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**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, 2021.

Procurement personnel meet regularly with state and other entities as described on page 2. Current joint purchasing contracts resulted in savings of over \$42 million; specific cost savings are shown on pages 3-6.

Purchasing 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;
- ▶ 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; and
- ▶ Before July 1<sup>st</sup> of each year, prepare a plan that identifies specific areas of cooperation between the Regents' institutions, the department of administrative services, and the state of Iowa's chief information officer to address the next fiscal year in terms of timelines for implementing, analyzing, and evaluating each area of cooperation as well as identify the potential for greater inter-institutional cooperation in areas that would result in a net cost savings.

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- ▶ §681.8 contained additional information on procurement policies; this rule was rescinded effective November 10, 2021.

- ▶ New rule §681.9 was adopted and contains information on procurement policy for goods and services; this rule becomes effective November 10, 2021.

**Analysis:**

Quarterly interagency meetings are held with Regent institutional representatives, Iowa Department of Administrative Services (DAS), Iowa Department of Transportation (DOT), and Iowa Prison Industries (IPI).

These meetings allow procurement professionals to pursue coordinated purchasing efforts with the goal of increasing joint purchasing and efficiencies. 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 suppliers 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.

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.

The following meetings were held this past year:

**Interagency Meetings:**

September 2, 2020

December 1, 2020

April 1, 2021

June 15, 2021

**Supplier Meetings:**

<u>Fisher Scientific</u> 9/24/2020 IBOR Core List Methodology 2/10/2021 cyBUY review (ISU) 7/28/2021 Business review	<u>Tradebe (Joint Hazardous Waste)</u> 1/22/2021 IBOR annual review
<u>VWR</u> 2/9/2021 cyBUY review (ISU)	<u>CDWG</u> 8/5/2020 IBOR contract review meeting 5/26/2021 IBOR contract review meeting
<u>Grainger</u> 8/13/2020 IBOR annual review	<u>Dell</u> 8/4/2020 IBOR annual review
<u>Supplyworks</u> 08/26/2020 IBOR annual review	<u>Office Depot</u> 9/4/2020 IBOR annual review

<b>Joint Purchasing Contracts</b>						
<b>Contract Commodity</b>	<b>Lead Agency</b>	<b>Other Participants</b>	<b>Awarded Vendors/Description</b>	<b>Contract Dates/ Renewals</b>	<b>University</b>	<b>Savings</b>
Fleet Overflow	DAS	SUI, ISU, UNI, DOT, DNR	Enterprise Rent-a-Car	12/1/17 - 6/30/21	ISU SUI UNI	\$260,064.00 \$40,000.00 \$26.52
New Vehicles	DAS	SUI, ISU, UNI, DOT, DNR	Multiple Awards to Car Dealerships	10/15/19 - 10/14/21 No renewals	ISU SUI UNI	\$38,784.00 \$71,808.54 \$34,511.00
Service Agreements	DAS	SUI, ISU, UNI	Remi & Specialty Underwriters	7/1/20 - 6/30/21 Renewal to 6/30/22	ISU SUI UNI	\$13,585.40 \$165,573.34 \$0.00
Biosafety Cabinets	ISU	UNI, SUI	NuAire	7/1/19 - 6/30/24	ISU SUI UNI	\$5,450.00 \$7,953.47 \$0.00
Cell Phones	ISU	SUI, UNI, DAS, DOT	Verizon & US Cellular	7/01/17 - 8/11/24	ISU SUI UNI	\$88,378.59 \$106,467.00 \$21,614.83
CISCO Equipment	ISU	SUI, UNI, DAS, DOT	Forsythe (now Sirius)	7/1/19 - 7/31/23	ISU SUI UNI	\$7,931,129.00 \$6,512,012.33 \$341,559.50
Communications & Supplies	ISU	SUI, UNI	Anixter & Graybar	1/15/18 - 1/14/23	ISU SUI UNI	\$221,963.18 \$218,056.24 \$11,853.81
Computer Peripherals and Supplies	ISU	UNI, SUI	CDWG	5/15/16 - 6/30/21 1 1-year renewal	ISU SUI UNI	\$1,077,793.66 \$730,276.52 \$395,135.90
Confidential Shredding	ISU	UNI	The Shredder, Green Resource Management	7/1/20 - 6/30/23 No renewals	ISU UNI	\$8,743.32 \$9,600.00
Electrical Supplies	ISU	SUI, UNI	Crescent Electric	11/2/16 - 9/30/22 1 1-year renewal	ISU SUI UNI	\$88,409.00 \$33,957.38 \$2,720.02
EMC Equipment	ISU	SUI, UNI	Sirius	5/2/18 - 6/23/22	ISU SUI UNI	\$104,947.83 \$539,743.37 \$0.00
eWaste	ISU	SUI, UNI, DAS, DOT	A-Tec & Midwest Electronic	7/1/17 - 6/30/22 1 1-year renewal	ISU SUI UNI	\$3,761.93 \$5,576.15 \$737.44
Food Products	ISU	UNI, SUI	ISU, UNI, SUI (Campus) - Martin Brothers Distributing Company	7/1/16 - 6/30/22	ISU SUI UNI	\$155,673.00 \$326,851.45 \$42,804.21

