



STATE OF UTAH

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# PURCHASING UPDATE

## How to: RQS-RQM YEAR-END INSTRUCTIONS

As year-end approaches, agencies need to be aware of the financial rules which guide the purchases for the State of Utah. It is important for agencies to be aware that goods or services must be paid for in the same year in which they are received. When goods and services are paid for in a different year than which they are delivered, the procurement is subject to audit findings. Before entering an RQS in FINET, the agency should determine if the product or service will be delivered or completed by June 30th. If the goods and services can be delivered prior to June 30, then the agency should use the FY15 numbering for the RQS. If the goods and services will be delivered after June 30, the agency should use FY16 numbering for the RQS. An RQM becomes a contract so the fiscal year is not as vital. However, it is recommended that agencies begin using the FY16 Period 1 for RQMs when they know that the contract will not be in place until FY16. This will signal to the State Purchasing agent to use the FY16 numberings for the solicitation. Each year, State Finance

sends out information about year-end activities in their newsletter, FineLine Newsletter. If you do not receive their newsletter, you can sign up by going to their website at <http://finance.utah.gov/newslettershome.html>. The January 2014 Newsletter contains an article called "Avoiding Audit Findings and Problems during Closeout." The blue arrow in the screen shot shows the link to Finance's January 2014 newsletter (which has been archived). Any questions about FINET payments should be directed to the Division of Finance.

## STATE TRAVEL ANNUAL TRAVEL TRAINING

By: Tami Nelson

State Travel will be holding it's annual training on Tuesday, June 9, 2015 from 9:00 am to 12:00 pm in the State Office Building Auditorium. This training is designed to provide procedural guidelines for beginner as well as experienced travel and group gathering planners. It will outline procedures and policies when book-

ing business travel and group gatherings. To sign up for this training, please click on the "Travel Training" link located on the State Travel website, [www.statravel.utah.gov](http://www.statravel.utah.gov). Please direct any questions to Tami Nelson at 801-538-3109 or [taminelson@utah.gov](mailto:taminelson@utah.gov).

## AGENCY CONTRACT DEADLINES FOR FY2015

By: Shirley Williams

State Purchasing is encouraging agencies to send contracts and amendments for FY15 to our offices in May. The contract and amendments should be sent to Purchasing by at least June 10, in order to ensure processing during the fiscal year. These contracts will have first priority. The Division of Purchasing receives a large volume of contracts and amendments in June, and the processing time often takes longer.

If we receive RUSH contracts by June 15, we will strive to process them before June 30. If contracts and amendments are received after June 15, they may not be completed by the fiscal year end. Many agencies

will be sending contracts to State Purchasing to be processed quickly. The contracts that are received first will receive higher priority.

As a reminder, if there is any missing information—Vendor Code, Commodity Code, Cost Details, Signatures, etc.—the contract will be put on hold until the information is collected. Please check agency contracts and amendments for pertinent information before they are sent to Purchasing. That will save extra processing time.

Plan ahead so that the year end will run smoothly for your agency.

## NEW PROCESS TO SEND PROCUREMENT SOLICITATION DOCUMENTS TO THE DIVISION OF PURCHASING.

By: Nancy Orton & Jennifer Salts

In order to create efficiencies within the Division of Purchasing, we have established a new process for all agencies to send in their purchasing requests and documents.

In the past, agencies have looked at a list of commodities tied to each purchasing agent and then emailed the procurement documents specifically to that purchasing agent. Under these operating procedures, it has been difficult for State Purchasing to maintain a consistent workload distribution. Therefore, we have made the following improvements to the process:

1. All solicitation documents are to be emailed to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov). Please reference the RQS or RQM number in the subject line of the email. Solicitation documents include:
  - Complete RFP or IFB Questionnaire document and any additional detailed solicitation specifications
  - List of suggested sources
  - Any additional terms & conditions
  - Reference the RQS/RQM number in the subject line of the email. The RQS/RQM must have a

description included on the description line and anticipated cost – do not submit \$0.00. Please make sure that the RQS/RQM has been entered into Finet and all approvals have been applied. Failure to include a description and cost may result in RQS/RQM rejection and project delay.

2. State Purchasing will distribute the workload to the purchasing agents when the required documentation has been received. This distribution will not necessarily follow the commodity assignment list. Rather, current workload considerations will be made.
3. The State purchasing agent will send an email to notify you that they will be working with you regarding your solicitation.

We appreciate your participation in our new purchasing request submission process and believe this method of submission will improve your procurement experience.

Thank you.

State Purchasing

## DID YOU KNOW?: NEW TIRES & TUBES, REPAIRS AND ROTATION (WSCA)

By: Reed Taylor

Did you know there are three (3) NASPO Value Point (formerly WSCA) State Cooperative Contracts for tires: **MA211** Michelin North America Inc., **MA210** Bridgestone Americas Tire Operations, LLC, and **MA208** The Goodyear Tire & Rubber Company. The dealers for the three manufacturers are allowed to sell tires to public entities within the state, provided they have signed a dealer agreement with the state. The contract information sheets on the State's Purchasing web site list the

dealers that have signed a dealer agreement. If a public entity wants to use a dealer that is not listed, please call State Purchasing (Reed Taylor at 801-538-3709 or email [rtaylor@utah.gov](mailto:rtaylor@utah.gov)) to see if the dealer can be added to the contract.



STATE OF UTAH

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## DID YOU KNOW?: STATE OF UTAH BEST VALUE COOPERATIVE CONTRACT IT CONSULTING SERVICES

By: Tyler Barnes

AR2139 has been established to solicit IT Consulting Services for projects up to \$1,000,000. The State has contracted with Knowledge Services as a Managed Service Provider. Knowledge Services adds value in the areas of contingent worker procurement and utilization, reduces the costs associated with contingent worker engagement and management, minimizes the time spent engaging contingents, and increases the overall quality and speed of supplemental IT staff and augmentation.

