



Contracts & Procurement

PURCHASING NEWS

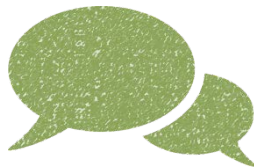
April 2014

PURCHASING 101 FOCUS GROUP



Our office held a focus group on March 30th to collaborate with agencies on a “Purchasing 101” resource guide and training we are currently developing. The training and guide will be tools that we will offer to agencies to assist in their continued success with their purchasing needs. We partnered with five different agencies for the focus group and gathered valuable feedback and suggestions that will guide us as we develop an effective resource. ***Special thanks to Becky Kapp, Cherie Root, Stacey Adams, Dorothy Adams, Sharon L. Hansen and Sherri Sachs for participating!***

AGENCY & VENDOR COMMUNICATIONS GUIDELINES



In an effort to assist agencies while communicating with vendors that contact them regarding their products and services, Contracts and Procurement developed a resource that identifies appropriate communications. The new Agency and Vendor Communications Guidelines can be found on our website [HERE](#).



SOLE SOURCE REQUESTS

Sole source procurement is appropriate if a good or service is only reasonably available from a single supplier or if it qualifies under Ordinance 3.20.030 A5. Once you have completed a sole source request document, what do you do?

- If the result will be a purchase order, enter a requisition into PeopleSoft and attach the completed sole source document with the vendor’s quote. Contracts and Procurement will review the request and issue a purchase order.
- If the result will be a supplier contract prepared by the County, e-mail the completed sole source request to [Contracts and Procurement](#). Once the sole source is approved by Contracts and Procurement, the Agency will work with their attorney to prepare a contract.
- If the vendor is requesting their contract be signed, e-mail the completed sole source request to Contracts and Procurement at [Contracts and Procurement](#). Once the sole source is approved by Contracts and Procurement, the Agency will work with their Attorney to have the contract approved as to form.



WSCA-NASPO NAME CHANGE

WSCA-NASPO is a cooperative purchasing program that facilitates public procurement solicitations and agreements using a lead state model. Many state cooperative contracts currently “piggy-back” off of WSCA-NASPO contracts. Effective March 30th, 2015 their name will officially change to **NASPO ValuePoint**.

US BANK PAYMENT CARD CHANGES

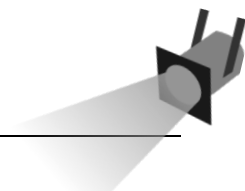
US Bank has changed the p-cards so that they now have an embedded EMV[®] chip that will protect against counterfeit fraud wherever the card is used at a chip-enabled terminal. The card itself has also changed to a silver/gray color. A pin number may be sent to cardholders in a separate mailing routed directly to the cardholder mailing address. These pin numbers will not be used for county p-card holders. If you have any questions please contact [Angelina Harward-Collard](#).



Featured Query!

[SLC_CUST_NAME_SRCH]

This query is used to list all of the customer contracts in the county and can be sorted by agency. You may find other useful queries under the “Requester” folder under Reporting Tools>Query>Query Viewer in PeopleSoft.



PAYMENT CARD TRAINING WEDNESDAY, APRIL 15 11: 00-12 NOON



Come and 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.



SETTING UP A NEW REQUESTER/APPROVER IN PEOPLESOF

One of the questions we are frequently asked is “How do we get someone set up in PeopleSoft as a new Requester or Approver?” We have implemented a form to help you ensure that any new Requester or Approver is set up correctly. The form has three steps with instructions on how to complete. The form can be found by clicking this link [Request for Access to PeopleSoft Purchasing System](#) or going to the Contracts and Procurement website.

EXPEDITED RFP TEMPLATE

We’ve updated the Expedited RFP template to include various Notices to Proposers concerning submitting a proposal. You may find the revised template on our [website](#).



PEOPLESOFT TRAININGS



Troubleshooting PeopleSoft Purchasing Class

If you are having any troubles with PeopleSoft Purchasing or Contracts – come to the Thursday classes and bring your questions and/or production issues. We will work together to get them resolved! These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room (N4-600). The purpose of this meeting is:

- Review any issue or challenge you are seeing in PeopleSoft with Contracts & Procurement
- Troubleshooting – Bring your production issues!

New Requester Training Class

Our next **New Requesters’ Training Class** will be on April 8th at 10:30 AM in the Contracts & Procurement Conference room. If you or anyone you work with would like to attend the New Requester Training Class, please let Tony know at [Tony Jolley](#) by April 6th EOD.

Advanced Requester Class

Our next **Advanced Requesters’ Class** is May 20th at 2:00 PM. Please let Tony know at [Tony Jolley](#) of any topics you would like discussed.

SURPLUS WAREHOUSE

Open April 9, 16, 23 & 30

Closed April 2nd

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](#).

SURPLUSING ELECTRONICS



As a reminder, all county agencies transferring electronics to Surplus are responsible for deleting or “wiping” all information from the device.

[SLCo Policy 1100 Section 4.3](#)

states: “Prior to surplus

ing information technology equipment, county agencies shall delete all information from all storage devices. Information shall be deleted in such a manner as to not be retrievable by data recovery technologies”. If you have any questions about this policy or process please contact the Surplus Manager, [Brian Anderson](#).

CONTRACT UPDATES

A current list of countywide contracts can be found on our [website](#).

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
AR455	Les Olsen	Sharp Copiers	6/30/15
MA1137	Dell Marketing	Dell Computers	9/30/15
MA965	Sirius Computer Solutions	Computers	9/30/15
MA981	Pacific Interpreters Inc	Telephone Interpreters	6/30/15
MA977	Language line Services	Telephone Interpreters	6/30/15
MA1859	Advanced Traffic Products	Traffic Signal Control Systems	2/7/2020
MA1168	Porter Paints	Paint & Related Materials	2/28/17
MA2095	Resource Utah	Carpet, Broadloom, Tile	6/14/15
MA2096	Certified Sales & Service Inc	Carpet, Broadloom, Tile	5/1/16
MA2097	Wall 2 Wall	Carpet, Tile	5/1/16
MA2098	Flooring Services Inc	Flooring Products	5/1/16
PD234	Thomas Petroleum	Unleaded & Diesel Fuel	4/16/17
PD1333	Mansfield Oil Co of Gainesville	Unleaded and Diesel Fuel	4/16/17

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
UCI1118	Utah Correctional Industries	Signs- Road/office/ADA etc	9/30/17
MA2184	Deere & Co	Grounds Maintenance/Equipment	12/31/19
0000000696	Great Basin Turf Products	Herbicide & Fungicide Chemicals	3/18/2020
MA111	Comcast-SLC	Communications Service	2/15/18

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Addtl. Info.
MA241	Oakland Construction	Small Construction Jobs	5/1/15	Renewable
MA1917	Lenovo	Computers	9/30/15	Possible Extension

MA130	IBM Corp	Computers	3/31/15	Possible Extension
MA1090	Elwood Staffing	Temporary Staffing	5/24/15	No renewal option- State rebidding
MA1822	Strategic Sourcing	Temporary Staffing	5/24/15	No renewal option- State rebidding
MA2042	US Tech Solutions	Temporary Staffing	5/14/15	No renewal option- State rebidding

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](#)