Contracts & Procurement

PURCHASING NEWS

Procurement

December 2014

2014: THE YEAR OF COLLABORATION

Over the course of this year Contracts and Procurement has focused efforts on collaborating with other agencies. As we approach 2015 we'd like to reflect back on the many successes that were made possible thanks to these partnerships:

PeopleSoft Support

Several trainings, workshops and resources were developed with the help of Requesters, Approvers and Fiscal staff. Additionally, countywide Mentors were developed to assist in future trainings and troubleshooting.

Focus Groups

Contracts and Procurement facilitated several workshops throughout the year. The **Website Focus Group** offered feedback that has been valuable while recreating our website in the new version of Ektron. The **Purchasing Card Focus Group** was successful in making several changes that better assist agencies in tracking grants. The **Smart Numbering Focus Group** offered Contracts and Procurement insight into how agencies manage their contracts. Recently, we facilitated a focus group discussing the topic of a vendor fair in 2015. The feedback offered from this group was helpful in understanding agencies' purchasing needs. All focus groups included employees who volunteered to collaborate. Many thanks to all those that participated!

Agency Meetings

Contracts and Procurement met with 26 different agencies, in the beginning of 2014, to gain an understanding of anticipated procurement projects and to answer any questions agencies had. As a result of these meetings, Contracts and Procurement was able to balance the workload and allocate staff to projects more efficiently.

Customer Service Survey

Each year Contracts and Procurement invites agencies to participate in a survey that will assist in our own division goal-setting and process improvements we may not have recognized. The feedback offered suggestions that we incorporated into our team discussions as we moved forward with new projects. Thank you to all those that participated in the survey!

These are just a few examples of progress we made this year. We would like to commend everyone who has worked with us to collaborate. We look forward to maintaining this momentum into 2015!

PROCUREMENT CARD TRAINING
WEDNESDAY, DECEMBER 17 11: 00-12 NOON

Come learn about the benefits of using a purchasing 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.

PEOPLESOFT ACTIVITIES FOR DECEMBER

December is here-so it's time to close our fiscal year 2014. With help from CherryRoad, the County Subject Matter Experts (SMEs) have been testing the year-end processes between the purchasing module and the general ledger. *Special thanks to Arla Vivona, Beth Harrell and Melani Martinez for helping us test for year-end processing*! We needed requesters to help test and really appreciate their time and commitment to a smooth transition to 2015. Thanks so much to all involved.

Please complete any purchases (including small cost) within the next couple of weeks. It is important that pre-encumbrances and encumbrances are carefully reviewed and any fixes are made during December. CherryRoad is writing three queries that will help with this. As soon as they are completed, we will email the query names to Requesters, Approvers and Fiscal Managers.

One of the queries will be a list of any outstanding pre-encumbrances which can be run using your Department ID. This will give you an opportunity before December 31st to ensure that all open requisitions have a dispatched PO or are closed if the requisition is no longer needed. To close requisitions or if the PO was for less than the requisition, please follow the helpful hint "Closing Requisitions to Free Up Pre-Encumbrances".

Please ensure that all POs are accounted for and dispatched by December 31st. Use query SLC_PO_OPEN and filter the report for your Requester name. If there are any POs that were not dispatched and need to be closed, use the helpful hint "Closing POs & Freeing Up Encumbrances".

CherryRoad is writing a query that lists all PO encumbrances. This query will have similar data to he AFIN RQ01 report that many of you are familiar with. Please review this report carefully to ensure that all outstanding encumbrances are listed.

Throughout the year, you have learned how to perform your job in the PeopleSoft system. You have helped one another and mentored new purchasing staff. Many, many thanks to Tony Jolley and to the eProcurement mentors for all the help you have provided. You are all stars!

Contracts and Procurement is committed to continued PeopleSoft support. Please send an email to Contracts and Procurement or Tony Jolley with any suggestions or needs.

GET PREPPED FOR 2015 SOLICITATIONS

The Council has voted to adopt the 2015 budget, so it is time to gear up for 2015 purchases. We look forward to teaming with you for your solicitation needs. Early in 2015, we will be contacting your offices to discuss the solicitations that were funded and a timeline for each project.

Featured Query!

[**SLC_OUTSTANDING_INVOICES**]

This query is used to find your division's outstanding invoices. Search by Supplier ID, Short name, Amount, Account or Voucher ID. You may find other useful queries under the "Requester" folder under Reporting Tools>Query>Query Viewer in PeopleSoft.

PEOPLESOFT TRAININGS

PeopleSoft Trouble Shooting Information Share
The PeopleSoft Trouble Shooting Session continues to be attended every Thursday. This is a great time to get help from other Requesters that do similar work**. Contracts and Procurement hosts these sessions on Thursdays at 3:00 pm in N4500.** There will not be a session on December 4th. Plan to join us starting December 11th to share what is working for you on year end closing or bring any issues you may need help with.

New Requester Training Class
The next new requester's training class is scheduled for December 10th at 11:00 am in the Contracts and Procurement Conference room (N4500). Please let us know if you will be attending so we can customize the training session to your needs.

Advanced Requester Class
Please let us know of topics you would like discussed at the next advanced requester's class. Thanks to Ryan Noyce from Accounts Payable who led a discussion on Accounts Payable issues at the last advanced training class. Topics discussed were:

- Matching issues – what are they and how to fix them
- Ideas on how to resolve matching issues faster
- Steps to take to submit faster payment to the vendors

SIRE WEBCENTER

To find SIRE WebCenter go to Employee Connect, click on "Internal Websites". Scroll down to "Contracts & Procurement" and click on "View Current Contracts"- this will bring up SIRE. For a detailed step-by-step guide for navigating SIRE please visit our website.

SURPLUS WAREHOUSE

Open December 4, 11, 18th.
Closed December 25

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.

CONTRACT UPDATES

FOR A COMPLETE LIST OF ALL COUNTYWIDE COMTRACTS PLEASE VISIT OUR **WEBSITE**

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
AR171	TNT Auctions	Auction or Sale of surplus person property	12/5/2015
MA2046	Grace Global Computers	Computer and Software needs	3/31/15
CW10124C	CSR Environmental Inc	Removal of Bio-Hazardous Waste	12/14/15

CW12111C	Honey Bucket	Rental of Portable Toilets	12/12/15
CZ12103C	Robert I Merrill Co	Door Locks, Keys Hardware	12/13/15
CZ12104C	Clark Security Products Inc	Door Locks, Keys Hardware	12/13/15
CZ12105C	Clark Security Products	Door Locks, Keys Hardware	12/13/15
MA831	Redmond Minerals Inc	Road Salt	12/30/15

NEW COUNTYWIDE CONTRACTS:
MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
UDOT159674	Rowser Construction LLC	Guard Rail Installation	9/28/19
MA659	Satcom Global Inc	Satellite Phones	4/22/19

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

Contract #	Vendor	Description	Expiration	Addtl. Info.
AR2052	Fowler Business Systems Inc	Muratec & NEC B&W Copiers	12/31/14	Expiring
AR2054	Digital Document Solutions	Kyocera B&W Copier	12/31/14	Expiring
AR2055	Les Olson Co	MA for Sharp B&W Copiers	12/31/14	Expiring
AR2058	Pacific Office Automation Inc	Toshiba B&W Copiers	12/31/14	Expiring
PD2048	Wesco Distribution Inc	Signal Wire	12/9/14	Expiring
PD2072	Precision Power Inc	Generator Preventative	12/30/14	Expiring

Contract information is 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, please
contact Angelina Harward-Collard