

Contact: Andrea Anania

**INTERAGENCY COOPERATIVE PURCHASING PLAN ANNUAL REPORT**

**Action Requested:** Receive the report.

**Executive Summary:** This annual report contains cooperative purchasing accomplishments for the fiscal year ended June 30, 2020.

Procurement and technology personnel meet regularly with state and other entities. These meetings allow procurement professionals to pursue coordinated purchasing efforts with the goal of increasing joint purchasing and efficiencies and identify areas for further collaboration.

Cooperative efforts as well as additional information on the Board's Transparent, Inclusive Efficiency Review Initiative (TIER) project are described on pages 2-3.

Current joint purchasing contracts resulted in savings of nearly \$38.3 million; specific cost savings are shown on pages 4-6. Purchasing and technology personnel continually strive to reduce costs by strategizing and implementing best practices while meeting Board and statutory objectives.

**Background:**

Iowa Code 262.9B directs the Board of Regents and its institutions to:

- ▶ Coordinate interagency cooperation with state agencies to annually increase the amount of joint purchasing with the DAS, the Chief Information Officer of the State, and other state agencies authorized to purchase goods and services; and
- ▶ Pursue mutually beneficial activities relating to purchasing items and acquiring information technology as well as explore ways to leverage resources, identify cost savings, implement efficiencies, and improve effectiveness without compromising the mission of the Board and its institutions.

Senate File 2284 (§11) from the 2020 legislative session struck Iowa Code 262.9B(5) which required the Regents to provide information to the General Assembly annually by November 1<sup>st</sup> on its cooperative purchasing plan, results of quarterly interagency meetings, and any specific cost savings or efficiency gains that resulted.

Board Policy Manual §2.2(6)(B) outlines the organization for purchasing. §2.2(6)(C) includes policies and procedures on competitive bid thresholds, equipment procurement, purchases exempt from competition, evaluation and award process, withdrawal of bids, bid security, Iowa Prison Industries, Iowa products, targeted small business, professional service contracts, qualified vendors of goods and services, vendor appeal procedures, cooperative purchasing, and reporting.

Iowa Administrative Code §681.8 contains additional information on procurement policies.

**Analysis:**

**Cooperative Purchasing Efforts**

Quarterly interagency meetings are held with Regent institutional representatives, Board Office staff, Iowa Department of Administrative Services (DAS), Iowa Department of Transportation (DOT), and Iowa Prison Industries (IPI). Attendees review and discuss current contracts, efficiencies, best practices, trends, and other purchasing issues.

Participating state agencies follow the guiding principles as described below:

- ▶ Collaboration efforts must maintain or improve the quality and effectiveness of each participant.
- ▶ Collaborations should not introduce complexities or risks to infrastructure, business processes or end-user experiences.
- ▶ No participant should pay more for a service or product than could be obtained on their own.
- ▶ Collaborations should occur where they make sense. Given differing missions of the participants, some projects may not involve all institutions or state agencies.

Procurement representatives also meet quarterly with supplier to: (1) increase efficiencies wherever possible; (2) discuss status of current contracts; and (3) investigate new opportunities.

In most cases, Regent-wide contracts are set up in each university's e-procurement system making the entire procure-to-pay process more efficient. Common contract language and terms are used and universities also work with Iowa's Office of the Attorney General to use common terms when DAS and DOT are part of the bid process.

Procurement representatives also participate in biannual Iowa Public Procurement Association meetings to discuss procurement issues that affect government purchasing, including state agencies, cities, counties, and school districts.

Wherever possible, Regent procurement staff seek to work with other state agencies and/or make contracts available to other municipalities. For example, the procurement card contract was developed in 2011 through a joint Regents effort. SUI subsequently worked with US Bank to amend the original contract so the program could be extended to DAS and others. The program continues to grow in membership. Over 35 state agencies now utilize this contract, which has been extended through 2024.