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STATE OF IOWA**

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<b>Contract Commodity</b>	<b>Lead Agency</b>	<b>Other Participants</b>	<b>Awarded Vendors/Description</b>	<b>Contract Dates/ Renewals</b>	<b>University</b>	<b>Savings</b>
Hazardous Waste	ISU	SUI, UNI, DAS, DOT, DNR	Tradebe	9/16/20 - 6/30/23 3 1-year renewals	ISU SUI UNI	\$20,307.14 \$0.00 \$7,969.82
HVAC Filters	ISU	UNI, SUI	Tri-Dim Filters	11/2/16 - 9/30/21 2 1-year renewals	ISU SUI UNI	\$55,503.00 \$38,371.74 \$9,620.57
Insurance Broker Services	ISU	SUI, UNI	SUI - AON ISU - Gallagher UNI - LMC	10/15/18 - 8/31/21 2 1-year renewals	ISU SUI UNI	\$68,833.00 \$0.00 \$396.64
Milk Products	ISU	SUI, UNI	Anderson Erickson	08/31/21	ISU SUI UNI	\$39,772.00 \$48,713.12 \$34,918.47
MRO	ISU	SUI, UNI	Grainger	12/16/16-9/30/21 2 1-year renewals	ISU SUI UNI	\$202,336.00 \$197,584.93 \$16,869.06
Plumbing Supplies	ISU	SUI, UNI	PSC	11/1/16 - 9/30/21	ISU SUI UNI	\$58,587.00 \$145,810.85 \$0.00
Power Plant Chemicals	ISU	SUI, UNI	Nalco	7/1/20 - 6/30/25	ISU UNI	\$0.00 \$7,098.27
Actuarial Services	SUI	ISU, UNI	Select Actuarial Services	5/1/18 - 4/30/22 3 1-year renewals	ISU SUI UNI	\$0.00 \$4,000.00 \$0.00
Adobe	SUI	ISU, UNI	Adobe	8/30/17 - 8/29/21	ISU SUI UNI	\$0.00 \$96,499.74 \$25,090.83
Audio Visual Equipment	SUI	ISU, UNI	Conference Technologies & Midwest Computer Products	12/12/18 - 12/11/21 2 1-year renewals	ISU SUI UNI	\$48,951.00 \$325,173.31 \$30,921.09
Book Binding	SUI	ISU, UNI	HF Group	10/1/11 - 9/30/21	ISU SUI UNI	\$0.00 \$4,788.66 \$34.30
Charter Air	SUI	UNI	Jet Air & Air Planning	8/14/17 - 8/14/21 1 1-year renewal	SUI UNI	\$3,985.03 \$0.00
Computer	SUI	ISU, UNI	Dell	2/15/16 - 2/14/22 1 1-year renewal	ISU SUI UNI	\$4,034,497.50 \$4,157,586.74 \$1,449,343.42
Copier Lease/ Cost Per Copy	SUI	UNI	Marco & Laser Resources	8/1/14 - 10/7/22 2 1-year renewals	SUI UNI	\$1,774.25 \$0.30

