

# Welcome to the Local Government Purchasing Forum 2019



November 6<sup>th</sup>, 2019

# A Look Into Last Year



# Local Government Purchasing Forum 2019 Agenda

AGENDA	
<b>Registration</b> <i>Complimentary Donuts &amp; Coffee</i>	7:30 - 8:30 AM
<b>Supplier Fair</b>	8:00 - 8:30 AM
<b>Welcome and Event Overview</b>	8:30 - 8:50 AM
<b>Part 1: Putting Statewide Contracts to Use</b> <b>Part 2: Commodities, Services, and Technology</b>	8:50am - 9:50 AM
<b>Class Breakout Session 1</b>	10:00 - 11:00 AM
<b>Lunch</b>	11:10 AM - 12:00 PM
<b>Supplier Fair</b>	12:00 - 12:30 PM
<b>Class Breakout Session 2</b>	12:40 - 1:40 PM
<b>Part 1: Your Questions - Answered</b> <b>Part 2: Diversity Businesses</b>	1:50 - 2:50 PM
<b>Closing Remarks</b> <b>Dismissal / Door Prizes</b>	2:50 - 3:30 PM

# Class Breakout Sessions Schedule

Class Breakout Sessions	Session 1 10:00 AM	Session 2 12:40PM
Statewide Contracts for the Tech Savvy	<b>Multi Media Room</b> <b>*Live Streamed*</b>	Conference Room E
Building Positive Supplier Relationships	Conference Room E	<b>Multi Media Room</b> <b>*Live Streamed*</b>
How DGS Can Serve You	Conference Room D	Conference Room D
TN Smartshop Live Demo	Conference Room N	Conference Room N
Better Service, Lower Cost	Conference Room A	Conference Room A

# Supplier Fair – THANK YOU

State Wide Contract Suppliers
Staples, Inc.
ATT
Dell/EMC
LB Technology Inc.
HPE
Prosys Information Systems Inc.
Enterprise Holdings
HP Inc.
Panasonic
Canon Solutions America, Inc.
CDW-G
KONE Elevators and Escalators
Iron Mountain
Fastenal
SHI
Verizon Wireless
American Esoteric Laboratories (Memphis Path Lab LLC)
McKesson Medical-Surgical
Prolifics, Inc.
Cymbal Communications
TRICOR

Department of General Services
Central Procurement Office
TN Shop
Vehicle Asset Management
Governor's Office of Diversity Business Enterprise (GoDBE)
Document Solutions



Department of  
**General Services**

# Putting Statewide Contracts to Use

Local Government Purchasing Forum

November 6, 2019

Joyanna Brassfield, Procurement Team Lead - Services

# United We Save Time and Money



# Learning Objectives

- What is the CPO and what is a SWC
- What are the benefits of using a SWC
- How to access a SWC
- How to find if a good/service is on SWC
- How to purchase from a SWC
- How to contact the CPO for assistance

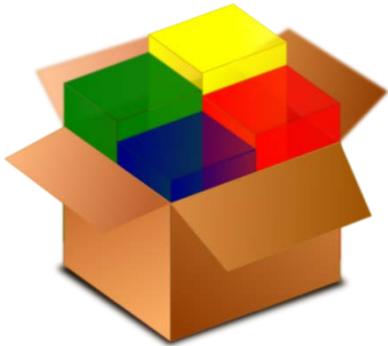
# What is the CPO?



- The Central Procurement Office is a division of the Tennessee Department of General Services
- Founded in 2011, created under TCA § 4-56-104
- “Better Service, Lower Cost”

# What is a Statewide Contract?

- **Statewide Contract (SWC)** is a contract for goods or services established by the CPO available to all State Agencies and Authorized Users.



**55**

Commodities



**48**

Technology



**47**

Services

# Who Can Use Statewide Contracts?

*Authorized Users may utilize statewide contracts by purchasing directly from the awarded Contractor(s) in accordance with their own procurement policies and procedures.*



## State Government

- Departments & Agencies
- Courts
- Legislature
- Commissions & Boards

**TCA § 12-3-102**



## Local Governments

- Counties
- Municipalities
- School Districts
- Quasi-Governmental Organizations

**TCA § 12-3-1201**

Tenn. Comp. R. & Regs.  
0690-03-01-.01



## Higher Education

- Universities
- Community Colleges
- TCATs
- TN Private Nonprofit Universities

**TCA § 12-3-102**



## Qualifying Nonprofits

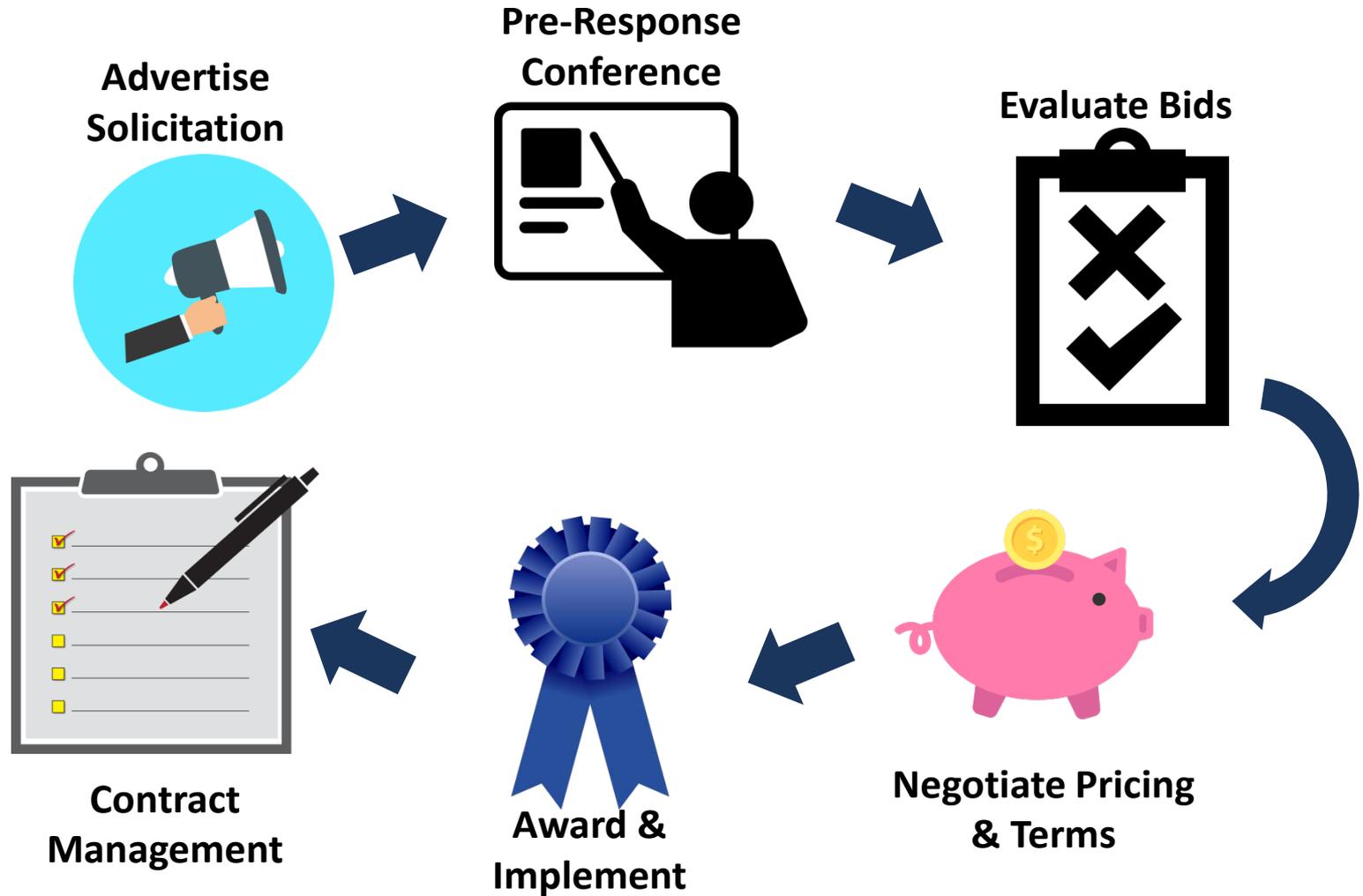
- 501(c)(3) organizations contracting with DIDD & MHSAS to serve citizens

