



Contracts & Procurement

PURCHASING NEWS

DECEMBER 2013

FAREWELL TO MICHELLE ROACH

Michelle Roach, Operations and Purchasing Card Manager for Contracts and Procurement, has accepted a new opportunity as the Administrative and Fiscal Manager for Salt Lake County Animal Services. Michelle has been with Contracts and Procurement for over three years and has assisted the division in creating many new and improved processes during that time. We will miss her as she moves on in assisting Animal Services with her many talents.

WELCOME ANGELINA HARWARD-COLLARD: OPERATIONS & P-CARD PROGRAM MANAGER



We are very pleased to have Angelina Harward-Collard join our Contracts and Procurement team. She is a 17-year county veteran who has worked for various agencies and comes to us most recently from the Election Division, where she served as an Elections Coordinator for the past five years. She will be the contact for any questions or issues regarding the Purchasing Card Program and [Angelina](#) can be reached at 385-468-0303.

FAREWELL TO HEIDI GAGER

Heidi Gager has also moved on from Contracts and Procurement. She has accepted a position as the Fiscal Coordinator for Youth Services. We wish Heidi the best of luck in her new endeavor. She will be greatly missed for all the wonderful things she has done to make the division successful over the last two years.

WELCOME ANTIGONE CARLSON: CONTRACTS COORDINATOR



We are excited to extend a hearty welcome to Antigone Carlson, our new Contracts Coordinator. Antigone comes from the Salt Lake County Clerk's Office, where she was a Deputy Clerk and Elections Coordinator for over six years. We are pleased to have her join our team. [Antigone](#) can be reached at 385-468-0300.

PROCUREMENT CARD TRAINING WEDNESDAY, DECEMBER 18- 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](#).

SURPLUS WAREHOUSE

The Warehouse will be open December 5, 12 & 19th

The Warehouse will be closed on December 26th

Hours of operation are 9:00 AM-11:00 AM on selected Thursdays, unless noted otherwise. Contact [Brian Anderson](#) for an appointment to drop off surplus items. To view available items, visit the [Purchasing Website](#).



PEOPLESOFT UPDATE – DECEMBER 2013

We are making great progress in our preparation for the January 1st go live date for PeopleSoft!

Training for eProcurement Requesters:

We are on track to train over 120 requesters on PeopleSoft eProcurement by December 17th.

These training classes are three-hours in length and are full of great information for getting started with eProcurement. They are intended for all SL County associates who will be creating purchase requisitions and purchase orders using PeopleSoft. The purpose of the class:

- Introduce you to PeopleSoft eProcurement
- Demonstrate how to create and manage Requisitions and Purchase Orders
- Introduce you to the Oracle online training tool – “User Productivity Kit” (UPK) that you will use to enable you to train at your own-pace.

We are excited to introduce the new purchasing system to you and to show you how you can practice at your desk to build your proficiency in using the system and continue to learn its features.

We also will be providing four sessions of a hands-on labs for anyone who needs help with issues once we are in production (after January 1st). The dates and times for these classes are:

- January 6th (afternoon)
- January 7th (morning)
- January 14th (afternoon)
- January 16th (morning)

If you create purchase requests and purchase orders and have not received an invitation to a class, please contact [Tony Jolley](#).

Training for eProcurement Approvers:

We have scheduled classes for all Salt Lake County associates who will be approving purchase requisitions and purchase orders using PeopleSoft. The training for these one-hour classes will be on December 16th or January 6th. The approvers can choose to attend any of these three classes. We anticipate training about 100 approvers.

The purpose of the class:

- Introduce you to PeopleSoft eProcurement
- Demonstrate how to approve Requisitions and Purchase Orders
- Introduce you to the Oracle online training tool – “User Productivity Kit” (UPK) that you will use to enable you to train at your own-pace.

If you approve purchase requests and purchase orders and have not received an invitation to a class, please contact [Tony Jolley](#).

2013 ENCUBRANCES

We are getting close to implementing the new system! **Please close out your encumbered contracts, purchase orders and delivery orders before Wednesday, DECEMBER 18.** Closing them before year-end will save time and resources as we move forward with the new system.

2013 PURCHASING CARD DEADLINE

Purchasing card use in December will be a little different, because of the transition to PeopleSoft. All transactions on the purchasing cards after December 23, 2013 will be posted in the 2014 budget. It would be ideal if your purchasing card transactions were completed before December 18th. Please plan accordingly.



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CW10117C	Bureau of Criminal Identification	Criminal Background Checks	12/31/14
CW10122C	Vortex Doors	Overhead Door Repair	03/30/14
CW10123C	Crawford Doors	Overhead Door Repair	03/30/14

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CZ13131C	Kenyon Consulting	Acquisition Services	11/24/18
CZ13132C	Padgett Properties	Acquisition Services	11/24/18
CZ13133C	Lamar A Mabey & Associates Inc	Acquisition Services	11/24/18

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional Information
CW10124C	CSR Environmental, Inc	Removal of Biohazard Waste	12/14/13	Renewal is available
CW12352C	Metal Management, Inc	Sale of Used Car Batteries	12/13/13	Renewal is available
CW12353C	Advanced Battery Systems, Inc	Recycling of Used Car Batteries	12/30/13	Renewal is available
CW12201S	A Thomas Reuters Business	Online Legal Research Service	12/31/13	Term is Ending
CW13101C	Media One of Utah	Newspaper Classified-Marketing-Legal	12/31/13	Renewal is available

Contract information available on the [Purchasing website](#). (Click "Contract Information" & "Current Contracts")

State contracts can be viewed at: www.purchasing.utah.gov

Suggestions? We love to hear!

If you have any feedback about the newsletter, please contact [Angelina Harward-Collard](#).