the risk of loss.

The State implemented the following changes:

- Lowered ATM limit from \$300 per week to \$100 per week
  - Set Retail Spend limit (\$250)
- Identified merchant codes (Some high risk merchant codes were blocked completely – e.g. casinos, jewelry stores, etc.)

On-line tools allow agencies to monitor and produce reports on their individual programs.

*“For your leadership in improving professionalism of official travel services for the \$20 billion government travel market. SGTP is pleased to recognize your creativity, innovation and effectiveness. We commend you for this high initiative.”*

Society of Government Travel Professionals

The State Controller's Division monitors all activities and is the gatekeeper between the agencies and the bank.

The state's program was specifically cited for its efforts in reducing the awarded travel card losses by 55% over the previous travel card contract holder. In addition, after the contract had been in place for six months, employee credit checks were implemented and the losses have now decreased to almost zero.

For complete information on the state's travel program go to our web site at:  
<http://tpps.das.state.or.us/purchasing/agency-info/travel-menu.html>

Or, call Tim Hay, at (503) 378-4650 or e-mail your questions/concerns to Tim at:  
[tim.hay@state.or.us](mailto:tim.hay@state.or.us)

## Long Term Rental Cars Out for Bid



Oregon and Washington are again combining their volumes to solicit for long-term rental cars. The bid is currently on the street and will close on June 27, 2003. A new contract is expected to be in place by August 1. For more information, call Tim Hay at (503) 378-4650 or e-mail your questions/concerns to Tim at: [tim.hay@state.or.us](mailto:tim.hay@state.or.us)

## NEW CITY PAIR AIRFARE CONTRACTS AWARDED

The 2003 - 2004 City Pair airfare contracts were recently awarded. Four airlines have been awarded contracts:



Alaska/Horizon Air	PA# 3097
America West Airlines	PA# 3095
Delta Airlines	PA# 3096
United Airlines	PA# 3098

The prices will soon be posted on the DAS Travel Website. The Contracts will become effective August 1, 2003 and expire July 31, 2004.

Comparing last years travel destinations/contract prices vs. this year's contract prices, the State is expected to *save an additional \$1.2 million.*

In comparison to flights bought over the internet vs. our contract fares, here is a recent sampling of three travel websites and our new fares.

Destination	Expedia	Travelocity	Orbitz	State Contract
PDX-Washington DC (Dulles)	\$483	\$483	\$640	\$300
PDX-Boise	\$232	\$227	\$232	\$243
PDX-Los Angeles	\$410	\$410	\$413	\$222
PDX- Minneapolis	\$321	\$321	\$321	\$386
PDX- Denver	\$287	\$282	\$282	\$293
PDX – New York (JFK)	\$421*	\$421*	\$625	\$460

\* Red Eye Flight

When comparing fares, please remember that web fares are non-refundable and carry restrictions. **State Contract fares are:**

- ***Fully refundable with no restrictions.***
- ***All taxes, fees and the \$18.00 Travel Management fee have been included in State fares.***

(Fares are based on a round trip flight originating in Portland on May 5<sup>th</sup> and returning May 8<sup>th</sup>.)

## DISTANCE LEARNING

The State of Oregon has awarded a new contract for web-based training Software for use by State Agencies and members of the Cooperative Purchasing Program (ORCPP).

Authorized purchasers have the opportunity to purchase web-based training software, technical support, configuration and installation services and training in the use of the Distance Learning software. The proposed technology will provide a virtual classroom that will: 1) significantly reduce the travel costs associated with training and time away from job location; 2) reduce the need for expensive training rooms; 3) train personnel in a timelier manner because logistically, the time factor will be shorter due to reducing the travel factor.

The Distance Learning product will allow synchronous training to be delivered to remote locations without the need for students to travel to the instructor's sites but allows the instructor to deliver the training (live) from his/her location to the students PC desktop.

Traditional instructor-led classrooms have been fundamental to effective learning for thousands of years.

The Distance Learning product combines the traditional instructor control and student interaction of the traditional classroom with this innovative technology from a distance.