**TCA § 33-2-1001**

# Developing a Statewide Contract



# Procuring a Statewide Contract



# Why Utilize Statewide Contracts?

1. Don't have to "re-invent the wheel"



# Why Utilize Statewide Contracts?

## 2. Don't have to go through a lengthy procurement process

- Frees up time to work on other priorities



# Why Utilize Statewide Contracts?

3. Benefit from competitive pricing due to leveraged volume



# Why Utilize Statewide Contracts?

4. Procurement experts, legal, & subject matter experts developing contracts



# Why Utilize Statewide Contracts?

5. CPO manages contracts and can assist with questions and issues

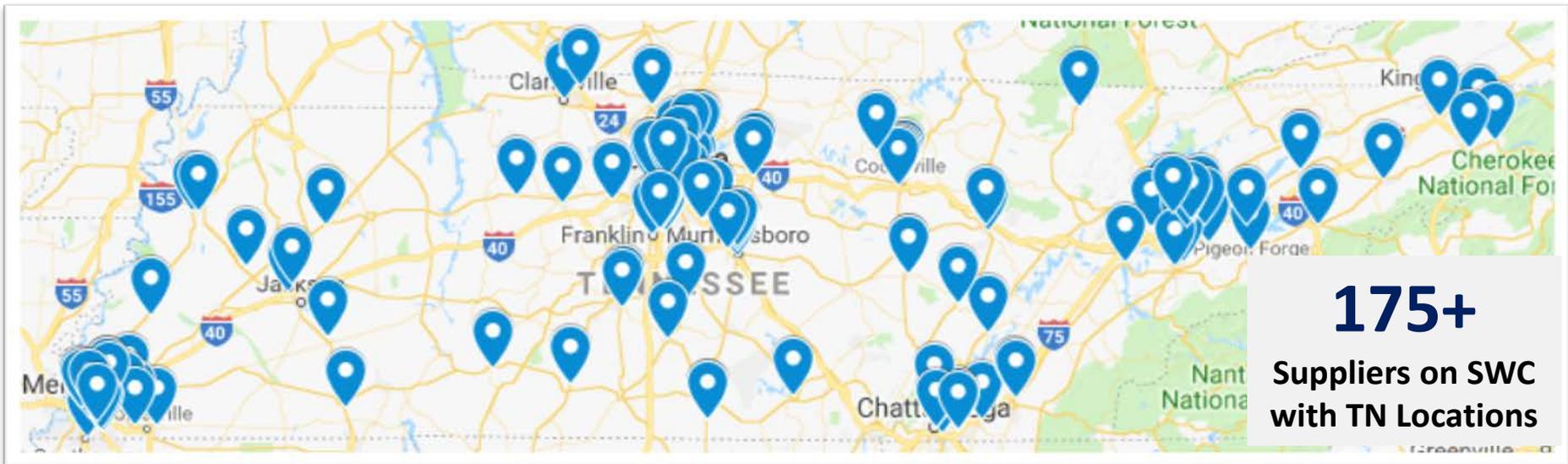


# Why Utilize Statewide Contracts?

## 6. Access to Diverse and Dependable Suppliers

**40+**

**GoDBE Certified  
Suppliers on SWC**



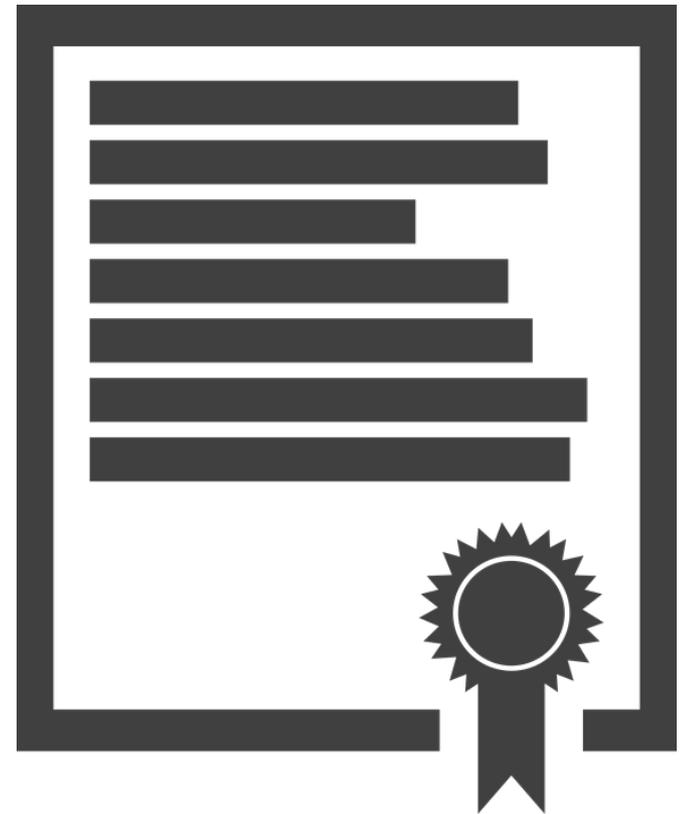
**175+**

**Suppliers on SWC  
with TN Locations**

# Why Utilize Statewide Contracts?

## 7. Ability to collaborate with CPO

- Share ideas for a new SWC or additional items for a current SWC.
- Recommend local suppliers to compete on SWC bids.
- Provide feedback and suggestions to enhance a SWC for solicitation.



# SWC Purchasing

- Purchase directly from the awarded Contractor(s), referencing the SWC, in accordance with your own procurement policies and procedures.



**ID the SWC &  
Supplier Contact  
Info**



**Contact Supplier &  
Reference SWC #**



**Ensure Compliance  
with Policies &  
Procedures**



**Issue Purchase  
Order**

# Accessing Statewide Contracts

- **Statewide Contract Listing (Supplier Portal):**  
[www.tn.gov/statewide-contracts](http://www.tn.gov/statewide-contracts)
- **CPO SWC Usage Instructions:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc.html>
- **TN Smart Shop:**  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/tn-smart-shop.html>

# Navigating the CPO Website

The screenshot shows the TN Department of General Services website. The header includes the TN logo, the text "Department of General Services", a search bar for "General Services", and a "Go to TN.gov" link. A navigation bar contains tabs for "About DGS", "Procurement", "Real Estate", "Printing & Media Services", "Vehicle & Asset Management", and "Postal". The "Procurement" tab is active, and a dropdown menu is open, listing several options: "Central Procurement Office (CPO)", "Governor's Office of Diversity Business Enterprise (GoDBE)", "Supplier Information", "Local Units of Governments" (circled in red), "State Agencies", "Procurement Commission and Advisory Council", "Library", "TN Smart Shop", and "CPO Directory". A red arrow points from the "Local Units of Governments" link to a red-bordered box at the bottom of the slide. Below the navigation bar is a large banner with the text "Welcome to General Services" and "Serving as a valued business partner delivering strategic general services for State government." Below the banner are three smaller images: "How to do Business with the State of Tennessee", "Real Estate", and "Vehicle & Asset Management".

