



Contracts & PURCHASING NEWS Procurement

February 2015

NEW REQUEST FOR PROPOSALS (RFP) DEVELOPMENT WORKSHEET



Contracts and Procurement has changed the process for submitting Request for Proposals. Rather than completing the RFP template, we have developed an easier process for putting together an RFP. The Request for Proposals development worksheet has been redesigned to ask for key information required to develop an RFP. By completing each section in sufficient detail, Contracts and Procurement will be able to create an RFP solicitation document meeting the Ordinances and Policies requirements.



The new **RFP Development Worksheet** can be found on the Contracts and Procurement [website](#).

The main purpose of an RFP is to **identify the problem and allow the supplier community to propose a solution**. If you are able to clearly identify the specifications and all requirements, the Request for Bids (RFB) or Request for Bids with Resulting Contract (RFC) process may be the more appropriate procurement tool.

The RFP is an official statement to suppliers about the requirements of the purchasing need. More importantly, it is the foundation upon which the agency and supplier relationship is established. Therefore, information provided under each heading of the questionnaire should be carefully crafted in order to get the best quality procurement from the most qualified supplier.

When completing the RFP Development Worksheet, make sure that the answers to each of the questions are addressed as though you are talking to the supplier community. It is the intent of Contracts and Procurement to cut and paste your answers into the RFP document. Upon completion, Contracts and Procurement and your agency will meet to review and discuss each element of the RFP document and make appropriate changes and additions prior to publication.



Helpful hints in preparing the RFP Development Worksheet:

- ✓ The best RFPs are those that are written with the end in mind. Preparing a draft of the evaluation criteria first is helpful in writing the scope of work.
- ✓ Utilizing your evaluation committee to finalize the criteria and RFP Worksheet questions helps in streamlining the process.



Troubleshooting PeopleSoft Purchasing Class

If you are having any troubles with PeopleSoft Purchasing – don't sweat it, come to the Thursday classes and bring your question and/or problem. We will work together to get it resolved! These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room (N4-600). The purpose of these meetings is to:

- ✓ Review any issue or challenge in PeopleSoft Purchasing
- ✓ Troubleshooting-bring your production issues!

New/Advanced Requesters Training

Our next **New Requesters' Training Class** will be on February 11th at 10:30 AM in the Contracts & Procurement Conference room (N4-600). If you or anyone you work with would like to attend, please contact [Tony Jolley](#) by EOD February 9th.

Our next Advanced Requesters' Training Class will be on March 19th. Please let us know of any topics you would like discussed by sending suggestions to [Tony Jolley](#).

Gratitude

Letting others know you see how they've helped you.

Thank you to our Requesters/Mentors!

We'd like to take a moment to offer appreciation to our

PeopleSoft Requesters/Mentors in the Purchasing system. They use the system nearly every day and provide direct support with requisitions, purchase orders and receipts. They have been a great resource to Salt Lake County by helping with PeopleSoft Purchasing questions. Thank you for all you do!



Requesters/Mentors:

- * Arla Vivona – Aging and Adult Services
- * Heidi Gager – Youth Services
- * Lorraine Krause – Parks & Recreation
- * Rosalie Grip – Health
- * Tiffany Stock – Engineering & Flood Control
- * Beth Harrell – Sherriff
- * Holly Hutchison – Recorder's Office
- * Melani Martinez – Mayor's Finance
- * Scarlett Andrew – Criminal Justice

FEATURED QUERY!

[SLC_PO_BY_DEPT_ID]

This query is used to find the list of purchase orders by Department ID. You may find a list of other useful queries by going to our [website](#).



PAYMENT CARD TRAINING WEDNESDAY, FEBRUARY 18 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 February 5, 12, 19 and 16



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](#).



New Claim Letter Template

A new claim letter template is available on our [website](#). There has been a change to the process that is worth noting: in addition to attaching the invoice for the claim, you *must* also write the string of accounts on it so that Accounts Payable can pay the claim – if you miss this step, the payment may be delayed while the Accounts Payable Team tries to get in touch with you to get the correct accounting.

A Message from Mayor's Finance



Rob Beesley from Mayor's Finance reviews Countywide Policy 1062: Management of Public Funds in this month's message.

