

STATE AGENCY RECOGNITION AWARDS 2003

State Agency: Department of Corrections, Folsom State Prison

Title of Nomination: COMBINED SB/DV/RCP (recycled content product) BIDDERS LIST

Award Recipient: Tess Poling

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Person to be notified of winner: Max Lemon, Associate Warden - Business Services

EXECUTIVE SUMMARY

Researched for vendors that provide recycled content products and added a column on the bidders' list for this information 1) to enhance the use of SB/DV vendors and 2) expand contracting opportunities.

Developed one bidders' list by combining three lists, i.e., SB list, DV list and RCP list. By combining these lists into one saves time in searching for vendors and provides an at-a-glance identification of SBs, DVs, and vendors who carry RCP products. There are separate columns for vendor identification numbers and certification expiration dates for SB and DV vendors. These identify their SB or DV status. For microbusinesses, an M is entered after the vendor number, for example: 0234M.. For SB/DV vendors that carry RCP, an Y for yes is entered under that column

The list is distributed to FSP buyers and to other agencies and prisons that requested by mail, email. Hard copies are sent in paper or diskette form.

The consolidation of the lists creates faster transmission, saves paper and time. By adding the RCP column increases the contracting opportunities of SB/DV vendors.

PROJECT DESCRIPTION

Implementation Date: Bidders List Consolidation: January 2003

Researched and interviewed SB/DV vendors who carry RCP products to meet the AB 4 and AB 11 purchasing mandates for 12 product categories. This information is added to the bidders' list. Availability of this information helps the buyers identify which vendors carry RCP products and enhanced the contracting opportunities for the SB/DV vendors.

HOW DID THE PROJECT IMPROVE SB/DV PARTICIPATION?

When the need arise to buy a product included in the AB 4 and AB 11 categories and other RCP products available in the market, the bidders list is used to find these vendors that have been pre-qualified to carry such products.

Purchasing RCP products is fairly new to most buyers. It is the intention to find these vendors and make the information available to all buyers. It facilitates communication and faster bid solicitation process. For example: An office supply SB vendor was pre-qualified as RCP supplier. This vendor sent a separate catalog of RCP products. The Trust Office needed to purchase accordion file folders. This is a paper product, one of the 12 product categories in

AB4/11. The SB/DV/RCP bidders' list was used to look for vendors with a Y under column RCP. Inquiry was made for price quote for the product with at least 10% post consumer content. Quote was sent and award was made. The list, a quick reference and handy tool, produced an award in a timely manner to a SB vendor.

Combining the SB/DV/RCP lists into one made it easier for buyers to use the list instead of going through three lists. The list was reduced from 9 pages to 6 pages, and kept under one file name instead of three.

WHAT WORKED AND DID NOT WORK? None

WHAT WOULD I DO DIFFERENT? None

HOW OTHER AGENCIES COULD MODIFY THE IDEA TO MAKE IT WORK FOR THEM?

Agencies can research for SB/DV suppliers for products that their department will purchase. The screening and pre-qualification process will eliminate vendors that the department can not use. The screening process includes asking the question "Do you carry recycled content products?" Compile these vendors into one bidders' list.