

DIVISION OF GENERAL SERVICES

THE PROCUREMENT REPORT



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Upcoming Training

THE PROCUREMENT ACADEMY

Juneau

Level I / II / III - April 21st & 22nd

Anchorage

Level I / II / III - April 24th & 27th

Fairbanks

Level I / II / III - May 6th & 7th

RECERTIFICATION CLASSES

Juneau - April 7th

Protests Happen
Advanced RFPs

Register online at [TrainAlaska](#)

CPO Corner

The Division of General Services is pleased to announce the release of a smartphone and tablet application, called AKProcurement, that is aimed at making Alaska's procurement rules, laws, and ability to ask procurement-related questions as quick and easy as possible for both procurement professionals and vendors who'd like to learn more about our process.

AKProcurement aggregates Alaska's executive branch procurement statutes, regulations, policies, and blanket delegation of authority into a single place along with guides on written determinations and preferences. The app also includes links to the most current issue of The Procurement Report and a calendar of upcoming training (though you will still need to visit TrainAlaska from a device on the state network or VPN to register for the classes). Finally, the app has an "Ask a Contracting Officer" feature that lets you submit a question directly to DGS.

AKProcurement is available for both Android and iOS devices and you can download it from the [Google Play](#) and [Apple iTunes](#) app stores. The app was developed in-house at a one-time cost of less than most new laptop computers.

Future enhancements may include a search feature, notification to your device of major procurement updates, and other ideas we have floating around. If you have ideas on ways to make the app more useful, we'd love to hear from you!

Updates

IRIS Training Update

IRIS *Go Live* is just around the corner. Will you be ready? There is plenty of training available. In May and June there will be multiple classroom course opportunities in Anchorage, Fairbanks, and Juneau, however, you have to complete five prerequisite online courses before you can register for classroom courses.

The online prerequisite courses are:

- 100 General Overview
- 110 Getting Started
- 120 Workflow
- 130 Chart of Accounts Overview
- 140 Procurement Overview

Once you satisfy your prerequisite requirements, you will need to register for the following three classroom courses:

- 210 Requesting and Receiving (1/2 day)
- 510 Solicitation Award Part 1 & 2 (2.5 days)
- 530 Contract Management (1/2 day)

If your job includes the management and maintenance of warehouse inventories, you also need to take:

- 520 Warehouse Inventory (1 day)

Ask a Contracting Officer...

Q: *Where do you find a definition for "public officials" when assembling a procurement evaluation committee (PEC)?*

A: The public officials requirement for a PEC is established in 2 AAC 12.260 EVALUATING PROPOSALS and further explained in AAM 81.470 EVALUATING PROPOSALS. The regulation states: "... consisting of at least three state employees or public officials..." The state employee piece is easy enough but the procurement code (AS 36.30), regulations (AAC 12), and administrative manual (AAM 81) are silent when it comes to a definition for public officials.

A clear statutory public official definition is provided in AS 39.50.200 and includes, among other titles:

- judicial officer;
- a person hired or appointed in a department in the executive branch;
- the chair or a member of a state commission or board; and
- each appointed or elected municipal officer.

Have a question you'd like answered? [E-mail it to us!](#)

How to Register

All the IRIS training courses, both online and classroom, are available in [LearnAlaska](#). Log into the site and do a search for "IRIS". The search will show all the courses related to IRIS, including both finance and procurement. Anyone that will be involved in conducting procurements will need to sift through the courses and select the "Procurement Office Bundle". It includes both the prerequisites and classroom courses.

DGS Contract Updates

⇒ Software: SHI will replace En Pointe as our software reseller for Microsoft products in mid-March. Watch our website for updates.

⇒ Copiers: DGS is currently signing agreements for new copier contracts and will be posted soon.

⇒ Public Safety Communications Equipment: an intent to award was issued to 19 vendors. Contracts are anticipated in late-April.

⇒ Computers: 33 vendors were awarded contracts for the computer contract. We should have the new agreements signed by late-April.

⇒ Office Supplies: New contracts are in the final stages of award. Our website will be updated upon award, stay tuned.