This technology can be extended to other applications besides training. For instance, it facilitates agency-wide meetings - employees from remote locations of the state no longer will need to expend funds for travel but can attend important meetings from their desktop. Informational seminars or presentations can be distributed via the distance learning product, self paced study. We believe there will be a variety of ideas that this software application will enable easily and inexpensively.

Following are a few of the features available through the software:

- Trainer can share views of any participant's remote desktop with participants in other remote locations.
- Software facilitates group discussions,
- Provides a host of reports,
- Trainer can create, deliver grade and report tests,
- Allows instructors to design, via templates and other tools, course work.
- ADA accessibility fea-



tures

Oregon asked for and received concurrent license volume pricing. This will allow future purchasers of licenses to receive a discount based on previous purchases.

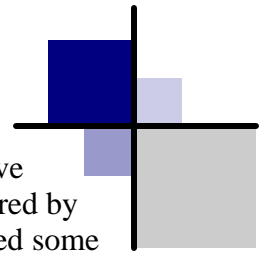
The expected value to the State of Oregon will be tremendous. Tools like these can help better utilize our limited training dollars/budgets over the next biennium.

**EDT Learning** of Phoenix, Arizona is the awarded contractor. Price Agreement #3048 is available to print/download from VIP.

From the web site, go to *Oregon Contract Index* and click on the VIP hyperlink. Sign on to VIP and go to Menu Option 2 (Awarded Bid Information) and then select Option #2 for Price Agreements. You can search by the contract/price agreement number, vendor name, description, etc.

Questions? Contact Gayle Montgomery, DAS Purchasing Analyst, (503)378-4811 or e-mail her at: [gayle.montgomery@state.or.us](mailto:gayle.montgomery@state.or.us)

## QWEST CISCO CONTRACT #1055



Earlier this year, an ambiguity in the contract between the Department of Administrative Services and Qwest caused a review on whether the proposed discount percentage offered by Qwest in its proposal included shipping charges for Cisco products sold. Qwest invoiced some Authorized Purchasers for these costs. Some Authorized Purchasers have paid shipping charges, while others have refused to do so. The State of Oregon and Qwest have clarified the perceived ambiguity in the Contract and settled the issue on mutually agreeable terms and conditions. The contract has now been amended and purchases after May 1, 2003 will not be affected.

Qwest will issue letters to affected Authorized Purchasers with claims process information. The letter will include instructions and contact information to submit your claim. If you believe you are entitled to reimbursement for shipping charges incurred prior to May 1, 2003, and have not received a letter from Qwest by June 1, 2003, please contact Jacquie Spenner at DAS SPO via e-mail [jacquie.spenner@state.or.us](mailto:jacquie.spenner@state.or.us).

## CURRENT & UPCOMING BID PROJECTS

### Upcoming Bids:

Systems Furniture Moving & Installation Services  
Playground Equipment

### Current Solicitations:

Laser Monochrome Printers  
**Low-Voltage Cabling** (Marion County only)  
Refurbished Systems Furniture  
Film & Film Supplies  
**Public Safety Communications (Radio) Equipment** (joint Oregon/Washington)  
Long Term Car Rental (joint Oregon/Washington)

### Recent Awarded/Amended Contracts:

#2259 **Cost Recovery Services (amended to include federal funds)**  
#3110 **Lamps, Ballasts** (North Coast Electric) **Up to 88% discount off list prices!**  
#3125 Fusees/Flares (Orion Safety)

### New Internet Landing Page for State of Oregon Grainger Contract

Log onto [www.grainger.com/orwsca](http://www.grainger.com/orwsca). This landing page provides Oregon customers with details of the state contract, highlights of products and a link to the Oregon State website. Customers can log-in from this site to order. If you have any questions about this site, contact Heather Guthrie, DAS SPO at (503) 378-6781 or e-mail: [Heather.Guthrie@state.or.us](mailto:Heather.Guthrie@state.or.us) — or your Grainger sales representative.



