

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, 2023.

Procurement personnel meet regularly with state and other entities as described on page 2. Current joint purchasing contracts resulted in savings of over \$55.1 million; specific cost savings are shown on pages 3-4.

Procurement 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 Department of Administrative Services (DAS), the Chief Information Officer of the State (OCIO), 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 1st of each year, prepare a plan that identifies specific areas of cooperation between the Regents' institutions, DAS and OCIO to address the next fiscal year in terms of timelines for implementing, analyzing and evaluating each area of cooperation as well as for identifying 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; and
- ▶ §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:

- ▶ §681.9 contains information on policies, practices and procedures for procurement of goods and services.

Analysis:

Quarterly interagency meetings are held with Regent institutional representatives, Board Office staff, Iowa Department of Administrative Services (DAS), Iowa Department of Transportation (DOT), Iowa Prison Industries (IPI), Iowa Communications Network, and Iowa School for the Deaf/Iowa Braille and Sight Saving School.

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 the differing missions of the participants, some projects may not involve all institutions or state agencies.

Procurement representatives also meet quarterly or annually with suppliers to: (1) increase efficiencies wherever possible; (2) discuss the 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. This year a considerable number of the contracts were up for a rebid so the teams have been exceptionally busy.

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 13, 2022

December 13, 2022

March 21, 2023

June 13, 2023

Supplier Meetings

None held this year due to contract rebids.

Terms and Process Update Project

The Regent institutions worked collaboratively during FY 2023 to conduct a full review and update of the Regent universities bid instructions, terms and conditions and bid process documents. The teams were able to reorganize, add to, and streamline bid instructions and terms and conditions to make the bidding and contracting process easier for both universities and suppliers. Realigning and documenting the current joint bid process prior to the large amount of rebids this year made collaborative efforts very efficient.