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Copier Purchase	SUI	UNI	Access Systems	1/1/19 - 12/31/21 2 2-year renewals	SUI UNI	\$13,935.14 \$12,848.85
Disaster Recovery	SUI	ISU, UNI, DAS, DOT	ServiceMaster & Servpro	2/15/18 - 1/1/22 1 1-year renewal	ISU SUI UNI	\$1,270,883.20 \$221,745.11 \$1,675.63
Event Security	SUI	UNI	Contemporary Services Corporation	4/14/17 - 6/30/22	SUI UNI	\$2,963.68 \$108.78
Interdepartmental Moving Services	SUI	UNI	Hawkeye Moving Services, Maher Brothers, Lint Van Lines, Adamantine Spine Moving	11/1/15 - 10/31/20 Contract ended and re-bid for SUI only	ISU SUI UNI	\$86,520.00 \$11,994.97 \$4,811.77
Lab Furniture	SUI	ISU, UNI, IBA	Wynn O Jones	5/1/18 - 4/30/22 1 1-year renewal	ISU SUI UNI	\$45,332.87 \$1,399.53 \$0.00
Large Scale Server Storage	SUI	ISU, UNI	Atipa, Koi, Aspen, Silicon Mechanics, & Pier	7/18/19 - 7/31/22 1 1-year renewal	ISU SUI UNI	\$120,277.20 \$251,665.67 \$0.00
Library Digital Asset Management System	SUI	ISU, UNI	Discoverygarden	9/20/17 - 9/30/21 1 1-year renewal	ISU UNI	\$0.00 \$0.00
Office Supplies	SUI	ISU, UNI	Office Depot	3/1/16 - 3/1/22 1 1-year renewal	ISU SUI UNI	\$242,893.71 \$632,800.76 \$86,765.96
Online Harassment & Discrimination Training Software	SUI	ISU, UNI	EverFi	9/5/17 - 9/4/21 1 1-year renewal	ISU SUI UNI	\$0.00 \$19,500.00 \$14,166.67
Penetration Testing Services	SUI	ISU, UNI	BreakPoint Labs LLC	2/8/17 - 2/7/22	ISU SUI UNI	\$0.00 \$1,668.05 \$17,254.00
Scientific Supplies - Primary	SUI	ISU, UNI	Fisher Scientific	11/15/16 - 11/14/21 2 1-year renewals	ISU SUI UNI	\$4,567,640.00 \$1,641,743.92 \$14,526.85
Scientific Supplies - Secondary	SUI	ISU, UNI	VWR	12/19/16 - 11/14/21 2 1-year renewals	ISU SUI UNI	\$1,102,691.00 \$301,648.47 \$944.15
Software - Casper Suite	SUI	ISU, UNI	Jamf	4/19/16 - 6/29/24	ISU SUI UNI	\$8,631.40 \$70,828.95 \$0.00

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Software – Mathematica	SUI	ISU, UNI	Wolfram Research Inc	1/1/15 - 12/31/23	ISU SUI UNI	\$2,095.00 \$2,500.23 \$798.58
Software - Microsoft	SUI	ISU, UNI	GovConnection	9/1/19 - 8/31/22 3 1-year renewals	ISU SUI UNI	\$26,257.00 \$47,391.60 \$0.00
Temporary Staffing -Merit	SUI	UNI	Remedy & Express Employment Professionals	2/22/16 - 2/22/21	SUI UNI	\$14,372.74 \$48.87
Temporary Staffing -Merit	SUI	ISU, UNI	Advance Services & 22nd Century Technologies	2/23/21 - 2/22/23 3 1-year renewals	ISU SUI UNI	\$0.00 \$827.24 \$0.00
Travel	SUI	ISU, UNI, DAS, DOT	ISU - CTP and Key Travel  SUI - Meacham's & Destinations Unlimited  UNI - Shorts & Humble  DAS - Shorts	1/1/18 - 12/31/21 1 2-year renewals	ISU SUI UNI	\$13,180.00 \$574.00 \$0.00
Ware Washing	SUI	UNI	Ecolab	7/1/19 - 6/30/22 3 1-year renewals	SUI UNI	\$14,410.77 \$4,265.59
C-Store Product	UNI	ISU, SUI	Farner-Bocken Company/Core-Mark	5/23/17 - 6/30/22	ISU SUI UNI	\$20,000.00 \$0.00 \$0.00
Janitorial Supplies	UNI	ISU, SUI	SupplyWorks (The Home Depot Pro)	9/20/16 - 9/20/21 2 1-year renewals	ISU SUI UNI	\$282,242.00 \$143,183.63 \$16,802.40
<b>Total Savings</b>						<b>\$42,111,945.60</b>