

Cooperative Buyline

Official Newsletter for the State of Missouri's Cooperative Procurement Program



2021

**Bringing in the New Year—
The Division of Purchasing wishes
each of you a Happy New Year!**



To help you get off to a good start for the new year, we've dedicated this issue to providing information on some of the resources and tools Purchasing has available to assist you with procurements in 2021. This issue includes tips for navigating the Division of Purchasing's main website (<https://oa.mo.gov/purchasing>). Each numbered region of Purchasing's website (as shown below) will be explained in more detail in the following pages of the newsletter. Future issues of the 'Cooperative Buyline' will highlight procurement resources available on the Cooperative Procurement Program website and the MissouriBUYS website. We hope you find this issue helpful!

#1

Details about the links on the Bidding and Contracts tab is on Page 2.

#2

Resources for Vendors is featured on Page 3.

#3

Information and resources for state Agencies can be found on Page 4.

#4

Resources relating to Procurement Authority is featured on Page 4.

#5

Information on resources shown here can be found on Page 5.

#6

Details about Purchasing's Contact Information can be found on Page 6.



A Local PPE Manufacturers Supply Channel QVL RFP was issued by Purchasing on 1/4/21. See Page 6 for details and information about **RFPC30034902101086**.

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Division of Purchasing's Website—<https://oa.mo.gov/purchasing>

Purchasing's main website contains four (4) tabs: Bidding and Contracts, Vendors, Agencies, and Procurement Authority. Resources available under the 'Bidding and Contracts' tab are broken out into two sections (e.g. 'Bidding' and 'Contracts') as shown and described below.



#1A — Link to MissouriBUYS, the state's secure, web-based eProcurement system (<https://missouribuyss.mo.gov>).

#1B — Link to the MissouriBUYS Bid Board (<https://missouribuyss.mo.gov/bidboard>) where users can find bid opportunities issued by Purchasing and state agencies. Users can also search for bids posted by other governmental entities and political subdivisions in Missouri by using the MissouriBUYS Bid Locator Tool.

#1C — List of procurement requests that Purchasing is working on for state agencies that helps vendors and MBE/WBE/SDVE subcontractors work together on bids (<https://oa.mo.gov/purchasing/bidding-contracts/upcoming-mbewbe-and-sdve-subcontracting-bid-opportunities>).

#1D — Links to Missouri state agency websites for bids they may have that are not posted on the MissouriBUYS Bid Board (<https://oa.mo.gov/purchasing/bidding-contracts/agency-bid-proposal-sites>).

#1E — NASPO's website on ValuePoint Bid Opportunities (<https://www.naspovaluepoint.org/#/Info-for-Vendors>).



#1F — Locate public records, details & information on Purchasing's awarded bids and contracts (<https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>).

#1G — Conduct a search for a statewide contract (<https://archive.oa.mo.gov/purch/contracts/>).

#1H — Link to MissouriBUYS, the state's secure, web-based eProcurement system (<https://missouribuyss.mo.gov>).

#1I — MissouriBUYS Contract Board where contracts awarded by Purchasing and state agencies as well as cooperative contracts approved by Purchasing can be located (<https://missouribuyss.mo.gov/contractboard>).

#1J — Location of where additional bid and contract related sites will be located (when applicable and posted by Purchasing).

<https://oa.mo.gov/purchasing>

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Division of Purchasing's Website - <https://oa.mo.gov/purchasing> (cont.)

Numerous vendor-related resources are available on the 'Vendors' tab and are described below.



Bidding and Contracts **Vendors** **Agencies**

- MissouriBUYS
 - Bid Board / Bid Locator Tool
 - Contract Board
- Agency Contracts
- Affidavit of Work Authorization Annual Renewal Process
- E-Verify Customer Support and Samples
- Information to Vendor-License Office Bidding
 - Listing of DOR License Offices Contracts
- Vendor Services Portal
- Vendor Manual

Callouts: #2A, #2B, #2C, #2D, #2E, #2F, #2G, #2H, #2I, #2J

#2A — Link to MissouriBUYS, the state's secure, web-based eProcurement system (<https://missouribuys.mo.gov>).

#2B — Link to the MissouriBUYS Bid Board (<https://missouribuys.mo.gov/bidboard>) where users can find bid opportunities issued by Purchasing and state agencies. Users can also search for bids issued by other governmental entities and political subdivisions in Missouri by using the MissouriBUYS Bid Locator Tool.

#2C — MissouriBUYS Contract Board where contracts awarded by Purchasing and state agencies as well as cooperative contracts approved by Purchasing can be located (<https://missouribuys.mo.gov/contractboard>).

#2D — Excel list of all active state agency contracts.