Click on the **“Procurement”** tab and select **“Local Units of Government.”**

# Navigating the CPO Website

Home About DGS Procurement Real Estate Vehicle & Asset Management

## Local Units of Governments

### Special Announcements



# Navigating the Supplier Portal (SWC Listing)

**TN Tennessee State Government**

Announcement: Update Supplier Commodity Codes

[Instructions to Update Supplier Commodity codes](#)  
[Supplier Commodity Codes Spread Sheet](#)

Please do not use *Google Chrome* when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either *Mozilla Firefox* or *Internet Explorer*. We apologize for this inconvenience.

**Events** Personalize | Find | First 1-9 of 9 Last

Event Name

- BCCX 60 Quart Floor Mixer
- Lodge Flooring @ Fall Creek Falls
- Reg 4 Scrub Seal
- SWC 136 Pest Control Services
- Seedling Lifting and Packaging 2017-2018
- Solid Waste Mgmt-Sports Marketing
- TDEC Solid Waste - Toughbooks
- Tn. State Pk. Golf Course Chemicals
- Water Treatment of Boiler/Chiller Systems-TSD

See all of my events

**Welcome to the Edison Supplier Portal.**

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?  
Click on [Sign In](#) to login to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?  
To do business with the State of Tennessee, you MUST:

1. [Register as a Supplier](#)
  - [Instructions to Register](#)
2. Ensure that a completed [IRS-W9 Form](#) is attached to your registration.
3. (optional) Fill out a [Direct Deposit Authorization Form](#) to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or add [New User Accounts](#). Your Tax Identification N

For international bidders, please contact Supp email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

**Statewide Contract Information Links:**

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

**Procurement Agency Links:**

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Vendor Community](#)

**Important Notifications:**

- [Notice to Suppliers- Public Chapter 730](#)

**Contact Us:**

For assistance with supplier information, please contact Supplier Maintenance at [615-741-9745](tel:615-741-9745) or email [Supplier.Maintenance@tn.gov](mailto:Supplier.Maintenance@tn.gov).

For payment inquiries, please contact Accounts Payable at [615-532-5150](tel:615-532-5150) or email [F.A.Accounts@tn.gov](mailto:F.A.Accounts@tn.gov).

For Password and User ID Assistance, please contact Edison Help Desk at [615-741-HELP](tel:615-741-HELP).

For assistance with bidding procedures and codes, please contact Bidder Services at [615-741-7474](tel:615-741-7474).

Select  
"Statewide  
Contract  
(SWC) Search"  
under  
Statewide  
contract  
information  
links

**Statewide Contract Information Links:**

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

**Procurement Agency Links:**

- [Central Procurement Office](#)
- [RFP Listing](#)
- [Tennessee Department of Transportation](#)
- [Payment Contact Information by Agency](#)
- [Vendor Community](#)

**Important Notifications:**

- [Notice to Suppliers- Public Chapter 730](#)

# Navigating the Supplier Portal (SWC Listing)

TN Tennessee  
State Government



## Central Procurement Office - Statewide Contracts

Statewide Contract Number	Statewide Contract Name	Details
1 119	Acadis Software	
2 248	All Terrain Vehicles (ATVs)	
3 331	Ammunition	
4 3064	Anti-Spam Software	
5 338	Apple Hardware, Software	
6 154	Appliances, Household	
7 116	Artwork Printing/Installation	
8 210	Asphalt Repair Equipment	
9 3013	Attachmate LAN 3270 Netware	
10 206	Attenuators, Truck & Trailer	
11 383	BMC Remedy Software	
12 531	Birth Control Devices	
13 572	Birth Control Pills	
14 3020	Broadcast Facsimile Service	
15 102	Building Materials	
16 406	110 414 Non-Roadway Snow & Ice Service	
17 104	111 3005 Notebook Computers	
18 385	112 535 Nutritional Preparations	
19 304	21 152 113 316 Office Supplies	
20 532	22 777 114 500 Online Learning Solutions	
21 152	23 568 115 238 Open Office Landscape Furn	
22 777		
23 568		
24 107		
25 383		

Click on the folder icon next to the SWC name to access the contract documents.

- *Tip: use Ctrl+F to search by a keyword for the contract.*
- *Tip: allow pop-ups from this site. The page will not load if pop-ups are blocked.*

# Navigating the Supplier Portal (SWC Listing)



## Central Procurement Office - Statewide Contracts

Statewide Contract Number	Statewide Contract Name	Contract Beginning Date	Expire Date	Supplier Name
1 316	Office Supplies	07/01/2015	06/30/2018	Staples Contract & Commercial Inc

Edison Contract Number	Contract Documents	Line Items	Contracts eligible - Local Gov
00000000000000000000000046441			<input checked="" type="checkbox"/>

Click the folder icon under "**Contract Documents**" to access documents attached to the contract such as the Terms and Conditions.

Click the folder icon under "**Line Items**" for quick access to the items on contract.

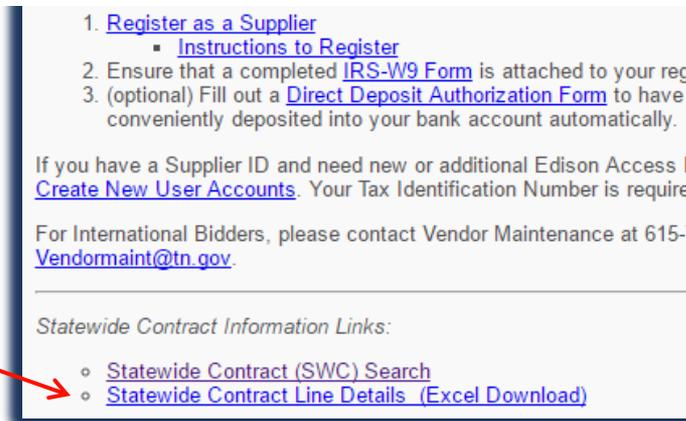




# Navigating the Supplier Portal (SWC Listing)

- To ensure a comprehensive search, we recommend the Statewide Contract Line Details (Excel Download) option:
  - Download the Excel file, which lists all items with fixed pricing available on statewide contracts (does not include catalog items)
  - Use Excel search features such as filtering or “find” (Ctrl + F) to browse through the file
  - Once you have identified an item on a SWC that fits your needs, note the SWC # and Edison Contract #

## Statewide Contract Line Details (Excel Download)



1. [Register as a Supplier](#)

- [Instructions to Register](#)

2. Ensure that a completed [IRS-W9 Form](#) is attached to your registration.

3. (optional) Fill out a [Direct Deposit Authorization Form](#) to have your payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, please [Create New User Accounts](#). Your Tax Identification Number is required.

For International Bidders, please contact Vendor Maintenance at 615-775-7777 or [Vendormaint@tn.gov](mailto:Vendormaint@tn.gov).

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Statewide Contract Information Links:

- [Statewide Contract \(SWC\) Search](#)
- [Statewide Contract Line Details \(Excel Download\)](#)

# TNSmartShop

TNSmartShop is a marketplace for procurement professionals providing visibility, access, and utilization of goods and services from suppliers who have Statewide Contracts with the State of Tennessee.