The following meetings were held this past year:

Interagency Meetings

November 19, 2019

June 1, 2020

September 2, 2020

Supplier Meetings

Meetings held virtually throughout August 2020

**Cooperative Technology Efforts**

*Cyber Security* – A joint Regents/DAS group meets on a monthly basis to discuss security-related standards, best practices, potential threats, lessons learned, and opportunities for collaboration. The universities have successfully awarded a service contract to Breakpoint Labs for Penetration Testing Services designed to improve security.

*Regents Chief Information Officer (CIO) Council* – The CIOs of the universities meet weekly to share information and enhance collaboration on software licensing agreements, technology decisions, projects and initiatives, procurement and common applications.

*Regents Database* – Designed by SUI, a database was developed for use by SUI, ISU, UNI and the Board Office to track legislative requests for information, legislative studies and bills in a timely and effective manner. Modifications are made annually.

***TIER (Transparent, Inclusive Efficiency Review) Initiative*** –

The Board of Regents continues to achieve savings and efficiencies through the TIER project. A major component of the project was Sourcing and Procurement as the universities transform operations. This has fostered increased partnerships with other state agencies, higher education consortia, and other entities.

The Board of Regents universities originally negotiated and/or bid seven major areas of spend: Office Supplies, Prime Food Vendor, Computers, Computer Peripheral Devices, Scientific Supplies, MRO and Janitorial Supplies. Many of these contracts involve and/or are available to other state agencies including Office and Scientific Supplies, which are also available to the Iowa Biotechnology Association.

University purchasing departments worked closely on many joint purchasing projects even before the TIER initiative. These efforts included and continue to include other state agencies as shown in the tables on the following pages.

**Joint Purchasing Contracts**

Contract Commodity	Lead Agency	Other Participants	Awarded Vendors	Contract Dates	Savings	
Fleet Overflow	DAS	SUI, ISU, UNI, DOT, DNR	Multiple Awards		ISU SUI UNI	-- \$40,000.00 \$2,642.03
New Vehicles	DAS	SUI, ISU, UNI, DOT, DNR	Multiple Awards to Car Dealerships	10/15/19 - 10/14/21	ISU SUI UNI	\$97,897.00 -- --
Service Agreements	DAS	SUI, ISU, UNI	Remi & Specialty Underwriters	7/1/20 - 6/30/21	ISU SUI UNI	\$41,000.00 \$174,594.92 --
Biosafety Cabinets	ISU	UNI, SUI	NuAire	7/1/2019 - 6/30/2020	ISU SUI UNI	\$25,428.50 \$4,017.90 --
Cell Phones	ISU	SUI, UNI, DAS, DOT	Verizon & US Cellular	7/1/17 - 12/31/20	ISU SUI UNI	\$75,730.84 \$79,367.05 \$3,587.97
CISCO Equipment	ISU	SUI, UNI, DAS, DOT	Forsythe (now Sirius)	02/23/2018 - 2/22/2021	ISU SUI UNI	\$8,401,074.83 \$4,696,896.52 \$334,762.24
Communications & Supplies	ISU	SUI, UNI	Anixter & Graybar	1/15/18 - 1/14/23	ISU SUI UNI	\$221,963.70 \$180,636.11 \$34,381.18
Computer Peripherals and Supplies	ISU	UNI, SUI	CDWG	5/15/16 - 6/30/21 2-1 year renewals	ISU SUI UNI	\$445,906.01 \$607,923.97 \$100,766.33
Confidential Shredding	ISU	UNI	The Shredder, Green Resource Management	7/1/20 - 6/30/23	ISU UNI	\$8,743.00 \$9,300.00
Electrical Supplies	ISU	SUI, UNI	Crescent Electric	11/2/16-9/30/21 2-1 year renewals	ISU SUI UNI	\$127,007.00 \$52,528.30 \$8,257.89
EMC Equipment	ISU	SUI, UNI	Sirius		ISU SUI UNI	\$985,923.00 \$842,342.18 --
eWaste	ISU	SUI, UNI, DAS, DOT	A-Tec & Midwest Electronic	7/1/17 - 3/30/20 2-1 year renewals	ISU SUI UNI	\$11,000.00 \$3,022.90 \$1,808.05
Food Products	ISU	UNI, SUI	ISU, UNI, SUI (Campus) - Martin Brothers Distributing Company	7/1/2016 - 6/30/2021	ISU	\$155,673.00
			SUI (UIHC) - Sysco			
Hazardous Waste	ISU	SUI, UNI, DAS, DOT, DNR	Tradebe	7/1/18 - 6/30/20	ISU SUI UNI	\$21,966.33 \$10,805.32 \$6,033.94
HVAC Filters	ISU	UNI, SUI	Tri-Dim Filters	11/2/16 - 9/30/21 2-1 year renewals	ISU SUI UNI	\$58,225.00 \$13,132.74 --
Insurance Broker Services	ISU	SUI, UNI	SUI - AON	10/15/18 - 8/31/21 2-1 year renewals	ISU	\$68,833.00
			ISU - Gallagher		SUI	--
			UNI - LMC		UNI	\$341.17