#2E — Affidavit of Work Authorization required of vendors annually by state and political subdivisions; link includes form, instructions & vendor database (<https://oa.mo.gov/purchasing/vendor-information/affidavit-work-authorization-annual-renewal>).

#2F — E-Verify Information (<https://oa.mo.gov/purchasing/vendor-information/e-verify-information>).

#2G — Information for vendors on bidding on MO Dept. of Revenue (DOR) License Offices (<https://oa.mo.gov/sites/default/files/DORoffices.pdf>).

#2H — Excel list of DOR License Offices Contracts.

#2I — Vendor Services Portal which provides information on state payments to vendors (<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>).

#2J — Vendor Manual (<https://oa.mo.gov/sites/default/files/vendormanual.pdf>).

Forms

- MO Statewide Contract Quarterly Admin Fee Report
- MO Statewide Contract Quarterly Usage Report & Instructions

Callouts: #2K, #2L, #2M

#2M — More Vendor Resources...

#2K — Contract Quarterly Administrative Fee Report that contractors are required to submit to Purchasing based on contract payments received.

#2L — Contract Quarterly Usage Report that contractors are required to submit to Purchasing based on purchases received for the contract.

#2M — Additional resources & information for vendors including forms, Rules & Regulations (<https://oa.mo.gov/purchasing/vendor-information>).

<https://oa.mo.gov/purchasing>

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Division of Purchasing's Website - <https://oa.mo.gov/purchasing> (cont.)

The 'Agencies' tab on Purchasing's website contains procurement resources for state agencies. The resources are described below.

The screenshot shows a navigation menu with four tabs: 'Bidding and Contracts', 'Vendors', 'Agencies', and 'Procurement Authority'. The 'Agencies' tab is highlighted with a red border. Below the tabs is a list of links:

- Affidavits for Work Authorization
- Agency Contracts
- MOREuse State Agency Reuse Resource
- Suspended/Debarred Vendors

Callouts are as follows:

- #3A points to 'Affidavits for Work Authorization'
- #3B points to 'Agency Contracts'
- #3C points to 'MOREuse State Agency Reuse Resource'
- #3D points to 'Suspended/Debarred Vendors'
- #3E points to 'More Agency Information...'

#3A — Database that shows expiration date for a vendor's Affidavit for Work Authorization and E-Verify Information (<https://oa.mo.gov/sites/default/files/affidavits.pdf>).

#3B — Excel list of all current, active state agency contracts.

#3C — Program that encourages state agencies and state employees to reuse and recycle state surplus property (<https://oa.mo.gov/moreuse>).

#3D — List of vendors suspended and/or debarred from doing business with the state (<https://oa.mo.gov/sites/default/files/suspven.pdf>).

#3E — Link to additional resources for state agencies including guidelines, solicitation language, procedures and training; organizations for the blind; MO Business Locator; MO Vocational Enterprises; and more (<https://oa.mo.gov/purchasing/agency-information>).

The 'Procurement Authority' tab contains laws and regulations that govern the procurement of products and services in Missouri.

The screenshot shows a navigation menu with four tabs: 'Bidding and Contracts', 'Vendors', 'Agencies', and 'Procurement Authority'. The 'Procurement Authority' tab is highlighted with a red border. Below the tabs is a list of links:

- Delegation of Authority and Procedures, Departments
- State Revised Statutes

Callouts are as follows:

- #4A points to 'Delegation of Authority and Procedures, Departments'
- #4B points to 'State Revised Statutes'
- #4C points to 'More Procurement Authority resources...'

#4A — Purchasing's Delegation of Authority and Procedures for state agencies (<https://oa.mo.gov/sites/default/files/deptpad.pdf>).

#4B — Chapter 34 of the Revised Statutes of Missouri relating to the procurement of products and services (<https://revisor.mo.gov/main/OneChapter.aspx?chapter=34>).

#4C — Procurement authority resources including links to Executive Orders, Rules & Regulations, State Statutes, and the Delegation of Authority for state agencies (<https://oa.mo.gov/purchasing/procurement-authority>).

<https://oa.mo.gov/purchasing>

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Division of Purchasing's Website (cont.) - <https://oa.mo.gov/purchasing>

The following informational box on Purchasing's website contains links to various procurement resources that may be helpful to you.

Statewide Contract Search	#5A	#5A — Link to conduct a search for a statewide contract (https://archive.oa.mo.gov/purch/contracts/).
Cooperative Procurement Program (Application, Newsletter, Manual)	#5B	#5B — Link to MO's Cooperative Procurement Program website where you can check your membership status, apply to become a program member, update your entity's contact information, review the program manual, view Purchasing's newsletters and more (https://oa.mo.gov/purchasing/cooperative-procurement-program).
Office of Equal Opportunity - MBE/WBE Directory	#5C	#5C — Link to the Office of Equal Opportunity (OEO) where you can access the 'Certified M/WBE Vendors Directory' (https://oeo.mo.gov/).
MO Sheltered Workshop Locator	#5D	#5D — Locate a MO Sheltered Workshop (https://www.moworkshops.org/services.html).
MO Service-Disabled Veteran Business Enterprise Information	#5E	#5E — Obtain information about SDVEs (https://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-information).