Joint Purchasing Contracts						
Contract Commodity	Lead Agency	Other Participants	Awarded Vendors/Description	Contract Dates/ Renewals	University	Savings
Actuarial Services	SUI	ISU, UNI	Select Actuarial Services	5/1/18 - 4/30/24 One, 1-year renewal option	SUI ISU UNI	\$1,067.45 \$0.00 \$0.00
Adobe	SUI	ISU, UNI	Adobe	8/30/21 - 8/29/24	SUI ISU UNI	\$3,912,225.00 \$2,443,690.00 \$705,116.00
Athletic Charter Buses	SUI	UNI	Windstar Lines, INC	8/1/22 - 7/31/24	SUI UNI	\$284,015.00 \$0.00
Audio Visual Equipment	SUI	ISU, UNI	Conference Technologies & Midwest Computer Products	12/11/22 - 12/11/24 Three, 1-year renewal options	SUI ISU UNI	\$216,020.59 \$103,985.89 \$44,256.52
Audio Visual Services	SUI	ISU, UNI	Audio Visual Innovations, AVI Systems, CEC, Conference Technologies, Inter Technologies, Mechdyne, Midwest Computer Products	2/1/23 - 01/31/25 Three, 1-year renewal options	SUI ISU UNI	\$34,587.95 \$84,615.18 \$0.00
Biosafety Cabinets	ISU	SUI, UNI	NuAire	7/1/19 - 6/30/24 Two, 1-year renewal options	SUI ISU UNI	\$679.09 \$3,107.60 \$0.00
Book Binding	SUI	ISU, UNI	HF Group	9/30/22 - 09/30/25 Two, 2-year renewal options	SUI ISU UNI	\$2,672.85 \$607.81 \$270.81
C-Store Product	UNI	SUI, ISU	Farmer-Bocken Company/Core-Mark	5/23/17 - 6/30/25	SUI ISU UNI	\$0.00 \$0.00 \$0.00
Cell Phones	ISU	SUI, UNI, DAS, DOT	Verizon, US Cellular, Sprint, T-Mobile	7/1/17 - 8/11/24	SUI ISU UNI	\$145,825.40 \$98,633.12 \$3,102.08
Charter Air	SUI	UNI	Jet Air & Air Planning	8/16/22 - 8/16/25 Two, 1-year renewal options	SUI UNI	\$321,161.04 \$0.00
CISCO Equipment	ISU	SUI, UNI, DAS, DOT	Sirius (acquired by CDW)	2/22/21 - 2/21/24 1-year renewal options	SUI ISU UNI	\$3,979,458.67 \$5,486,215.60 \$497,285.66
Collection Agencies	ISU	SUI, UNI	10 Suppliers Awarded	7/14/20 - 6/30/24 One, 1-year renewal option	SUI ISU UNI	\$1,384.94 \$5,165.55 \$0.00
Communications & Supplies	ISU	SUI, UNI	Anixter & Graybar	1/15/18 - 10/31/23	SUI ISU UNI	\$279,666.69 \$94,019.62 \$35,075.47
Computer	SUI	ISU, UNI	Dell	5/6/23 - 5/5/26 Seven, 1-year renewal options	SUI ISU UNI	\$4,166,462.68 \$5,519,664.40 \$1,850,443.92
Computer Peripherals and Supplies	ISU	SUI, UNI	CDWG	5/15/16 - 10/30/23 No renewals	SUI ISU UNI	\$2,915,307.00 \$3,829,170.22 \$1,442,427.24
Confidential Shredding	ISU	UNI	The Shredder, Green Resource Management	7/1/20 - 12/31/23 No renewals	ISU UNI	\$8,733.30 \$10,507.71
Copier Lease/Cost Per Copy	SUI	UNI	Marco Laser Resources	8/1/14 - 10/7/22 8/1/14 - 10/7/24	SUI UNI	\$2,359.95 \$0.00
Copier Purchase	SUI	UNI	Access Systems	1/1/19 - 12/31/23 One, 2-year renewal options	SUI UNI	\$18,260.30 \$18,312.78
Disaster Recovery	SUI	ISU, UNI, DAS, DOT	ServiceMaster & Servpro	1/1/23 - 1/31/25 Three, 1-year renewal options	SUI ISU UNI	\$8,881.29 \$38,733.86 \$32,961.32
Electrical Supplies	ISU	SUI, UNI	Crescent Electric	11/2/16 - 3/1/24 No renewals	SUI ISU UNI	\$33,043.29 \$84,921.00 \$3,911.05
EMC Equipment	ISU	SUI, UNI	Sirius (acquired by CDW)	02/01/22 - 01/31/25 1-year renewal options	SUI ISU UNI	\$2,420,136.00 \$0.00 \$0.00
Event Security	SUI	UNI	Contemporary Services Corporation	4/14/17 - 6/30/24 No renewals	SUI UNI	\$23,436.30 \$0.00
eWaste/Recycling	ISU	SUI, UNI, DAS, DOT	A-Tec Dynamic Recycling	11/10/22 - 10/31/25 Two, 1-year renewal options	SUI ISU UNI	\$962.34 \$5,768.42 \$1,318.80
Fleet Overflow	SUI	ISU, UNI Big 10 Agreement	Enterprise Rent-a-Car	9/1/2023 - 8/31/2026	SUI ISU UNI	\$40,000.00 \$269,386.30 \$8,412.71
Food Products	ISU	SUI, UNI	ISU, UNI, SUI (Campus) - Martin Brothers Distributing Company SUI (UIHC) - Sysco	7/1/23 - 6/30/28 7/1/23 - 6/30/28 Two, 1-year renewal options	SUI ISU UNI	\$495,836.40 \$155,673.00 \$73,522.21

Continued on the following page.

