



Contracts & Procurement PURCHASING NEWS

December 2016

End of Year P-Card Purchasing



As most of you may be aware, you may continue to purchase on your p-card throughout the year. Any transactions with a **transaction date** in 2016 will be accrued to 2016 funds. Any transaction date in 2017 will accrue to the upcoming year.

A **new** process will be implemented to assist in closing out 2016. There will be two closing periods for the billing cycle December 23rd – January 22nd. Fiscal staff and cardholders should have all transactions in queue reallocated and approved for purchases with transaction dates up to December 31st, 2016. All approvals/reallocations need to be completed by Monday, January 9th. The billing cycle in US Bank will close January 23rd and from there cardholders and approvers have until January 31st to reallocate/approve the remaining transactions. If you have any questions please contact [Angelina Harward](#).

The approval deadline for the statement period November 23rd – December 22nd will be December 30th C.O.B.

Purchasing Card Detailed Files Available

The purchasing card details that are present in PeopleSoft may not be meeting your agency needs for tracking of small cost purchases. As a result, we have uploaded all master files for 2015-current month on our website that contains the description and cardholder data. You can find the data [HERE](#).

2017 Purchasing Card Closing Dates



For your reference, here are all of the important dates related to p-card closing throughout 2017.

Contact [Angelina Harward](#) if you have any questions.

Month	Statement Closing	Last Day to Reallocate
January	January 23	January 31
February	February 22	March 2
March	March 22	March 30
April	April 24	May 2
May	May 22	May 30
June	June 22	June 30
July	July 24	August 1
August	August 22	August 30
September	September 22	September 30
October	October 23	October 31
November	November 22	November 30
December	December 22	December 29

PURCHASING CARD TRAINING WEDNESDAY, December 21st 11: 00-12 NOON



Come and 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.



Customer Service Survey

SciQuest Migration Update

Contracts and Procurement has moved away from the previous bidding platform of BidSync to SciQuest. This migration has begun, although all solicitations will continue to be entered into both systems until the close of Bidsync's contract next March. If a vendor contacts you with questions about this change or requiring assistance in registering with Salt Lake County to respond to bids please direct them to our office at 385.468.0300. Our website also contains detailed information for our vendors and may be found [HERE](#).

Contracts and Procurement sent out our annual internal customer service survey last month and we received valuable feedback. We would like to continue to collect your feedback and thoughts, so we are asking for any agency that hasn't taken the survey to please take the time to offer your insight. This survey helps us gather valuable feedback needed to understand how we are doing and what areas we may improve upon. We strive to improve processes and our customer service and this survey is essential in measuring the success of our efforts. Please take a moment to offer your comments and suggestions. [CLICK HERE FOR SURVEY](#).

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

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Expiration
MA189	Tessco Inc	Cellular Service and Accessories	6/30/2019
MA262	Sprint	Cellular Service and Accessories	6/30/2019
MA152	Verizon Wireless	Cellular Service and Accessories	6/30/2019

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
0000001326	Honey Bucket	Portable Restrooms	12/13/2021
MA071-2	Morphotrust USA LLC	Digital Finger Printing	9/1/2021
PD611-2	Amerisource Bergen Corp	Pharmaceutical Distribution	10/31/2017
AR608-1	VLCM	Data Communication Equip	5/31/2019
AR2202	Holbrook Service	Building HVAC	2/24/2020

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Addtl. Info.
MA119	Wasatch First Aide	First Aid Supplies	Expired, new state contract expected soon.
MA1636	Cintas First Aid and Safety	First Aid Supplies	Expired, new state contract expected soon.
UDOT149589	Mountain States	LED luminaries Fixtures	Expired, new UDOT contract expected soon.

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](#)