# How to Find Contact Info

## Suppliers



Statewide Contract Supplier Contact List [click here.](#)

## CPO Contract Administrators



### CATEGORY TEAMS

[SWC Contract Administrators](#)

[CPO.SWC@tn.gov](mailto:CPO.SWC@tn.gov)

Title

Name

Phone

Category Team Lead, Commodities

[Tony Bybee](#)

(615) 532-0723

Category Team Lead, Services

[Joyanna West](#)

(615) 741-1251

Category Team Lead, Technology

[Josh Gaddy](#)

(615) 741-1402

# How to Find Open Procurements



All Contracts Dashboard

Statewide Contract Listing

Statewide Contract (SWC) Usage Instructions

Current Procurement Opportunities

Diversity Business Enterprise Directory

Events and Publications

Executive Order by the Governor NO. 14

Frequently Asked Questions

GoDBE Agency Small Business Liaisons

GoDBE Certification Overview

GODBE General Contacts

Attestation Regarding Personnel Used in Contract Performance form

Edison Supplier Portal

Grantee Information

Invitations to Bid (ITB)

Protest Procedures

Request for Proposals (RFP) Opportunities

Tennessee State Agency Service Contracting Coordinators

Bid on Surplus Property

Local Units of Governments

Procurement Information

Statewide Contract Listing

Statewide Contract Instruction (SWC)

TN Smart Shop

# Active and Upcoming Procurements



[Active CPO Procurements](#)

[Central Procurement Office Intranet](#)

[Central Procurement Office \(CPO\)  
Models and Templates](#)

[Edison](#)

Link: [Active CPO Procurements](#)

## Active CPO Procurements

This is a snapshot for active or recently completed procurements by the CPO. The links li  
glance at the information for these procurements, such as, procurement type, title of the  
team member assigned to the project.

The links are documents separated by Agency Term Contracts (ATC) and Statewide Contr  
updated every Friday to provide users with the most current view of what projects are be

### Related Links

[Active Statewide Contract Procurements-Category](#)

[Active Agency Term Contract Procurements-Sourcing](#)

# Statewide Contract Updates



## Statewide Updates

### In this email:

[New Awarded Contracts](#)  
[Renewals & Extensions](#)  
[Solicitation Updates](#)  
[Other](#)

### New Awarded Contracts

- **SWC 380 Small Package Delivery** – Contract 57269 awarded with contract start date of 12/27/17. [Click here for usage instructions.](#)

*Contract Administrator: Jordan Green*

- **SWC 3017 – Mass Emergency Notification System – Supplier – Everbridge, Inc.:** Contract 57114. Effective 12/15/17. [Click here for usage instructions.](#)

*Contract Administrator: Richard Kotler*

- **SWC 136 Pest Control Services** – Contracts 57008, 57039, 57050, and NV57040 awarded with contract start date of 12/1/17. [Click here for usage instructions.](#)

*Contract Administrator: Jordan Green*

- **SWC 354 Paper, Print Shop** – Contracts 57316, 57315, 57314, and 57317 awarded with start date of 1/11/18. Contract now includes letterhead boxes and corrugated boxes. [Click here for usage instructions.](#)

*Contract Administrator: Kelly Johns*

- Subscribe to Local's Mailing List to get recurring updates about Statewide Contracts

<http://eepurl.com/dxBBr9>

# Take Away Tips

## How to find if an item/service is on SWC:

1. SWC listing > contract documents
2. TN Smart Shop
3. SWC listing > Excel lines
4. CPO.SWC@tn.gov / CPO Directory

## What if it's not on SWC:

1. If similar in scope, contact CPO to see if it can be added via MOU or Amendment
2. See if CPO is working on a SWC for it
  - Active Procurements
  - ITBs & RFPs
  - Mailing Newsletter

## How to use SWC:

1. Find supplier contact info
  - TN Smart Shop
  - Usage instructions
2. Contact supplier
  - reference contract #
  - set up account
  - admin tasks (i.e. get COI)
3. Issue PO
  - TN Smart Shop > cart export
  - SWC listing > line item export



Department of  
**General Services**

# Commodities, Services, & Technology

Local Government Purchasing Forum

November 6, 2019

Lindsey Lattner, Category Specialist - Commodities

# Learning Objectives

- Statewide Contracts & who manages them
- Category Management & the Category Teams
  - Commodities, Services, Technology
- How to determine if a Statewide Contract is needed
- Various Contract Structures



# Statewide Contracts & Who Manages Them

# Statewide Contracts and the Professionals that Procure and Manage Them

- Contracts for goods or services available to all State Agencies and Authorized Users.
- Procured and managed by Category Management Team
- Three (3) teams: Commodities, Services, and Technology.
- Each team is made up of five (5) Category Specialists and one (1) Team Lead.





# Category Management & the Category Teams



# Category Management – Commodities Team

Primarily responsible for the procurement and management of SWCs centered around commodities

This includes Maintenance Repair Supplies, Herbicides, Office Supplies, Vehicles, Gas/Diesel, Copy Paper, Groceries, And Office Furniture



# Category Management – Commodities Team



**Tony Bybee, Team Lead**

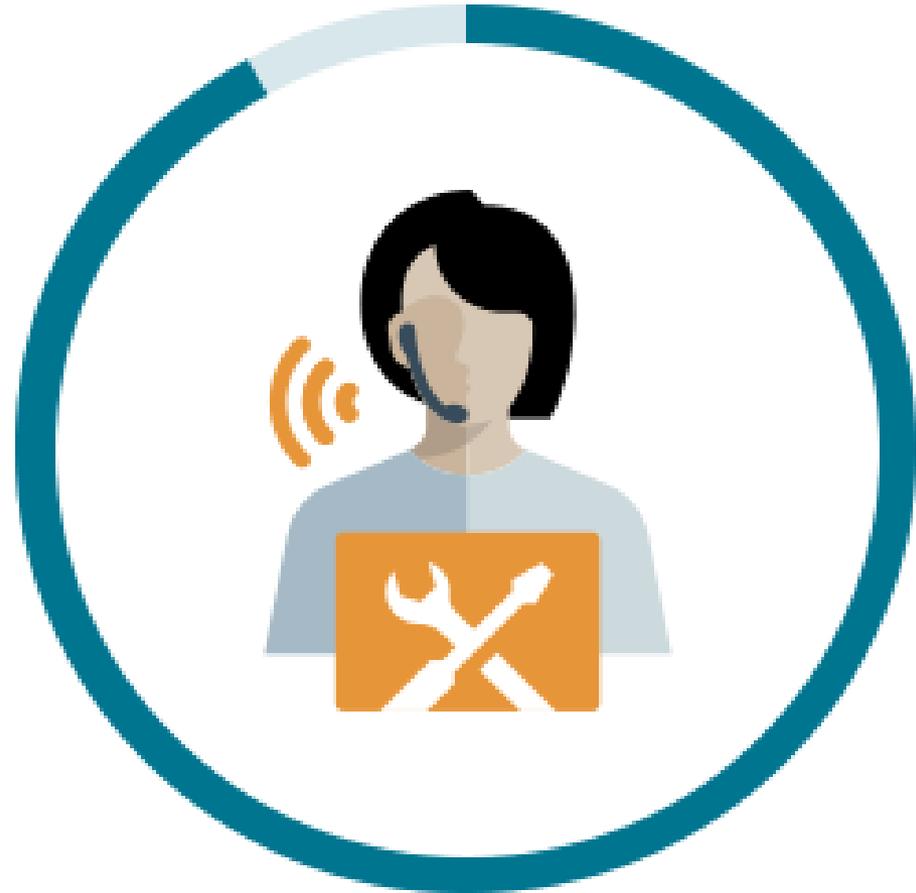
– **Category Specialists:**

- **Lindsey Lattner**
- **Mike Neely**
- **Karen Conway**
- **James Vallone**
- **Josh Polk**