This policy addresses proper cash handling policies and procedures of the County. If you handle funds at the County, you should become familiar with, and follow these policies and procedures. Section 3.3.2.2 of Policy 1062 states;

"The Cashier or Agency Fiscal Manager will review and approve the deposit documentation with the employee taking the funds to the Auditor's Office for receipting. The employee should require a signature from the Auditor on an MPF Form 7A, Fund Transfer Receipt, or other deposit documentation, indicating receipt of funds."

About a year and a half ago, most Accounting functions were moved from the Auditor's Office to Mayor's Financial Administration. Processing of miscellaneous deposits was one of those functions. Therefore, references to "Auditor's Office" now apply to "Mayor's Financial Administration." The policy has not been updated to reflect this change.

Based on Policy 1062, the preferred method of documenting a transfer of funds is using "MPF Form 7A, Fund Transfer Receipt". These forms can be obtained from Rob Beesley. The policy allows for "other deposit documentation indicating receipt of funds."

In place of form MPF Form 7A, some depositors have me sign and date a copy of the checks, or some other document which details the deposit being transferred. Although not the Policy's preferred way, this meets the standard of "other deposit documentation".

Although most of you are getting some form of transfer documentation, this is an area where I see a higher level of issues. Some of you bring deposits with no expectation of "requiring a signature from [Mayor's Financial Administration]." When I accept these deposits, I make you fill out a Fund Transfer Receipt. However, there are times when I am away from my desk. It is common for others in Mayor's Financial Administration to accept deposits in my absence. Some of these deposits come to me with no transfer documentation.

This documentation protects you and the County. It protects you by providing proof that you actually transferred the items in question. It protects the County by making the person who signed accountable for those funds. That person knows that if you have not received a receipt showing the processing of those funds within 72 hours, you will start an investigation. You will have signed documentation to support your transfer. Without that signed documentation, you are left unprotected, and the responsibility for those funds stays with you.

Please review County Wide Policy 1062 and your internal procedures. Please make any necessary adjustments to make sure you are protecting your organization by properly following our cash handling policies.

CONTRACT UPDATES

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

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
AR620	EMC CORPORATION	DATA COMM EQUIP/SERVICE	5-31-19
PD2192	WORKFORCE QA CSS HOLDINGS LLC	SUBSTANCE ABUSE TESTING	1-10-20

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
MA1274	SPRINKLER SUPPLY	IRRIGATION EQUIPMENT & SPRINKLE	3-31-15
MA1275	RMT EQUIPMENT	GOLF IRRIGATION PRODUCTS	3-31-15
MA161	TESSCO INC	HEAVY EQUIPMENT	2-23-18
MA2079	SPRINKLER WORLD	IRRIGATION EQUIPMENT & SPRINKLE	3-31-15
MA987	MOUNTAIN STATES SUPPLY	IRRIGATION EQUIPMENT & SPRINKLE	3-31-15
CZ12648S	PURCELL TIRE COMPANY	GOODYEAR TIRES	3-31-15
MA142	OFFICE DEPOT/OFFICE MAX	OFFICE SUPPLIES	12-31-16
MA1596	STAPLES	OFFICE SUPPLIES	12-31-16
MA354	WAXIE SANITARY SUPPLY	CLEANING BAGS/SUPPLIES	2-28-17

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Info
CW10114C	NICKERSON CO INC	CW- DEEP WELL PUMP MOTOR	2-5-15	EXPIRING
CW12103C	GREENE'S INC	SAW CUTTING OF ASPHALT	2-14-15	REBIDDING
CW12104C	WALSH CONCRETE	SAW CUTTING OF ASPHALT	2-14-15	REBIDDING
CW12124C	SIDEWALKS PLUS USA	CONCRETE SAW CUTTING	2-12-15	RENEWING
MA108	CENTURYLINK	CZ-COMMUNICATIONS SERVICE	2-16-15	RENEWING
MA158	TALLEY	CZ MOBILE COMMUNICATIONS	2-23-15	OPTIONS TO

MA2085	SUMMIT TRAFFIC	TRAFFIC SIGNAL SYSTEMS	2-6-15	EXPIRING
PD611	AMERISOURCE BERGEN	MMCAP PHARMACUETICAL DIST	2-28-15	EXPIRING
MA1859	ADVANCED TRAFFIC	TRAFFIC EQUIPMENT	2-6-15	NO RENEWALS LEFT
MA1861	GADES SALES CO	VEHICLE TRAFFIC SIGNALS	2-23-15	NO RENEWALS LEFT

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](#)