



# Contracts & Procurement PURCHASING NEWS

## June 2015



### UTAH SUPPLIER DEVELOPMENT COUNCIL - MAY MEETING

Contracts and Procurement, along with Salt Lake City hosted the May Utah Supplier Development Council (USDC) meeting on May 21<sup>st</sup>. This meeting provided local small businesses the opportunity to learn more about how to do business with Salt Lake County and how our procurement processes work. There was a great turn out of vendors, with over 50 small businesses attending. Contracts and Procurement is currently working with USDC to generate a list of local, small businesses that may be able to assist County agencies with their small cost purchasing needs. To learn more about USDC visit their [website](#).



### PEOPLESOFT TRAININGS

Our PeopleSoft training schedule is changing. We will no longer be holding the New Requester Trainings; we've found that there is little interest in attending this class. When a new Requester is set up in PeopleSoft, we will send them a link to access the handout that was passed out in this class, then as they dive into their new workload they can attend our Thursday Troubleshooting Class as issues arise – and we can work through the issues together.

We are still holding weekly Troubleshooting Class in N4-600 Thursdays from 3:00 – 4:00 pm. Advanced Requester trainings will be scheduled on an as-needed/wanted basis - please email [Antigone Carlson](#) with topics you'd like covered in Advanced Requester training, the class will then be scheduled and announced when material for a full training is in place.



### SETTING UP STATE CONTRACTS

It may be difficult to know exactly who to contact in Contracts and Procurement to get a particular State Contract set up for use in our purchasing system. Any Buyer can set them up, so please send your requests to [slco-purchasing@slco.org](mailto:slco-purchasing@slco.org) and it will get routed to a Buyer by workload- ensuring a timely response. For a list of current state contracts, refer to their [website](#).

### CAN YOU GUESS?

We will be approaching the **20,000<sup>th</sup>** requisition entered into PeopleSoft very soon. As of right now, Theresa Christensen entered the 1878 requisition into the system. Send in your best guess of the date when the 20,000 requisition will be entered to [Angelina](#). A prize will be awarded to the closest guess!



## FEATURED TIP!

### CATEGORY CODES

When working in PeopleSoft, category codes can be somewhat confusing because sometimes your category code is also the account number – however, that is not always the case. Category codes are higher level and have several accounts that correspond with each of them. When determining which category to use access the query [SLC\_ITEM\_CATEGORIES], which can be found in the Requester folder, is a great tool.

You may find a list of other useful queries by going to our [website](#).

**The June P-Card Statement closes on June 22<sup>nd</sup>.**  
**All approvals and reallocations need to be completed by Tuesday, June 30<sup>th</sup>**

### PAYMENT CARD TRAINING WEDNESDAY, JUNE 17 11:00 am- 12:00 noon



Come learn about the benefits of using a payment card for small cost purchases. If you have submitted an [application](#), you will need to attend training before a card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the classroom.



### SURPLUS WAREHOUSE Open June 18<sup>th</sup> and 25<sup>th</sup>

Hours of operation are from 9:00 -11:00 am, unless otherwise noted. 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](#).

## VENDOR SOLICITATIONS

No unauthorized solicitation is allowed in the Government Center. Special authorization to solicit may be given by the Mayor in certain circumstances (e.g., the charitable contribution campaign). Anyone soliciting without Mayor authorization within the Government Center should be reported to the building security officers.



## PURCHASING CARD: DISPUTE vs. FRAUD



It has come to our attention that disputing a charge in US Bank and reporting fraudulent activity on purchasing cards has become confusing for some cardholders. When you have a charge on your purchasing card that you were *unaware of ever authorizing* - you must contact US Bank and report fraudulent activity (1-800-523-9078). When you **disagree** with a charge as a result of a quantity or price discrepancy of an authorized charge, you may “dispute” the charge within 60 days, after an unsuccessful attempt to resolve it with the merchant. For details on how to dispute a transaction refer to the [Quick Reference Guide](#). Do **NOT** dispute a fraudulent charge without immediately notifying US Bank and [Angelina Harward-Collard](#) and your agency’s fiscal staff of the fraudulent activity.

# CONTRACT UPDATES

For a complete list of Countywide Contracts please visit our [website](#).

## NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MA2204	Henry Schein Inc	Medical Personal Items	8/31/2015
MA671	KI	Education Furniture	6/13/2019
PA2161	GOVDEALS Inc.	Online Auction Services	8/20/2016
UDOT129119	Peck Striping Inc	Pavement Marking Removal	11/30/2016

## RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
CW09104C	Work Care Clinic	Occupational Medical	12/06/2016
CW13127C	Ferguson Enterprises	Primary- Plumbing	06/11/2016
CW13128C	Hajoca Corp	Secondary- Plumbing	06/11/2016
MA095	En Pointe Technologies	Software Value Added	06/02/2015
MA096	SHI International	Software Reseller	06/02/2015
MA256	VLCM	Computers and Related	6/30/2015
MA257	SHI International	Computers and Related	6/30/2015
MA258	En Pointe Technologies	Computers and Related	6/30/2015
MA477	Cardinal Health Co	Medical Hospital	See MA2204
MA259	Govconnection Inc	Computers and Related	6/30/2015

## EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Info
MMS11049	Crucell Vaccines Inc	Vaccines and Pharmacy	6/30/2015	Expiring

MMS11068	Glaxo Smith Kline	Vaccines and Pharmacy	6/30/2015	Expiring
MMS11087	Merck Sharp & Dohme	Pharmaceutical	6/30/2015	Expiring
MMS11098	Novartis Vaccines	Pharmaceutical	6/30/2015	Expiring
UCI1882	Utah Correctional Ind.	Roofing/Asbestos Abatement	6/20/2015	State extending

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

State contracts can be viewed at: [www.purchasing.utah.gov](http://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 [Angelina Harward-Collard](#)