**BOARD OF REGENTS  
STATE OF IOWA**

**AGENDA ITEM 2i  
PAGE 5**

<b>Contract Commodity</b>	<b>Lead Agency</b>	<b>Other Participants</b>	<b>Awarded Vendors</b>	<b>Contract Dates</b>	<b>Savings</b>	
Milk Products	ISU	SUI, UNI	Anderson Erickson	Thru 8/31/2021	ISU SUI UNI	\$39,772.00 \$45,048.54 \$45,411.06
MRO	ISU	SUI, UNI	Grainger	12/16/16 - 9/30/21 2-1 year renewals	ISU SUI UNI	\$349,380.00 \$178,973.52 \$19,220.28
Plumbing Supplies	ISU	SUI, UNI	PSC	11/1/2016 - 9/30/2021	ISU SUI UNI	\$69,038.00 \$86,298.31 --
Power Plant Chemicals	ISU	SUI, UNI	Nalco	7/1/2010 - 6/30/2020	ISU SUI UNI	\$44,000.00 \$16,010.47 \$6,803.85
Actuarial Services	SUI	ISU, UNI	Select Actuarial Services	5/1/18 - 4/30/21 4 one-year renewals	ISU SUI UNI	\$4,500.00 \$4,000.00 --
Adobe	SUI	ISU, UNI	Adobe	8/30/17 - 8/26/21	ISU SUI UNI	-- \$88,800.51 \$16,075.58
Audio Visual Equipment	SUI	ISU, UNI	Conference Technologies & Midwest Computer Products	12/12/18 - 12/11/20 3 one-year renewals	ISU SUI UNI	\$33,000.00 \$59,983.68 \$11,261.11
Book Binding	SUI	ISU, UNI	HF Group	10/1/11 - 9/30/20	ISU SUI UNI	-- \$5,362.20 \$4.82
Charter Air	SUI	UNI	Jet Air & Air Planning	8/14/17 - 8/14/21 1 one-year renewal	SUI UNI	\$14,005.54 --
Computer	SUI	ISU, UNI	Dell	2/15/16 - 2/14/21 2 one-year renewals	ISU SUI UNI	\$3,888,117.63 \$5,363,418.56 \$661,274.32
Copier Lease/Cost Per Copy	SUI	UNI	Marco & Laser Resources	8/1/14 - 10/7/20 4 one-year renewals	SUI UNI	\$2,347.77 \$100.57
Copier Purchase	SUI	UNI	Access Systems	1/1/19 - 12/31/21 2 two-year renewals	ISU SUI UNI	-- -- \$25,117.57
Disaster Recovery	SUI	ISU, UNI, DAS, DOT	ServiceMaster & Servpro	2/15/18 - 1/1/21 2 one-year renewals	ISU SUI UNI	\$98,148.57 \$18,836.97 \$3,365.65
Event Security	SUI	UNI	Contemporary Services Corporation	4/14/17 - 6/30/20 2 one-year renewals	SUI UNI	\$12,544.23 \$22.25
Interdepartmental Moving Services	SUI	UNI	Hawkeye Moving Services, Maher Brothers, Lint Van Lines, Adamantine Spine Moving	11/1/15 - 10/31/20	SUI UNI	\$40,382.96 --
Lab Furniture	SUI	ISU, UNI, IBA	Wynn O Jones	5/1/18 - 4/30/21 2 one-year renewals	ISU SUI UNI	\$238,687.06 \$1,399.53 --
Large Scale Server Storage	SUI	ISU, UNI	Silicon Mechanics	10/21/16 - 10/20/19	ISU SUI UNI	\$47,000.00 -- --