Recently Awarded Statewide Contracts	
Contract Number	Contract Title
CC210659001-003	Boats and Boat Trailers
CC202809001-005	Books & Materials (in addition to Contract CS201852001-015)
CS210521010-037	Contact Tracing Services QVL (COVID-19)
CT202797005-012	Copiers and Managed Print Services—NASPO ValuePoint
CS201072001	Drug and Alcohol Testing Services
CC210445001	Equipment Rental with Related Services
CS210403014-020	End-to-End Community-Based COVID-19 Testing QVL
CS202601001-003	General Office Moving Services
CC210624001-003	Model Year 2021 Fleet Passenger Vehicles
CC210581001-002	Model Year 2021 Light Duty Trucks and Work Vans
CC210605001-003	Model Year 2021 Medium Duty Trucks
CT210571001-007	Smartphone Mobile Application Check-in Solution QVL
CS210092013-014	State and Community-Based COVID-19 Testing QVL

Finding Statewide Contracts — Additional information on these contracts and others can be found at <https://archive.oa.mo.gov/purch/contracts/>; the MissouriBUYS Contract Board (<https://missouribuy.com/contractboard>) and search for 'statewide'; or click on the Statewide Contract Search button at <https://oa.mo.gov/purchasing/cooperative-procurement-program>.



<https://oa.mo.gov/purchasing>

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Local PPE Manufacturers Supply Channel QVL—RFPC30034902101086

As a way to ensure ongoing access to adequate PPE supply, Purchasing is working to establish a local market PPE supply channel that will be available to Cooperative Procurement Program members to use. The local market is restricted to those manufacturing PPE items within a 250-mile radius of Jefferson City, the state’s Capitol. End users will have the option to have the products delivered or, if needed urgently, they may pick them up from the manufacturer’s location.

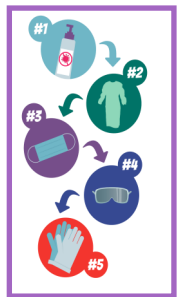
Purchasing issued their Request for Proposals on January 4 to establish this new statewide contract as a qualified vendor list (QVL) of local PPE manufacturers. Purchasing intends to award contracts to multiple vendors who meet the local manufacturing requirement and demonstrate their responsibility and reliability as a vendor through their RFP response. The resulting contracts will supplement other sources of PPE supply on statewide contracts.

PPE items that are being requested in the RFP include exam gloves, masks (cloth, procedure, surgical),

filtering face piece respirators, goggles, face shields, medical shoe covers, gowns, alcohol prep pads, disinfecting wipes, thermometers, protective barriers, hand sanitizer, testing swabs, and antimicrobial food trays.

More information about the RFP can be obtained by going to the MissouriBUYS Bid Board at <https://missouribuy.gov/bidboard> and searching for the solicitation by entering RFPC30034902101086 or ‘Local PPE’ in the Search field. The solicitation documents can be found in the Solicitation Attachments section.

The solicitation closes January 26. Purchasing hopes to be able to quickly award the contracts and then share detailed usage information with Cooperative Procurement Program members. Please watch for additional updates on this important new statewide contract!



COVID-19 RELATED CONTRACTS (Testing and Contact Tracing)

Did you know Purchasing has awarded over 80 statewide contracts pertaining to COVID-19 Testing and Contact Tracing that can be used by Cooperative Procurement Program members?

The groups of COVID-related contracts that have been awarded by Purchasing are shown below. Most of the contracts have been renewed through 3/31/21. For detailed information about the contracts, go to <https://archive.ia.mo.gov/purch/contracts/> to conduct a contract search.

Contract Number	Contract Title
CS202323001-011 and CS210092001-014	State and Community-Based COVID-19 Testing QVL
CS210403001-020	End-To-End Community-Based COVID-19 Testing QVL
CS210506001	Saliva-Based COVID-19 Testing
CS210521001-037	COVID-19 Contact Tracing Services QVL

Contact Information

Division of Purchasing

301 West High Street, Room 630
Jefferson City, MO 65101
Phone: (573) 751-2387
Fax: (573) 526-9815

purchmail@oa.mo.gov

Staff Contact List

Contact FMDC for Capital
Improvement/Building Projects

#6A

#6B

#6C

#6A — Main contact information for Purchasing (e.g. address, phone, fax, and main email address).