# Category Management – Services Team

Primarily responsible for the procurement and management of SWCs centered around personal, professional, and consulting services

This includes Vehicle Leasing, Winter Road Maintenance And Repair, Electrical HVAC And Plumbing Maintenance And Repair



# Category Management – Services Team

## Joyanna Brassfield, Team Lead

### – Category Specialists:

- Parker Birt
- Lanessa Munson
- Eve Whittenburg
- Laitin Beecham
- Vacant

# Category Management – Technology Team

Primarily responsible for the procurement and management of SWCs centered around technological devices and software

This includes Computers, Servers And Storage; Telephones, Accessories, And Headsets; And Wireless High Speed Internet



# Category Management – Technology Team

## Josh Gaddy, Team Lead

### – Category Specialists:

- Richard Kotler
- Michael Porter
- Stephanie Landmark
- Simeon Ayton
- Vacant

# Where to Locate Procurement Staff Contact Information

## Central Procurement Office Directory

- <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/cpo-directory-.html>

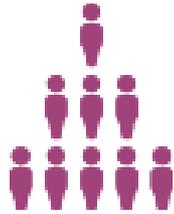
## Central Procurement Office Organizational Chart

- [https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/service-part-agreement/1-23-18%20Titles%20Only%20CPO\\_Organization\\_Chart.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/service-part-agreement/1-23-18%20Titles%20Only%20CPO_Organization_Chart.pdf)



# How to Determine if a Statewide Contract is Needed

# Guiding Criteria for Establishing a New Statewide Contract (SWC)



## Projected Utilization

Number of State Agencies and/or Authorized Users expected to utilize the contract.



## Significant Volume

Estimated Annual Volume and Projected Future Spend.



## Additional Discounts or Pricing Breaks

Potential to Receive Pricing Breaks or Additional Discounts through Leveraged Volume or Contract Structure.



## Reoccurring Need

Recurring Need within and across State Agencies and/or Authorized Users.



# Various Contract Structures

# Contract Structures

## Pricing Structures:

- Fixed line item
- Catalog items

## Award Structures:

- Single supplier award
- Multi-supplier award
  - Line item award
  - Regional award
  - Tiered award
  - Constant-compete



# How to Identify Contract Structure

- Usage Instructions Include:
  - Contract Period
  - Summary/Background Information
  - State of TN CPO Contact Information
  - Supplier Contact Information
  - State Agency Ordering Instructions
  - Local Government Entity Instructions (if needed)
  - Other Contract-Specific Details



MEMO

## SWC# 215 – Liquefied Propane Contact Information and Special Instructions

**Summary/Background Information:** This statewide contract covers those products commonly referred to as liquefied petroleum gases (LPG) applicable to products intended for use as domestic, commercial, industrial and engine fuels (hd5). It includes the purchase and delivery of propane. There are two Contractors, who have been awarded counties across Tennessee. This is not a fixed-price contract; it is an indexed price contract.

The contract price (mark-up) includes the cost of all tank installation, regulator, shutoff valves and gauge installation and replacement, use of equipment (tanks, cylinders), initial leak testing, required operational instruction of agency personnel and period inspections/maintenance of Contractor owned equipment to meet all safety requirements. Appropriate documentation must be provided by Contractor to the agency regarding tank ownership.

Contract price does not include modifications to interior appliances to meet safety code requirements or additional piping required beyond the exterior wall of a building to bring a facility up to safety code compliance or the addition of compliance. The delivery schedule is to be coordinated with the agency contact.

### **Contract Administrator Information**

Lindsey Latner  
Category Specialist - Commodities  
Central Procurement Office  
(615) 741-9281  
Lindsey.Latner@tn.gov

Contracts Awarded	
Region 1	Marsh LP
Region 2	AmeriGas
Region 3	AmeriGas
REGION 4	AMERIGAS

### **Vendor Contact Information:**

List all vendors contact information in the following format:

Company name	Marsh LP Gas Co Inc.
Contract Number	47747
Vendor Number	0000145652
Name of contact person	Chris Marsh
Position of contact	Account Representative
Phone number(s) of contact	888-239-2308 or 423-639-7226

# Pricing Structure – Fixed Line Items

## Set items with fixed pricing

- Will have contract line numbers and an item ID #

- **SWC 104** Checkpoint & Body Scanners

### Line Information

**Line 1**

Item ID: 1000146579

*Ferromagnetic Detection System, Freestanding, Portable, Full Body Scan, Body Cavity Cell Phone Detection*

Unit of Measure: EA

Vendor Item/Part #: FERRO1

Manufacturer Item #:

Unit Price: \$ 5800

**Line 2**

Item ID: 1000165611

*Battery Charger for Ferromagnetic Detection System*

Unit of Measure: EA

Vendor Item/Part #: BATTERY FERRO1

Manufacturer Item #:

Unit Price: \$ 135

# Pricing Structure – Catalog Items

Contracts that utilize a catalog for purchasing and a discount is negotiated during award

- **SWC 537** Forestry & Agricultural Supplies (Forestry Suppliers)

Line Information

**Line 1**

Item ID:

*8% Off Catalog Pricing on All Items*

*<http://www.magazooms.com/HTML5/Forestry-Suppliers-Catalogs-Master-Catalog-2015>*

Unit of Measure: EA

Vendor Item/Part #:

Manufacturer Item #:

Unit Price: \$ 0

# Single Award Contract Structure

Contracts that are awarded to only one supplier

- **SWC 316** Office Supplies

Statewide Contract Number	Statewide Contract Name	Contract Beginning Date	Expire Date	Supplier Name	Edison Contract Number
1 316	Office Supplies	07/01/2015	08/30/2020	Staples Contract & Commercial Inc	000000000000000000046441



# Multi-Supplier Award Contract Structure

Contracts that are awarded to at least two or more suppliers

- **SWC 563** Laboratory Supplies

Statewide Contract Number	Statewide Contract Name	Contract Beginning Date	Expire Date	Supplier Name	Edison Contract Number
1 563	Laboratory Supplies	04/01/2016	03/21/2021	VWR International Inc	0000000000000000000049150
2 563	Laboratory Supplies	08/11/2016	03/31/2021	Fisher Scientific Company LLC	0000000000000000000051339



