

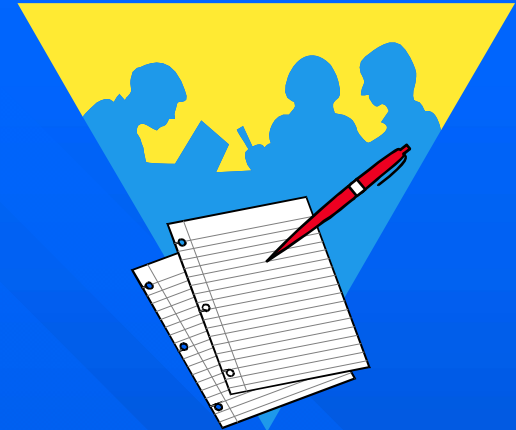
State of Alabama Department of Finance

Division of Purchasing



Purchasing Staff

- **New staff**
 - **Brittany Peterson**
 - **Christina Edmondson**
- **Complete list of staff on our website:**
www.purchasing.Alabama.gov
click the link “Purchasing Staff”



News and Notes



- **Contract waiver**
 - Memo and check list are on our website under “Purchasing News”
- **\$15,000 bid limit applies to the entire agency not separate locations**
- **Legislative update SB219**

Emergency Declarations



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

New Fiscal Procedures



- For items used in the *maintenance or repair of facilities* where the need *cannot be planned or predicted*, open end DO's will be allowed in the following manner:
 - To establish an open end from an MRO Master Agreement, the DO must reference 'Open end' in the Header Document Name.
 - To establish an open end with a non-contract vendor to purchase non-contract items, an RQM will be submitted referencing 'Open end-MRO' in the Header Document Name, then an MAOP1 will be created.
 - To establish an open end with a non-contract vendor, in cases where a facility is not located near an MRO contract vendor, the agency may set up one MAOP1 to purchase these items. Prior to submitting an RQM, the agency must submit a justification letter to the Purchasing Director for approval. The approved letter must be submitted with the RQM which references 'Open end-MRO' in the Header Document Name.

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**

STAARS



- **PAR1 – Priority Authorizations**
 - **Replaces RQS* with a Procurement Type 14**
 - **Encumbers – Event Type PR05**
 - **Non encumbering event type for use during shutdown – Event Type PR07**

STAARS



- **RQN* – Staging of new FY purchases**
 - Does not encumber
 - Document ID must begin with “18N”

- **DON1 – Staging of new FY contract purchases**
 - Document ID must begin with “18N”
 - Does encumber FY18 funds
 - Only available September 18 – 30 to validate and submit

End of Fiscal Year Schedule

- **June 19** – Begin entering FY18 RQN's & RQM's
- **June 29** – FY17 IT RQS's > \$15,000 & Bids requiring site visit
- **July 7** – FY17 RQS's > \$15,000
- **August 11** – FY17 RQS's & DO's



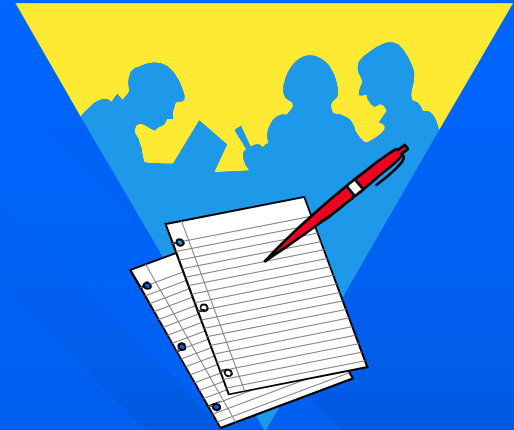
End of Fiscal Year Schedule

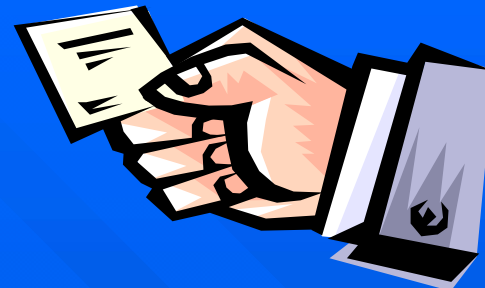
- **September 18 thru 30 – Shutdown, use only non-encumbering PAR1 for critical purchases. PO and DO modifications cannot be processed during this time.**



Staff Reports

- Jennifer Loretz





Before You Leave



- Please update your contact information on the sheets provided on the tables out front.
- 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

FY17 DOs for copiers- contract expires Aug 31, try to get your additional funds for September encumbered before Aug 31. Otherwise the DO will reject and you will have to request an override!

FY18 Continuation of Contract Copier Leases (existing leased equipment only)

RQN or RQS

Procurement type 3 or 13 (single RQ exceeds \$15k)

Line type service – preferred for ease of invoice payment

One comm line for machine rental and any accessories

Break out individual cost in commodity extended description

Include model and serial number in commodity extended description

Include master agreement number and line numbers in commodity extended description

One line for cost per copy

Break out b/w and color cost in commodity extended description

Include master agreement number and line numbers in commodity extended description

IT HW and SW bids

If you get quotes, please include copies of quotes with your RQS. This allows us to verify descriptive information and part numbers.

****PRODUCT SHOW IS NOVEMBER 2 AT THE RENAISSANCE**