#6B — Contact information for Purchasing’s staff including organizational sections (<https://oa.mo.gov/purchasing/contact-purchasing>).

#6C — Link to send an email to OA’s Division of Facilities Management, Design & Construction (FMDC), the office that handles bidding for the state’s capital improvements and building projects.

<https://oa.mo.gov/purchasing>

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Purchasing Team Member Spotlight

Hi, I'm Barb Shimmens. I actually retired from the State of Missouri in 2015 and have been assisting the Division of Purchasing with projects for the past five years as a part-time state employee.

Prior to retiring in 2015, I had 26 years of state service that included working for two Missouri State Senators, the Attorney General's Office, the Governor's Office, and the Office of Administration in numerous capacities. While working for the Commissioner in the Office of Administration, I became more familiar with the role of the Division of Purchasing and assisted with efforts to implement the state's eProcurement system known as MissouriBUYS.



Barb Shimmens

My main duties relating to MissouriBUYS have been to assist with communications, work on content for the MissouriBUYS website, update users guides and materials, and work to get the MissouriBUYS Bids Locator Tool implemented.

In addition, I've assisted Purchasing with the Cooperative Procurement Program's online membership application, utilizing GovDelivery for communications to coop members, and spearheading the creation and publication of Purchasing's 'Cooperative Buyline' newsletters.

While I have enjoyed working for Purchasing, I will officially become a full-time state retiree effective January 31, 2021. (I would like to add that I was overruled by the director while working on this newsletter — I would have preferred to have someone else in the spotlight than myself!)

If you need to contact the Division of Purchasing, please feel free to reach out to them at purchmail@oa.mo.gov or 573-751-2387. Sincerely, *Barb Shimmens*

Recently Renewed Statewide Contracts

Contract Number	Contract Title
CC200147001-003	Ammunition
CS200170001	First Aid Training, CPR Training, and AED Training
CT200100001-005	Inmate Kiosks and Communications — NASPO ValuePoint
CC200414001-002	Institutional Furniture
CC200036001-002	Insulated Serving Trays and Accessories
CC200779001-004	Lawn Mowers
CS190370001	Modular Office Systems, Disassembly, Transportation, and Reassembly
C215029001	Online Legal Research Subscriptions
CS190164002-006	Onsite Document Destruction and Disposal Services
CT160529001	SAS PC Software and Support Services
CT181870001-002	Software Training
CS190755001	Universal Waste Recycling Services
CC200033001	Unprinted Envelopes
CC200413001	Unprinted Envelopes

Additional information on these contracts can be found at <https://missouribuys.mo.gov/contractboard> or at <https://archive.oa.mo.gov/purch/contracts/>.

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Purchasing's Relevant Websites

Division of Purchasing, State of Missouri	https://oa.mo.gov/purchasing
Cooperative Procurement Program	https://oa.mo.gov/purchasing/cooperative-procurement-services
Cooperative Procurement Program Membership Application (form to use to become a member of the program and to update contact information to keep membership current)	https://oa.mo.gov/purchasing/procurement-program-membership-application
Purchasing's Notification of Statewide Contracts Listing (includes the statewide contract notification summary document for each statewide contract)	https://archive.oa.mo.gov/purch/contracts/
Purchasing's Awarded Bid & Contract Document Search (public record information regarding Purchasing's awarded contracts, including the solicitation documents, awarded and non-awarded solicitation responses, evaluation documents, and contract documents)	https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search
MissouriBUYS, State of Missouri's eProcurement System	https://missouribuys.mo.gov/
MissouriBUYS Bid Board (solicitations issued by Purchasing and state agencies)	https://missouribuys.mo.gov/bidboard
MissouriBUYS Contract Board (contracts awarded by Purchasing and state agencies including Statewide Contracts awarded by Purchasing and cooperative procurement contracts approved by Purchasing—site includes associated contract documents)	https://missouribuys.mo.gov/contractboard
MissouriBUYS Bid Locator Tool (bids posted by State of Missouri agencies and bids posted by local and federal governmental entities and political subdivisions in Missouri including cities, counties, school districts, universities and many others)	https://missouribuys.mo.gov/business-opportunities
'Cooperative Buyline' Newsletters (quarterly newsletters published by Purchasing)	https://oa.mo.gov/purchasing/cooperative-procurement-program/newsletters



Have suggestions or topics for the Cooperative Buyline? Email us at purchmail@oa.mo.gov and include 'Cooperative Buyline' in the subject line.

Division of Purchasing

301 West High Street, Room 630
Jefferson City, MO 65101

Phone: 573-751-2387

Fax: 573-526-9815

Web: <https://oa.mo.gov/purchasing>

Email: purchmail@oa.mo.gov

MissouriBUYS: <https://missouribuys.mo.gov>