



Contracts & PURCHASING NEWS Procurement October 2013

PEOPLESOFT UPDATE - PURCHASING

The PeopleSoft project is hitting its full stride! The Test environment has been setup, and the test environment has been updated with proper security for all the requesters and approvers for eProcurement.

The training schedules will be sent out in the next few weeks. The training will include classroom-style, hands-on training on laptops. Oracle also has a product called UPK (User Productivity Kit) which will be utilized to assist with training. UPK is a fun new method of training which is an innovative and effective way to learn the new system. With UPK, users can see how the system works and test it.



More information and details regarding training will be sent out soon. Here is what to expect:

- Training for Requesters – November/ December
- Training for Approvers – December

Please remember to finalize all purchase orders and unneeded open encumbered contracts (*For details, see article on page 2: Draft Requisitions & Delivery Orders*). Finalizing these documents before year-end will save time and resources as we move forward with the new system.

If you have questions or concerns regarding procurement or contracts in PeopleSoft, please contact [Tony Jolley](#).

PROCUREMENT CARD TRAINING WEDNESDAY, OCTOBER 16 - 11:00 AM



Come learn the benefits of using a p-card for small cost purchases. If you have submitted an application, you will need to attend training before a card will be issued. Please register with [Cynthia Carrington](#).

STATE PURCHASING WEBSITE

In 2013, the State of Utah Department of Administrative Services launched a new website linking all of its divisions in one convenient location. At that time, State Purchasing's website received a new look and a new URL.

The previous URL is still active. In order to reach the current State Purchasing website, please remove bookmarks to the old site from your browser. Access the new site at: www.purchasing.utah.gov. If you see the image below, you have found the current site.



DEADLINES TO ENCUMBER 2013 FUNDS

A budget encumbrance is made after a vendor has been selected and a purchase order or contract has been executed identifying the final cost.



For purchases and contracts to encumber 2013 funds, please submit approved requisitions, specifications, and/or vendor-signed contracts to Contracts and Procurement by the due dates that follow. Requests received after these dates will not be processed for 2013 budget encumbrance and will be held until they can be entered in PeopleSoft in 2014.

- Requests for Proposals (Deadline Passed)
- Request for Bids 10/11/13
- Capital Improvement Bids 10/11/13
- Contracts that Encumber 2013 Funds 11/27/13

To reduce duplication of data entry and allow time to successfully convert data from AMS to the new system, you must enter your 2013 encumbrances in AMS prior to 12/18/13. After this date, new encumbrances (requisitions, DOs, small cost POs) will NOT be allowed to be entered in the AMS procurement system.

Mayor's Finance will continue to process PRC and GAX documents through the month of December. All valid 2013 and earlier encumbrances should be paid before the end of the year. Approved encumbrances entered in AMS prior to 12/18/13 that must carry forward into 2014 will be manually entered into PeopleSoft. Please cancel unnecessary encumbrances as soon as possible.

Agencies may continue to make small cost purchases using a p-card through the end of the year.

DRAFT REQUISITIONS & DELIVERY ORDERS

In the near future, we will be moving to the new purchasing system and converting existing data from our current system. There are many old draft requisitions, and delivery order documents (RQS/RQM/DO) in the current system. *It is important that these be taken care of before transitioning to the new purchasing system.* These are documents that have been started and not submitted, or documents that have been modified or discarded and not submitted. These documents may just need to be submitted if needed, or discarded if not needed. If you are replacing someone in your office please check their draft documents also.



Users can search for Draft documents by doing the following:

Go in Advantage to the Document Catalog.

1. Under Document Identifier, in the ID field type your ID prefix with an *, such as NP*.
2. Under the Document State, in the Phase field select Draft and click on Browse.
3. Searches may also include additional information, such as:
 - a. Under Document Identifier in the Code type RQS, RQM, or DO. This will show the Draft documents for your department that have not gone anywhere.
 - b. Under User information, in the Create User ID field, enter in your User ID
 - c. Use any of the fields on this page to search.

Draft documents need to be submitted to take effect. This is true even for cancellation documents in Draft mode.

PLEASE REVIEW ALL DRAFT RQS/RQM/DO DOCUMENTS FOR YOUR AGENCY

SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open on October 10, 17, and 24
The Warehouse will be closed on October 3 and October 31

Hours of operation are from 9:00 AM until 11:00 AM, unless noted otherwise. Please contact [Brian Anderson](#) to make an appointment to drop off or pick up surplus items. To view available items, please visit the [Purchasing website](#).



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CW04325S	Amerisource Bergen Corp	Vaccine/Liquid Nutrition	10/31/14
CZ11341S	Streamline Supply Inc	Snow And Ice Melt	10/23/14
CW10626S	Chapman Security	Security Guards	10/1/14
CZ11640S	Confidential Background	Security Guards	10/1/14
CW086112S	Proforce Law Enforcement	Tasers & Taser Cartridges	10/23/14
CZ12385S	Airgas Intermountain Inc	Cylinder Gases and Welding Supplies	9/21/18
CW11111C1	Harmon & Sons Lawn Care	Pest Control / Exterminating Services Provided	10/11/13
CZ11515S	Federal Express Corp	Express Small Package Delivery	10/31/14



NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD AGREEMENT(S) COUNTYWIDE BEGIN WITH "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CW13315S	Rowser Constructions	Install and Replace Guard Rails and Crash Cushions	9/14/14
CW13314S	Utah Correctional Industries	Roofing and Asbestos Abatement	6/20/15

EXPIRING COUNTYWIDE CONTRACTS:

IF YOUR AGENCY UTILIZES AN EXPIRING CONTRACT, PLEASE CONTACT CONTRACTS & PROCUREMENT FOR AN UPDATE.

Contract #	Vendor	Description	Expiration	Additional Info
CW09106C	Sire Technologies Inc	Sire Licenses	10/31/13	No Renewal Option
CW12108C	Mountain View Landfill	Construction/Demolition, Yard, Road Bldg, Tree Limbs, Stumps	10/30/13	Renewable
CW12122C	Interstate Barricades	Rental & Placement Of Barricades & Signs-Primary	10/15/13	Renewable
CW12123C	Wasatch Barricade	Rental& Placement Of Barricades& Signs-Secondary	10/15/13	Renewable
CZ07127C	Hands On Promotions	Work Apparel For Multiple Salt Lake County Departments	10/22/13	End of Contract
CW10120C	Certified On-Site Drapery & Fabric Cleaning	Blind Cleaning/Replacement	10/27/13	Renewable
CW11111C	Service Institute, Inc.	Pest Control / Exterminating Services Provided	10/11/13	New Vendor – See CW11111C1
CZ11103C	Fire Protection Svc/Mtn Alarm	DMP Security Alarm Equip & Notifier Equip/Parts	10/31/13	Renewable
CZ11104C	Professional Systems Technology	Est Fire Alarm Parts/Equip	10/31/13	Renewable
CW09390S	Summit Traffic Solutions	Radar Vehicle Sensing Devices	10/4/13	End of Contract

The full text of County-wide contracts is available on the [Purchasing Website](#). Click on *Purchasing Information* and *Current Contracts*. State contracts can be viewed at: www.purchasing.utah.gov

Suggestions? We would love to hear them! If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter, please contact [Michelle Roach](#).