# Line Award Contract Structure

Contracts that are awarded based on lowest cost per line item

- **SWC 521** Laundry Detergents & Compounds

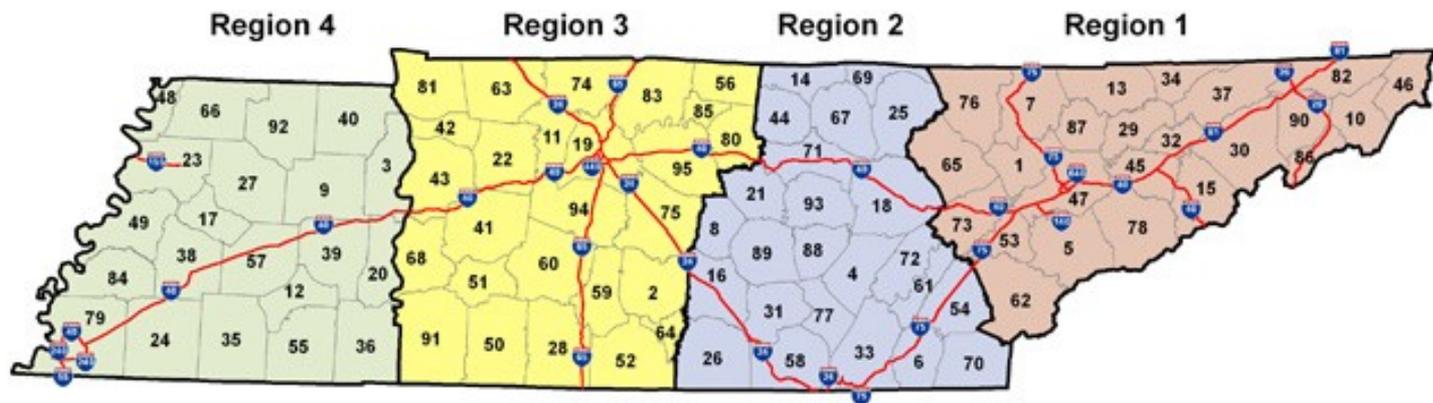
Item	Supplier
Alkali, Liquid, Drum 15 Gallon	Diamond Chemical
Bleach, Dry, Organic, Powder 50 lb pail	Ecolab
Detergent, Laundry, Drum, 15 gallons	Diamond Chemical

# Regional Award Contract Structure

Contracts that are awarded based on region dependency

- **SWC 215** Propane

Contracts Awarded	
Region 1	Marsh LP
Region 2	AmeriGas
Region 3	AmeriGas
Region 4	AmeriGas



# Tiered Award Contract Structure

Contracts that have a supplier hierarchy

- **SWC 700** HVAC, Electrical and Plumbing

County	HVAC Maintenance and Repair		
	Vendor A	Vendor B	Vendor C
Hamblen	Archer Air Conditioning	Air Quest	Nor Well Company
Hamilton	Mountain City Service	Chase Service	Archer Air Conditioning
Hancock	Archer Air Conditioning	Air Quest	Nor Well Company
Hardeman	AHA Mechanical Contractors	Nance Mechanical Services	Metro Mechanical
Hardin	AHA Mechanical Contractors	Metro Mechanical	Johnson Controls
Hawkins	Archer Air Conditioning	Air Quest	Nor Well Company
Haywood	AHA Mechanical Contractors	Metro Mechanical	Nance Mechanical Services



# Constant-Compete Contract Structure

Multiple suppliers awarded on contract. User requests quotes to compete their job among awarded suppliers and awards job to lowest cost supplier.

- **SWC 3014** NASPO Servers & Storage

HPE -	Active	Server and Storage
HP Inc. -	Active	Computer, Laptop, Tablet
Dell -	Active	Computer, Laptop, Tablet, Server, and Storage
EMC -	Active	Storage
Hitachi -	Active	Server and Storage
Cisco -	Active	Server
IBM -	Active	Server and Storage
NetApp -	Active	Storage
Panasonic -	Active	Laptop and Tablet

# Conclusion



Please visit the CPO Booth at the Supplier Fair!



Department of  
**General Services**

# Your Questions - Answered

November 6, 2019

# Question 1:

**How to get vendors we are currently using on a state contract?**

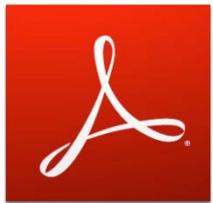


# Question 2:

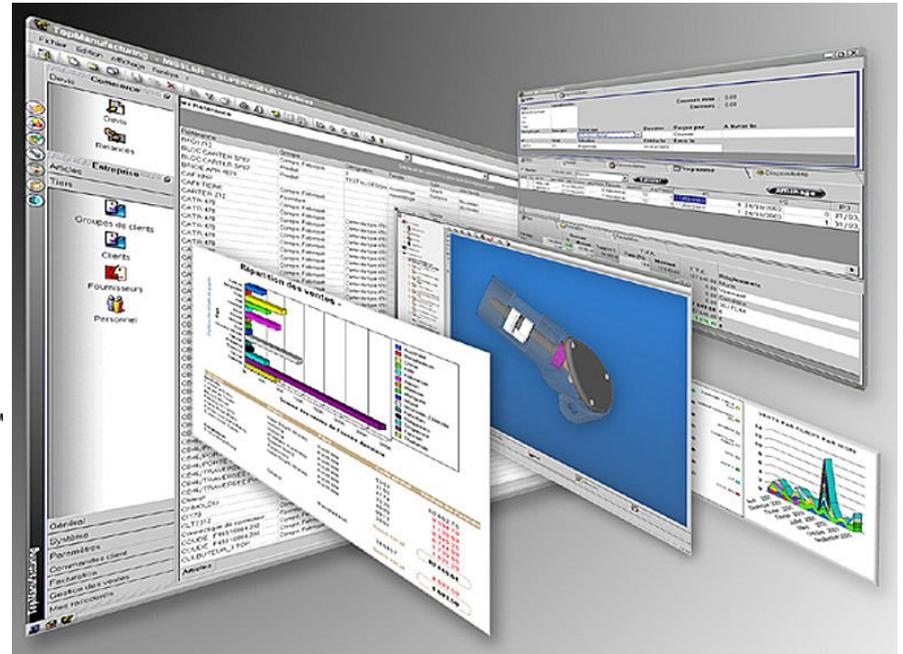
## How do I approach complicated RFPs for software?



Microsoft



redhat.



# Question 3:

## What is the easiest way to search CPO's website for specific categories?



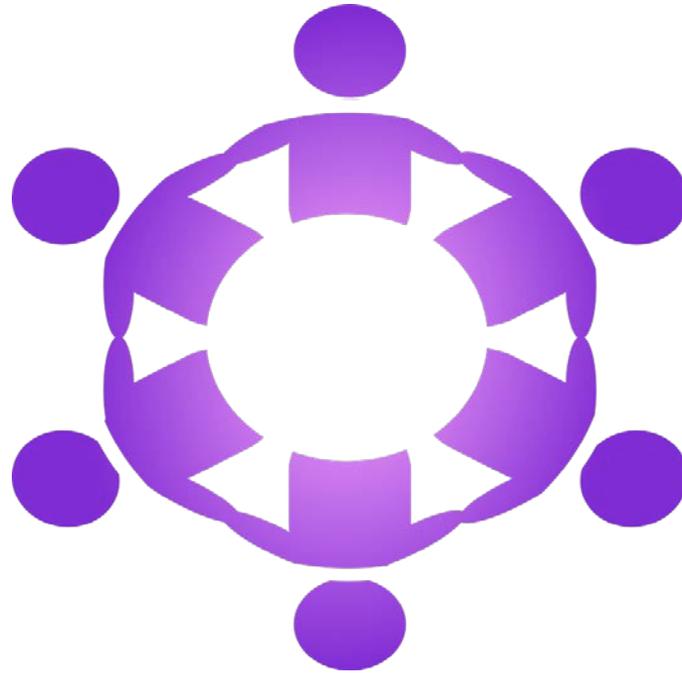
### Statewide Contract Instruction (SWC)