# HELPING OREGON TRANSITION TO A SUSTAINABLE STATE

*The endeavor to simultaneously meet environmental, economic and community needs.*



Two newly awarded Price Agreements, as well as an amendment to a 3rd existing Price Agreement, have recently been completed to allow State agencies and all participating ORCPP members the ability to buy highly sustainable paper products (Copy Paper) at very economical prices, to include **Processed Chlorine Free Copy Paper with 100% Post Consumer Waste Content**. Contract # 1168 with Boise Cascade Office Products was amended effective April 1, 2003 to include ASPEN PAPER PRODUCTS.

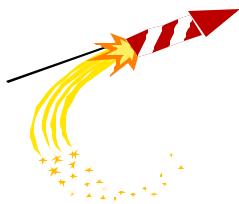
<b>BOISE OFFICE PRICE AGREEMENT #1128</b> (ASPEN PAPER PRODUCTS) PER REAM/CARTON			
30% Post Consumer Waste, Recycled ECF. Multi-Use	8 ½ x 11	20 lb. Bond 84 Bright	\$2.25 Ream \$22.47 Carton
30% Post Consumer Waste, Recycled ECF. Multi-Use	8 ½ x 11 3-hole punched	20 lb. Bond 84 Bright	\$2.40 Ream \$24.04 Carton
30% Post Consumer Waste, Recycled ECF. Multi-Use	8 ½ x 14	20 lb. Bond 84 Bright	\$2.86 Ream \$28.63 Carton
30% Post Consumer Waste, Recycle ECF. Multi-Use	11 x 17	20 lb. Bond 84 Bright	\$4.91 Ream \$24.56 Carton (5 Reams)
100% Post Consumer Fiber without chlorine/ chlorine compounds. Multi-Use	8 ½ x 11	20 lb. Bond 84 Bright	\$3.14 Ream \$31.45 Carton
100% Post Consumer Fiber without chlorine /chlorine compounds. Multi-Use	8 ½ x 11 3-hole punched	20 lb. Bond 84 Bright	\$3.29 Ream \$32.92 Carton
100% Post Consumer Fiber without chlorine /chlorine compounds. Multi-Use	8 ½ x 14	20 lb. Bond 84 Bright	\$3.98 Ream \$39.81 Carton
100% Post Consumer Fiber without chlorine /chlorine compounds. Multi-Use	11 x 17	20 lb. Bond 84 Bright	\$6.27 Ream \$31.35 Carton (5 Reams)

Two additional Price Agreements have been awarded for larger drop-ship to dock orders of one skid or larger at specified locations with lower second tier pricing. Please see Price Agreement (s) to confirm that you are located within the specified ship-to locations.

<b>*SPICER PAPER #3080</b>	<b>Aspen 30</b> Multi-Use 8 ½ x 11 20 lb. Bond 84 Bright	Recycled Content Copy Paper Elementally Chlorine Free	\$2.035 Per Ream \$20.35 Carton	1 SKID MINIMUM (DROP SHIP TO DOCK)
<b>*UNISOURCE INC. #3081</b>	<b>Eureka 100</b> Multi-Use 8 ½ x 11 20 lb. Bond 84 Bright	Recycled Content Copy Paper Processed Chlorine Free	\$2.79 Per Ream \$27.90 Carton	1 SKID MINIMUM (DROP SHIP TO DOCK)

*\*Please see Price Agreement (s) to confirm that you are located within the specified ship-to locations.*

## WEB SITE ENHANCEMENTS



As a continued service to our valued web users, DAS State Procurement Office (SPO) recently updated the SPO's website. The recent changes may affect your current bookmark. You will be redirected to SPO's home page if you have any bookmark. If your bookmark does not work, please click on the URL: <http://tpps.das.state.or.us/purchasing>

We have incorporated a **Search Engine** into our website to assist you in finding information easily. You may also use "Search Help" if additional help is needed to use the Search Engine. If you have any questions/concerns regarding this web update, or bookmark or link, please contact Zakir Hossain at 503-378-4653 or e-mail him at [zakir.hossain@das.state.or.us](mailto:zakir.hossain@das.state.or.us)

## Retirement spotlight



After 40 years of public service, **Chuck Wallace**, Lane County Purchasing Manager, packed up his pictures and memorabilia to begin a new life of leisure. Chuck spent many years supporting and advocating for purchasing excellence in the public sector. He developed the first "Purchasing as a Second Language" class and presented it to many professionals over the years. Chuck was a frequent presenter at OPPA workshops and Partners in Public Purchasing educational conferences. He was active in OPPA, serving as President (1988-89), Vice President (1987-88), Membership Chair (1994-96) and was voted OPPA "Manager of the Year" in 1996.

