



Contracts & PURCHASING NEWS Procurement

September 2014

WAY TO GO ANTIGONE!

Our very own Contracts Coordinator, Antigone “Tiggy” Carlson, was presented with the “Behind the Scenes” Customer Service award by Mayor McAdams on August 5th. She was nominated by Holly Hutchison and Rocky Hanson from the Recorder’s Office for her high customer service ethic, offering support to agencies learning the PeopleSoft purchasing system.



“Antigone demonstrates her concern for County employees and her willingness and ability to go above and beyond with a smile.”

We are very proud of Antigone and the outstanding customer service she offers on a daily basis!

Vendor Fair Focus Group

We need your input! Contracts and Procurement would like to facilitate a discussion about how agencies can benefit from a Vendor Fair in March 2015. We’d like to hear your feedback about what information and structure is of most value to your division. The discussion will take place in the Contracts & Procurement conference room (N4513) on Tuesday, September 23rd from 2-3 pm. Please contact [Angelina Harward-Collard](#) if you would like to participate.



Deadlines to Encumber 2014 Funds

To ensure there is time to complete competitive solicitation processes in order to encumber 2014

WARNING
DEADLINES ARE MUCH CLOSER THAN THEY APPEAR

funds, please submit approved requisitions and solicitation documents to Contracts and Procurement by the due dates that follow. To encumber funds on a contract, you must enter and dispatch a purchase order linked to the approved contract prior to the end of the year. Requests received after these dates will not be processed for 2014 budget encumbrance and will be completed after the first of the year.

Request for Proposals (RFP)	9/3/14
Request for Bids (RFB, RFC)	10/10/14
Capital Improvement Bids	10/10/14

Small cost PO’s and PO’s linked to approved contracts must be entered by the end of the year (12/31/14) to encumber 2014 funds. Remember, contracts do not encumber funds, so you must execute and dispatch a purchase order linked to an approved contract before the end of the year to encumber 2014 funds.

As in the past, Mayor’s Finance will need all 2014 invoices by January 30, 2015 for the payments to be processed as 2014 expenditure. Please cancel unnecessary PO’s and requisitions as soon as possible to release encumbered budget funds.

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



PeopleSoft Trainings for Requesters

Last month we held an **Advanced Requesters** class. We had a great turnout with lots of questions and feedback. During the class we reviewed queries built for the Requesters. We also discussed how to use the UPKs and potential improvements. We demonstrated how to close purchase orders and free-up encumbered funds. The list of queries and UPK training information is now available on our [website](#).

Suggested topics for our next Advanced Requesters class:

- The Purchasing to Accounts Payable link.
 - ✓ Matching issues – what are they and how do we fix them?
 - ✓ How do we get a more timely payment to Suppliers?
- How to change a Supplier ID on a PO when the contract you are looking for does not come up?
- Updates on UPKs.

Our next Advanced Requesters' class is November 19th at 2:00 PM in the Contracts and Procurement Conference room N4513.

Are you a new Requester to PeopleSoft?

Our next **New Requester Training Class** will be on September 10th at 11:00 AM in the Contracts & Procurement Conference room N4513. If you or anyone you work with would like to attend the New Requester Training Class, please [RSVP](#) by September 5th.

Are you having any Production Issues in Purchasing?

We are pleased to start a weekly class to help you with production issues in PeopleSoft Purchasing. These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room N4513. The purpose of this meeting is to:

- Review any purchasing issue or challenge you are experiencing in PeopleSoft.
- Troubleshooting – Bring your production issues.

To register for trainings or to request specific topics for training please contact [Tony Jolley](#).

Featured Query!

[SLC_SUPPLIER_ADDRESSES]

This query is used to find all addresses for a supplier. You may find other useful queries under the "Requester" folder under Reporting Tools>Query>Query Viewer in PeopleSoft. For a complete list of developed Requester Queries, with a short description of each, visit the [Purchasing website](#).



CAN YOU GUESS??

On what date will the 10,000th Purchase Order be created in PeopleSoft?

We haven't hit the 10,000th PO yet, so continue to email your guess to [Contracts & Procurement](#). The closest answer will win a prize!

Here is some interesting trivia about requesters that have hit other milestones

PO #	Created By	Date
10000	???	????
9000	Melani Martinez	8/23/14
8000	Meridee Syme	7/25/14
7000	Arla Vivona	6/25/14
6000	Brandie Mercer	5/27/14
5000	Debbie Haggard	4/30/14
4000	Sylvia Garcia	4/03/14
3000	Kathy Christiansen	3/10/14
2000	Marlene Osoro	2/13/14
1000	Vicki Bourns	1/22/14



PAYMENT CARD TRAINING
WEDNESDAY, September 17th
11:00 AM- 12 noon

Come learn about the benefits of using a purchasing card for small cost purchases. If you have submitted a Payment Card Application, you will need to attend a training session before your card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the class.



SERVICE CONTRACTS FOR COPIERS

State Contracts relating to copier service will not be renewed. As a result, if you purchased a copier before June 2014 your service may expire according to the terms of your contract with no renewal options. We are currently looking to obtain contract(s) for this service. Please contact [Steve Hansen](#) or 385-468-0309 if you have any questions or would like to participate in pursuing a service contract.

Customer Service Survey



Contracts & Procurement would like to extend thanks to those who participated in our Customer Service Survey sent out in August. We had close to a 30% response rate! Moving forward, we will be going through the feedback to identify opportunities of continuous improvements in our services and support.

SURPLUS WAREHOUSE DATES

The Warehouse will be open
 September 4, 11, 18 & 25

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

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

None

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MA185	Chapman Security	Security Services	10/1/17
CW12122C	Interstate Barricades	Rental & Place Barricades	10/15/15
CW12123C	Wasatch Barricades	Rental & Place Barricades	10/15/15
SF10115C	Utah Commercial Kitchen Appli.	Commercial Kitchen Repairs	9/21/15
AR164	Ken Garff	Nissan Cars	9/3/16
CZ13108C	Cal Brown Body Shop	Lt Duty Towing	9/5/14
CZ13109C	Advanced Towing Service Inc	Lt Duty Towing	9/5/14
CZ13110C	Evans & Sons Auto & Towing	Lt Duty Towing	9/5/14
MA186	Confidential Background	Security Guards	10/1/15
MA2046	Grace Global Corporation	Grace Global Computers	12/31/14

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional
CW08105C	UCS Wireless	Communication Equip, Maint.	10/14/2014	Expiring
MA982	Streamline Supply Inc.	Snow/Ice Melt	10/23/14	State Rebidding
NG08104C	American Technology	Telecommunications & Data	10/20/14	Expiring
NG08111C	Cache Valley Electric Co.	Telecommunications & Data	10/20/14	Expiring
PD611	Amerisource Bergen Corp	MMCAP Pharmaceutical Dis	10/31/14	State May Extend
MA591	Utah Yamas Controls	Security Protection Systems	9/12/14	State May Extend

Contract information available on the [Purchasing website](#). (Click "Contract Information" & "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 or its contents, please contact [Angelina Harward-Collard](#).