



January 26, 2015

Dear Vendors,

For those of you that have recently signed up, attached is the first email. As mentioned in that email, the State will be upgrading to a new procurement and financial system called IRIS. IRIS will bring changes to how the State works with the vendor community. The most apparent change will be an online Vendor Self Service (VSS) portal where you can easily manage your account information, track payments and other financial transactions as well as submit bids and proposals.

Prior to the procurement and financial systems going live in July 2015, **vendors will have the month of June** to activate existing accounts and create new accounts in VSS. Below is a list of information you will need to have ready before accessing VSS.

***What will a vendor need to register?***

Before starting the registration process it will be helpful to gather the following information:

- Information on each business location (first location entered will be considered the Headquarters)
- Tax ID Number (Social Security Number (SSN), individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN))
- Legal Business name
- DUNS Number (If applicable)
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering Address
  - Payment Address
- NIGP Commodity Codes
- Business Types

***What are NIGP Commodity Codes?***

The **NIGP Commodity/Service Code** is the acronym for the National Institute of Governmental Purchasing Commodity/Service Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by State and local governments in North America. The NIGP Commodity/Service Code is most commonly used to classify vendors and to track spend data for use in strategic sourcing and spending analysis.

Vendors will be using the higher level **3-Digit Class Code** that provides a brief general description of commodity or service. This level contains 219 Commodity/Product Codes and 55 Service Codes totaling 274 codes to choose from. You can access the list through the link provided below. We are providing this list well in advance of June and go-live to allow plenty of time for vendors to have a prepared list ready for activation of an existing vendor in AKSAS and for new vendors who will register for the first time in July.

<http://doa.alaska.gov/dof/iris/nigp.html>

**What are business types?**

Vendors will select those business types that they qualify for, again through either activation of an existing account or registering for the first time in VSS. They will be presented in a table format similar to the table below.

| Business Type ID | Business Type  |
|------------------|--|
| ABID             | Alaska Bidder Preference                                 |
| ADIS             | Alaskans with Disabilities Preference                    |
| AEMP             | Alaska Employment Program Preference                     |
| AINS             | Alaska Domestic Insurer Preference                       |
| ALAF             | Alaska Local Agricultural & Fisheries Product Preference |
| APP3             | Alaska Products Preference Class I                       |
| APP5             | Alaska Products Preference Class II                      |
| APP7             | Alaska Products Preference Class III                     |
| ARCY             | Alaska Product and Recycled Product Preference           |
| AVET             | Alaska Veteran Preference                                |
| NFP              | Not-for-Profit   |
| OCS              | Subsidized Adoption/Guardianship & Foster Parents        |
| WOSB             | Women-Owned Small Business                               |

(Note: In VSS, business type descriptions in the table will be abbreviated to fit the available characters within each field.)

Provided below is a brief description of each business type. There are four business types that are specifically related to the tracking of vendor types (NFP, OCS, and WOSB) and the preferences are related specifically to the solicitation process. The definitions provided here are not complete, for detailed conditions and reference to the specific law for each preference please research the applicable statutes and/or visit the Division of General Services web site at <http://doa.alaska.gov/dgs/purchasing/> for detailed information.

**Alaska Bidder Preference (ABID)** – If a bidder or offeror is an Alaska bidder, a five percent preference shall be applied to the price in the bid or proposal.

**Alaskans with Disabilities Preference (ADIS)** – If a bidder or offeror qualifies as an Alaska bidder and is a; Corporation that is whole owned by individuals and each of the individuals is a person with a disability, Sole Proprietorship that is owned by a person with a disability, Limited Liability Company in which each member is a person with a disability, Partnership in which each of the partners is a person with a disability, Joint Venture that is composed entirely of ventures that qualify as Alaska Bidders, a ten percent preference shall be applied to the price in the bid or proposal.

**Alaska Employment Program Preference (AEMP)** – If a bidder or offeror qualifies as an Alaska bidder and is offering services through an employment program, a fifteen percent preference shall be applied to the price in the bid or proposal.

**Alaska Domestic Insurer Preference (AINS)** – If a bidder or offeror qualifies as an Alaska bidder and is an Alaska domestic insurer, and if the procurement is for an insurance-related contract, a five percent preference shall be applied to the price in the bid or proposal.

**Alaska Local Agricultural & Fisheries Product Preference (ALAF)** – When agricultural or fisheries products are purchased, a seven percent preference shall be applied to the price of the products harvested or processed within the jurisdiction of the State.

**Alaska Products Preference Class I (APP3)** – Materials and supplies with value added in the State that are more than 25% and less than 50% produced or manufactured in the State, a three percent preference shall be applied to the qualifying product itself.

**Alaska Products Preference Class II (APP5)** – Materials and supplies with value added in the State that are more than 50% and less than 75% produced or manufactured in the State, a five percent preference shall be applied to the qualifying product itself.

**Alaska Products Preference Class III (APP7)** – Materials and supplies with value added in the State that are more than 75% or more produced or manufactured in the State, a seven percent preference shall be applied to the qualifying product itself.

**Alaska Product and Recycled Product Preference (ARCY)** – In the evaluation of a bid or proposal for an agency procurement of products, the agency shall decrease the bid or proposal by five percent if the bid or proposal indicates that the products being purchased will be recycled products.

**Alaska Veteran Preference (AVET)** – If a bidder or offeror qualifies as an Alaska bidder and is a qualifying entity, a five percent preference shall be applied to the price in the bid or proposal. The preference may not exceed \$5,000.

**Not-for-Profit (NFP)** – Is a business entity that is granted tax-exempt status by the Internal Revenue Service. Donations to a nonprofit organization are often tax deductible to the individuals and businesses making the contributions. Nonprofit organizations must disclose a great deal of financial and operating information to the public, so that donors can ensure their contributions are used effectively. Nonprofit organizations are also called 501(c) (3) organizations after the section of the tax code that allows them.

**Subsidized Adoption/Guardianship and Foster Parents (OCS)** – An Office of Children’s Services resource family who receives a monthly foster care payment or other reimbursement for the care of a child in the custody of the State of Alaska or who receives a monthly adoption or guardianship subsidy.

**Women-Owned Small Business (WOSB)** – Is a small business which; (a) is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) whose management and daily business operations are controlled by one or more women."

For additional information on the IRIS Project and VSS, please visit: <http://doa.alaska.gov/dof/iris/vendor.html>

Thank you,  
The IRIS Project