#### Restricted Statewide Contract (RSWC) Usage Instructions

- [RSWC 3999 NASPO COT Software Usage Instructions](#)
- [RSWC 233 NASPO SOW Projects](#)
- [RSWC 304 Wireless LAN Aruba Usage Instructions](#)
- [RSWC 313 I-3 CIC Software Usage Instructions](#)
- [RSWC 321 Cellular Devices and Services Usage Instructions](#)
- [RSWC 337 Post-Warranty IT Equipment Maintenance](#)
- [RSWC 384 Video Conference System Equipment](#)
- [RSWC 388 Video conferencing, Audio & Streaming Video Maintenance Usage Instructions](#)
- [RSWC 3111 Abacus Legal Software and Services Usage Instructions](#)
- [RSWC 3830 High Speed Internet Services Usage Instructions](#)
- **RSWC 3014 NASPO Contracts**
  - [RSWC 3014 NASPO Usage and Contact Instructions CISCO Server Storage](#)
  - [RSWC 3014 NASPO Usage and Contact Instructions DELL Computers, Laptops, Tablets](#)
  - [RSWC 3014 NASPO Usage and Contact Instructions DELL Servers and Storage](#)
  - [RSWC 3014 NASPO Usage and Contact Instructions EMC](#)
  - [RSWC 3014 NASPO Usage and Contact Instructions Hitachi](#)

## Question 4:

**Is there opportunity for local government involvement in the development of state wide contracts?**



## Question 5:

**Are there updates on the Vehicle & Equipment State Wide Contract?**



## Question 6:

**How important is supplier diversity?  
To what extent do we train staff who  
monitor SMWBE utilization?**



**Governor's Office of Diversity  
Business Enterprise  
(GoDBE)**



TM

**Local Government Forum  
November 6, 2019**

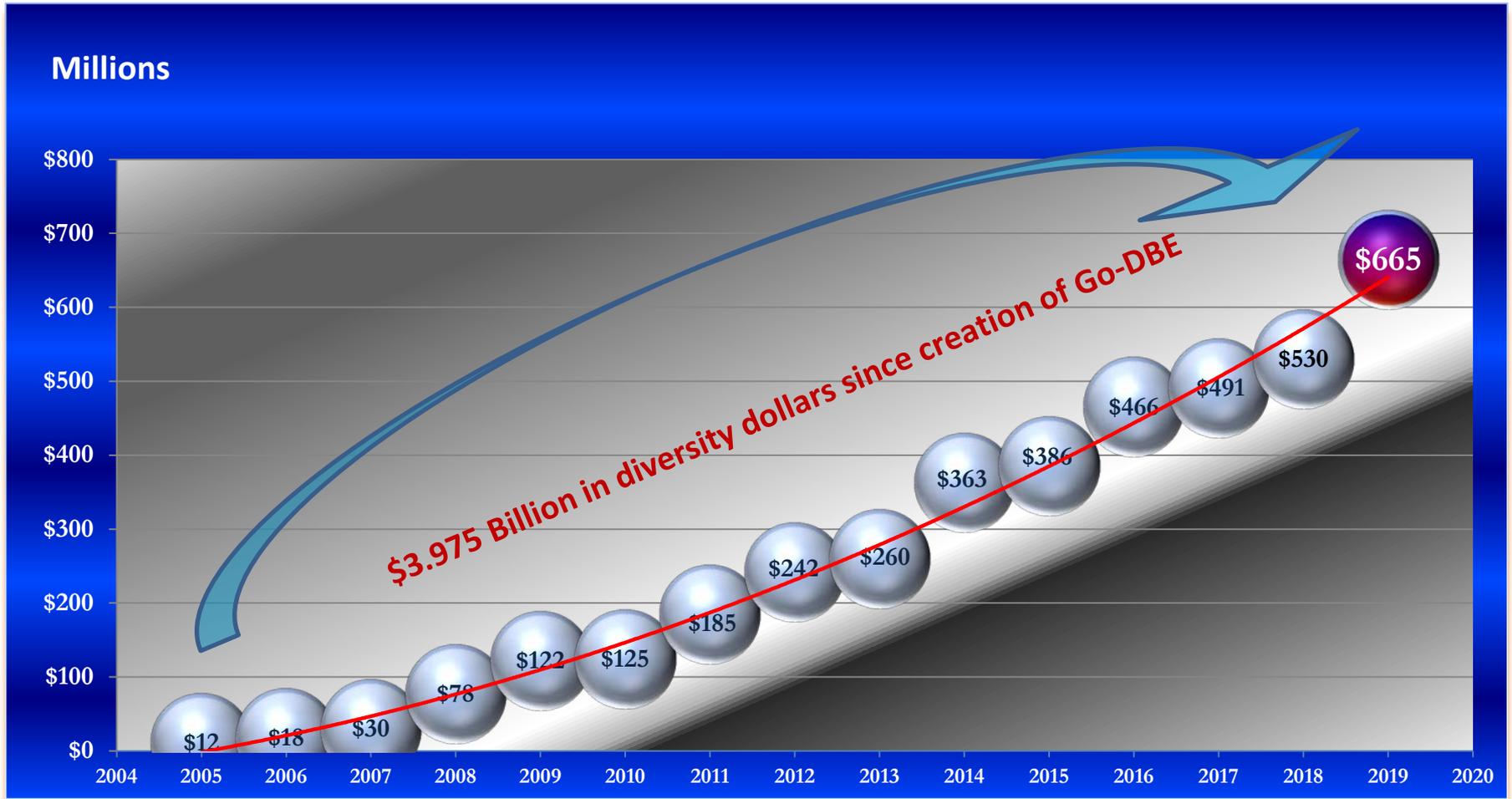
# Benefits of State Certification to Locals

- Expands economic development
- Generates dollars
- Diversify the State's portfolio
- Increases competition

# Benefits of State Certification to Businesses

- Free to citizens
- Contract, and sub-contractor opportunities
- Set businesses apart
- Current Procurement Opportunities
- 40 Statewide contracts with businesses that are certified in our office