**BOARD OF REGENTS  
STATE OF IOWA**

**AGENDA ITEM 2i  
PAGE 6**

<b>Contract Commodity</b>	<b>Lead Agency</b>	<b>Other Participants</b>	<b>Awarded Vendors</b>	<b>Contract Dates</b>	<b>Savings</b>	
Large Scale Server Storage	SUI	ISU, UNI	Atipa, Koi, Aspen, Silicon Mechanics, & Pier	7/18/19 - 7/31/22 1 one-year renewal	ISU SUI UNI	\$126,957.00 \$27,243.73 --
Library Digital Asset Management System	SUI	ISU, UNI	Discoverygarden	9/20/17 - 9/30/21 1 one-year renewal	ISU SUI UNI	Award based on service ability; no monetary savings
Mattresses	SUI	ISU, UNI	MidWest Sleep Mattress	N/A	ISU SUI UNI	-- \$5,986.72 \$1,764.00
Office Supplies	SUI	ISU, UNI	Office Depot	3/1/16 - 3/1/21 2 one-year renewals	ISU SUI UNI	\$412,776.00 \$610,850.78 \$84,709.37
Online Harassment & Discrimination Training Software	SUI	ISU, UNI	EverFi	9/5/17-9/4/21 1 one-year renewal	ISU SUI UNI	-- \$5,467.74 --
Penetration Testing Services	SUI	ISU, UNI	BreakPoint Labs LLC	2/8/17 - 2/7/21 1 one-year renewal	ISU SUI UNI	-- \$1,980.72 --
Scientific Supplies -Primary	SUI	ISU, UNI	Fisher Scientific	11/15/16 - 11/14/21 2 one-year renewals	ISU SUI UNI	\$4,567,640.00 \$756,819.41 \$23,700.36
Scientific Supplies - Secondary	SUI	ISU, UNI	VWR	12/19/16 - 11/14/21 2 one-year renewals	ISU SUI UNI	\$1,102,691.00 \$233,476.37 \$758.04
Software - Casper Suite	SUI	ISU, UNI	Jamf	4/19/16 - 6/29/21	ISU SUI UNI	\$19,124.00 \$23,770.00 \$25,001.43
Software - Mathematica	SUI	ISU, UNI	Wolfram Research Inc	1/1/15 - 12/31/20	ISU SUI UNI	-- \$41.50 --
Temporary Staffing -Merit	SUI	UNI	Remedy & Express Employment Professionals	2/22/16 - 2/22/21	SUI UNI	\$5,906.29 \$72.40
Travel	SUI	ISU, UNI, DAS, DOT	ISU - CTP and Key Travel	1/1/18 - 12/31/21 1 two-year renewal	ISU	\$13,180.00
			SUI - Meacham's & Destinations Unlimited		SUI	\$14,780.03
			UNI - Shorts & Humble		UNI	\$2,520.00
			DAS - Shorts			--
Ware Washing	SUI	UNI	Ecolab	7/1/19 - 6/30/22 3 one-year renewals	SUI UNI	\$5,390.78 \$5,272.38
C-Store Product	UNI	ISU, SUI	Farner-Bocken Company	Thru 6/30/2021	ISU SUI UNI	\$20,000.00 -- --
Janitorial Supplies	UNI	ISU, SUI	SupplyWorks (The Home Depot Pro)	9/20/16 - 9/20/21 2 one-year renewals	ISU SUI UNI	\$330,663.00 \$124,256.32 \$29,091.07
<b>Total Savings</b>						<b>\$38,328,557.36</b>