Joint Purchasing Contracts						
Contract Commodity	Lead Agency	Other Participants	Awarded Vendors/Description	Contract Dates/ Renewals	University	Savings
Hazardous Waste	ISU	SUI, UNI, DAS, DOT, DNR	Tradebe	9/16/20 - 6/30/24 Two, 1-year renewals	SUI	\$27,444.69
					ISU	\$21,817.23
					UNI	\$10,269.67
HVAC Filters	ISU	SUI, UNI	Tri-Dim Filters	11/2/16 - 9/30/23	SUI	\$22,829.73
					ISU	\$25,868.00
					UNI	\$0.00
Insurance Broker Services	ISU	SUI, UNI	SUI - AON ISU - Gallagher UNI - LMC	10/15/18 - 1/1/24	SUI	\$0.00
					ISU	\$47,833.00
					UNI	\$434.97
Janitorial Supplies	UNI	SUI, ISU	SupplyWorks (The Home Depot Pro)	Expires 3/1/24 No renewals	SUI	\$182,680.05
					ISU	\$967,303.00
					UNI	\$18,162.23
Lab Furniture	SUI	ISU, UNI, IBA	Wynn O Jones	4/30/22 - 5/31/26 Two, 1-year renewal options	SUI	\$24,069.59
					ISU	\$985.18
					UNI	\$0.00
Large Scale Server Storage	SUI	ISU, UNI	Atipa, Silicon Mechanics, & Pier	7/18/19 - 7/31/23 No renewals	SUI	\$292,559.13
					ISU	\$343,260.97
					UNI	\$0.00
Milk Products	ISU	SUI, UNI	Anderson Erickson	Expires 6/30/24 Two, 1-year renewal options	SUI	\$11,567.03
					ISU	\$0.00
					UNI	\$41,243.80
MRO	ISU	SUI, UNI	Grainger	11/2/16 - 3/1/24 No renewals	SUI	\$236,602.80
					ISU	\$256,861.00
					UNI	\$33,762.01
New Vehicles	DAS	SUI, ISU, UNI, DOT, DNR	Multiple Awards to Car Dealerships	Varies	SUI	\$207,252.62
					ISU	\$187,610.00
					UNI	\$11,930.24
Office Supplies	SUI	ISU, UNI	Office Depot	Expires 09/30/23 No renewals	SUI	\$670,269.89
					ISU	\$198,142.26
					UNI	\$98,638.43
Online Harassment & Discrimination Training Software	SUI	ISU, UNI	Vector Solutions	9/4/22 - 9/4/26 One, 1-year renewal option	SUI	\$1,293.41
					ISU	\$0.00
					UNI	\$0.00
Penetration Testing Services	SUI	ISU, UNI	BreakPoint Labs LLC	2/7/22 - 2/6/24 Three, 1-year renewal options	SUI	\$23,702.07
					ISU	\$0.00
					UNI	\$26,557.37
Plumbing Supplies	ISU	SUI, UNI	PSC	11/2/16 - 3/1/24 No renewals	SUI	\$141,003.31
					ISU	\$125,728.00
					UNI	\$0.00
Power Plant Chemicals	ISU	UNI	Nalco	7/1/20 - 6/30/25 Five, 1-year renewal options	ISU	\$16,437.67
					UNI	\$13,149.00
Scientific Supplies - Primary	SUI	ISU, UNI	Fisher Scientific	11/15/16 - 11/14/23 No renewals	SUI	\$1,540,492.72
					ISU	\$5,595,726.00
					UNI	\$31,559.35
Scientific Supplies - Secondary	SUI	ISU, UNI	VWR	11/15/16 - 11/14/23 No renewals	SUI	\$235,030.08
					ISU	\$167,724.75
					UNI	\$6,662.36
Service Agreements	DAS	SUI, ISU, UNI	Remi & Specialty Underwriters	7/1/20 - 6/30/25	SUI	\$157,630.00
					ISU	\$3,686.50
					UNI	\$0.00
Software - Casper Suite	SUI	ISU, UNI	Jamf	Expires 6/30/24	SUI	\$9,123.54
					ISU	\$2,877.13
					UNI	\$9,475.71
Software - Mathematica	SUI	ISU, UNI	Wolfram Research Inc	1/1/15 - 12/31/23	SUI	\$2,484.82
					ISU	\$18,436.63
					UNI	\$798.58
Software - Microsoft	SUI	ISU, UNI	GovConnection	9/1/19 - 8/31/24 One, 1-year renewal option	SUI	\$55,153.15
					ISU	\$145,803.90
					UNI	\$15,479.74
Temporary Staffing - Merit	SUI	ISU, UNI	Advance Services & 22nd Century Technologies	2/23/21 - 2/22/24 Two, 1-year renewal options	SUI	\$174,136.74
					ISU	\$38,546.00
					UNI	\$154.86
Travel	SUI	ISU, UNI, DAS, DOT	SUI - Destinations Unlimited ISU - CTP and Key Travel UNI - Shorts & Humble	01/1/18 - 12/31/23 01/1/18 - 12/31/23 01/1/18 - 12/31/23	SUI	\$7,498.76
					ISU	\$331,701.32
					UNI	\$2,000.00
Ware Washing	SUI	UNI	Ecolab	Expires 6/30/23 Two, 1-year renewal options	SUI	\$19,999.43
					UNI	\$400.37
Total Savings						\$55,122,316.16