# Governor's Office of Diversity Business Enterprise Awarded Diversity Dollars FY 2005 to 2019



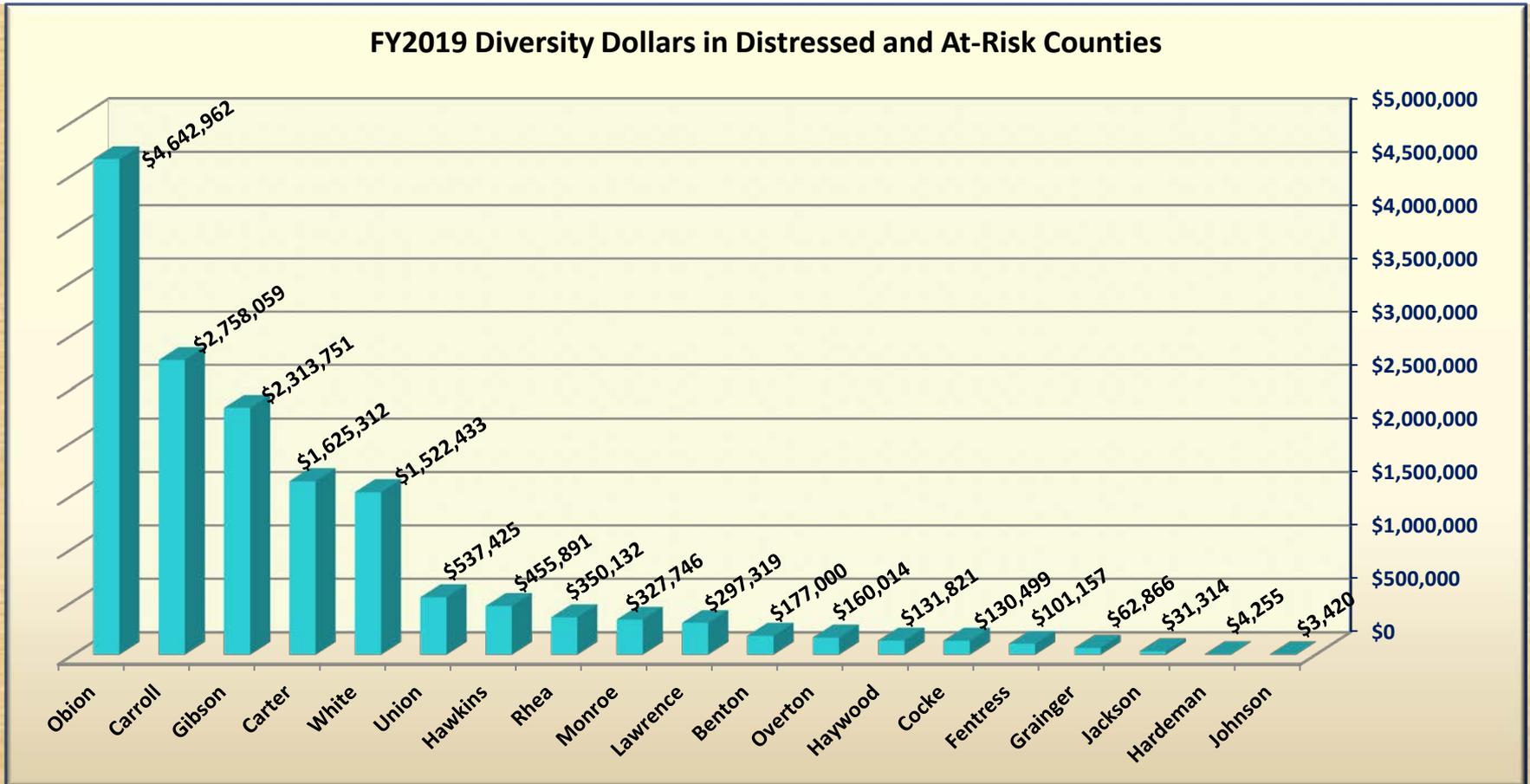
# Program Overview

***Currently over 2,000 certified diversity businesses:***

Minority Business Enterprises (MBE)	694
Woman Business Enterprises (WBE)	778
Small Business Enterprises (SBE)	471
Service-disabled Veteran Owned (SDVBE)	76
Persons with Disabilities (DSBE)	<u>1</u>
<b><i>Total certified businesses</i></b>	<b>2,020</b>

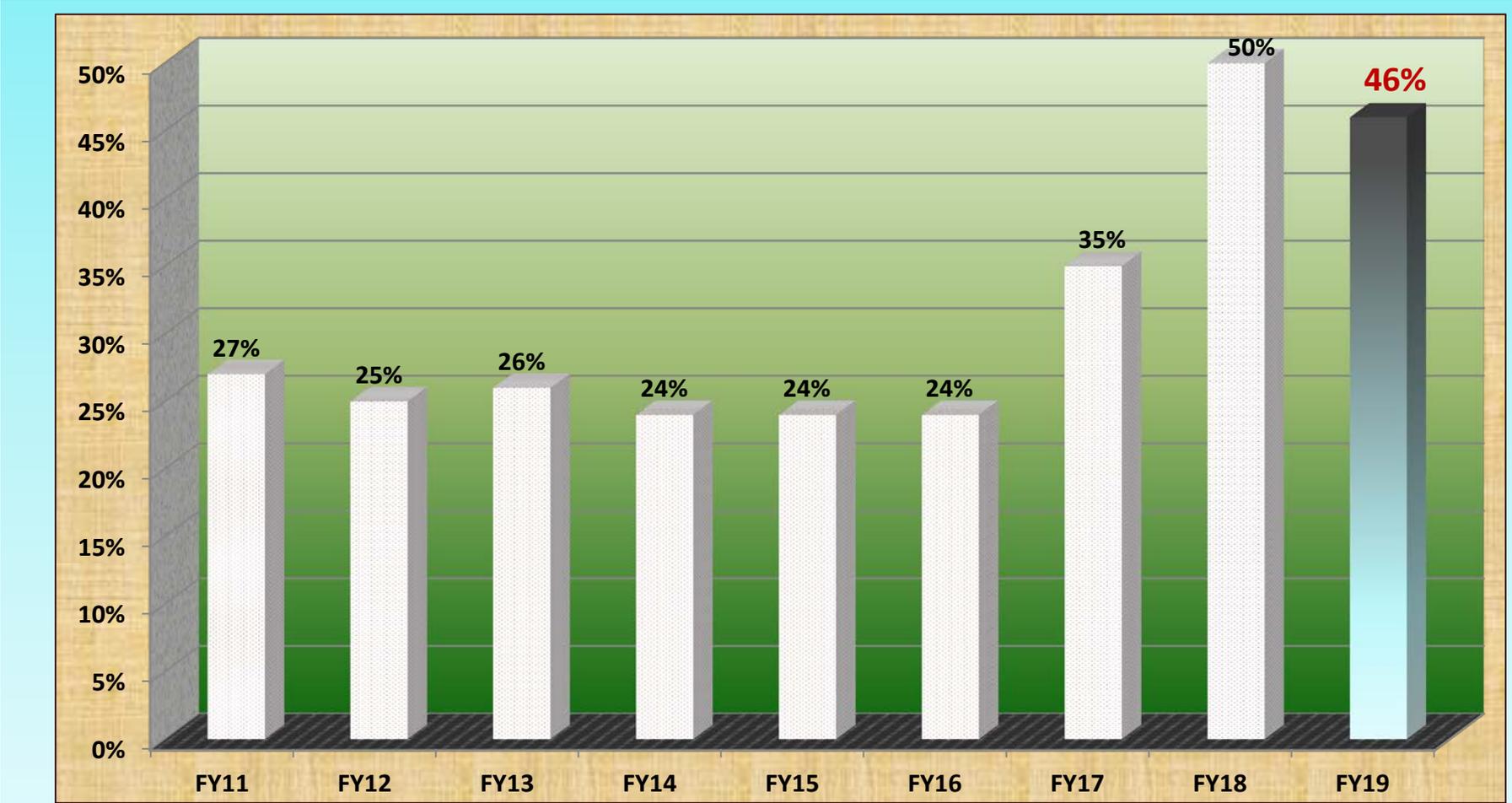
Effective November 1, 2019

# Distressed and At-Risk Counties



***(\$85 Million in last 4 years in Distressed and At-Risk counties)***

# Annual Sub-Contracting Percent of Diversity Spend



# Go-DBE Heat Map

## Diversity Data – What Does it Mean?

- Tableau

<https://analytics.sts.tn.gov>

- Active Certifications by County
- Diversity Spend by County
- Spend Analysis Dashboard
- Spend Detail

Questions?



# 2019 Success Stories



The logo consists of a red square with the letters 'TN' in white, serif font. Below the red square is a thin white horizontal line, and below that is a dark blue horizontal bar. A small 'TM' trademark symbol is located at the bottom right corner of the blue bar.

**TN**

**Closing Remarks  
Dismissal & Door Prizes**