**Mike Hutchens**, former Purchasing Manager for Portland Public Schools, retired in June 2002. Mike says that there is definitely life after purchasing and is keeping busy as assistant volunteer Fire Chief for his home community of Forest Grove, some remodeling projects, and their new grandson. Mike is still attending meetings of the Columbia Chapter and is helping Leslie Johnson in planning the 2004 PNPA conference in Portland. Mike is excited about an upcoming trip to St. Louis to attend a reunion of D-Day soldiers from WWII. (Mike's father was killed during D-Day operations shortly before his birth and this will be an opportunity to meet some men who actually knew his father.) And, lastly, Mike says his blood pressure is down and his attitude has vastly improved.

**Ernie Winterton**, also retired from Portland Public Schools in 2002 and is enjoying his retirement by traveling across the United States in his motor home. Ernie was responsible for putting together and maintaining the Columbia Chapter's web site prior to his retirement and was very active in Oregon's public purchasing associations and NIGP activities. He is missed!

**Lloyd Rain**, Purchasing Manager for Lane Community College, retired February 28, but remains with LCC on a temporary basis until October 2003. Although retiring from LCC, Lloyd is planning to provide consulting and training services for public purchasing, so he will be available for many of us to take advantage of his long history and expertise in procurement.

Another long time public employee, **Joe Steger**, officially retired from the Oregon Department of Administrative Services Purchasing Section, December 30, 2002. Joe has been working for a few extra months as a temporary to complete some special projects for the DAS State Procurement Office. Joe will complete his temporary duties in June 2003 and will begin enjoying his retirement this summer.

These folks will truly be missed by all the rest of us in the public purchasing community. We wish them good health and best wishes as they move on to life's next challenges and opportunities!

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## PROCUREMENT TRAINING OPPORTUNITIES

- **Statement of Work (SOW)**  
June 25, Salem
- **Fundamentals of Personal Service Contracting**  
July 9, Salem
- **VIP Training**—July 15  
Grants Pass SBDC
- **Direct Purchase & Negotiation**  
July 16, Grants Pass SBDC
- **OASBO Annual Conference**  
July 25-27, Bend
- **Public Procurement Management (NIGP)**OPPA Sponsored—  
July 30, 31 & August 1, Salem
- **Oregon Assn. of Water Utilities**— Aug. 25-28, Seaside
- **OPPA Fall Conference** —  
September 11-12, Newport
- **Principles of Public Contracting**  
Check website (Aug 1) for Fall
- **OR Assn Municipal Recordors**  
September 17-20, Newport
- **Intermediate Public Purchasing (NIGP)** Sept. 30-Oct.2—Salem
- **Oregon Recreation & Park Association Conference**  
October 5-6, Ashland
- **Oregon APWA Fall Conference**  
October 22-24—Central Oregon
- **ORA Team Rehab Conference**  
October 22-23, Eugene
- **Governor's Marketplace**  
November 6—Beaverton
- **Oregon Fire Chiefs/Directors Conference**—Seaside Nov. 6-8
- **League of Oregon Cities Conference**—Eugene Nov. 7-9
- **Association of Oregon Counties Annual Conference**—Eugene  
November 17-20
- **Oregon Sheriffs/Jail Managers Conference**—Dec. 1-3, Seaside
- **Certified Professional Public Buyer Review (NIGP)** - Salem  
November 20-21

DAS Purchasing Training Information can be found on line at: <http://tpps.das.state.or.us/purchasing/training.html> Or, call the DAS State Procurement Office Training Outreach Staff at (503) 378-4654 or (503) 378-2497 for more details.

OPPA/NIGP Information:

<http://oppaweb.org/>

<http://www.aracnet.com/~nigpcol/>