Executive Branch Agencies, in conjunction with DTS, must now use this contract to solicit IT Consulting Services up to \$1,000,000 per project. Non-Executive Branch and Political Subdivisions are encouraged to use AR2193.

If you have any questions regarding contract AR2139 IT Consulting Services, contact Tyler Barnes at [tbarnes@utah.gov](mailto:tbarnes@utah.gov) or (801) 538-3098.



**We're on  
the Web !**  
[purchasing.utah.gov](http://purchasing.utah.gov)

This newsletter was edited by Ann Schliep. If you have any questions or comments, please email them to [aschliep@utah.gov](mailto:aschliep@utah.gov)

## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Prefabricated Metal Shelters	<a href="#">PD2208</a>	Value Proposition Enterprises (dba) Big T Recreation	03/24/2015-03/23/2020	Replaces PD2094
Golf Irrigation Equipment & Sprinkling Systems & Supplies	<a href="#">MA904</a>	Turf Equipment & Irrigation	03/25/2015-03/24/2020	Multiple Award
Golf Irrigation Products & Sprinkling Systems & Supplies	<a href="#">MA1275</a>	RMT Equipment	03/25/2015-03/24/2020	Multiple Award
Irrigation Equipment & Sprinkling Systems & Supplies	<a href="#">MA987</a>	Mountain States Supply, Inc.	03/25/2015-03/24/2030	Multiple Award
Irrigation Equipment & Sprinkling Systems & Supplies	<a href="#">MA1274</a>	Sprinkler Supply Company	03/25/2015-03/24/2020	Multiple Award
Linen Services	<a href="#">MA2199</a>	East Birch Creek	04/14/2015-04/15/2020	
Managed Service Provider—IT Consulting Services Only	<a href="#">AR2139</a>	GuideSoft Inc.	01/15/2015-01/14/2017	
On-site Drug & Alcohol Screening Devices (This contract does not include laboratory testing or confirmation services)	<a href="#">PA204</a>	Columbus Community Center	04/01/2015-0/31/2020	New contract/ same vendor
MMCAP Pharmaceutical Distribution (Wholesaler) Prime Vendor Covering Utah	<a href="#">PD611</a>	Amerisourcebergen Drug Corp	03/01/2015-10/31/2016	New contract/ same vendor
MMCAP Influenza Vaccine (Afluria, Fluarix, Flucelvax, Flulaval, Fluvirin, Flublok, FluMist & FluZone)	<a href="#">PD2196</a>	FFF Enterprises, Inc.	01/24/2015/12/31/2016	
Electronic Monitoring of Offender Services (WSCA/NASPO)	<a href="#">MA2176</a>	BI Incorporated	01/28/2015-12/31/2016	

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

## EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA021</a>	Howard Technology Solutions	06/20/2010- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA2046</a>	Grace Global Corporation	12/21/2009- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA2104</a>	Transource Computers	05/03/2010- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA227</a>	Panasonic Systems Communications	05/02/2012- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA2008</a>	Oracle America Inc.	09/01/2009- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA1917</a>	Lenova (United States) Inc.	07/01/2005- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA2114</a>	NetApp Inc.	06/30/2010- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA965</a>	EMC Corporation	09/01/2009- 09/30/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA1813</a>	Apple Inc.	12/21/2004- 09/30/2015	
Data Entry, Scanning, & Micrographics Services	<a href="#">UCI1869</a>	Utah Correctional Industries	04/01/2005- 04/30/2020	
Carpet, Broadloom and Tile	<a href="#">MA2098</a>	Flooring Service Inc.	04/15/2010- 06/14/2015	
Linen Services	<a href="#">MA1247</a>	G & K Services	04/12/2010- 07/13/2015	
Computers-Manufacturer Direct (WSCA) Energy Star Compliant	<a href="#">MA130</a>	IBM Corporation	09/01/2009- 09/30/2015	
Microwave Antenna Systems, Waveguides Associated Hardware (WSCA)	<a href="#">AR850</a>	Radio Frequency Systems, Inc. (RFS)	01/20/2004- 03/31/2015	

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## EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Communications-Mobile Radios (WSCA)	<a href="#">AR1811</a>	Daniels Electronics, LTD.	09/22/2004-08/31/2015	
Communications-Radio Equipment	<a href="#">AR1810</a>	RELM (King)	10/12/2004-08/31/2015	
Radios, Aircraft Band, Aviation Radios (WSCA)	<a href="#">AR1824</a>	Icom America, Inc.	09/30/2004-08/31/2015	
Public Safety Communication Equipment & Services Including Radios Portable and Mobile, Repeaters, Base Stations, etc. (WSCA)	<a href="#">PD2099</a>	Kenwood USA Corp	08/05/2010-08/31/2015	
Public Safety Communications Equipment & Services (WSCA)	<a href="#">AR1782</a>	Raytheon/JPS	04/28/2004-08/31/2015	
Public Safety Communications Equipment & Services (WSCA)	<a href="#">AR1099</a>	Motorola Solutions	12/02/2010-08/31/2015	
Breast Pumps, Kits, Adaptors, and Battery Packs (WSCA)	<a href="#">MA322</a>	Medela, Inc.	01/17/2011-01/17/2017	
WSCA Software Value-Added Reseller (SVAR) Contract.	<a href="#">MA095</a>	En Pointe Technologies	06/03/2011-06/02/2016	
WSCA Software Value-Added Reseller (SVAR) Contract	<a href="#">MA495</a>	Insight Public Sector, Inc.	09/01/2013-06/02/2016	
Office Furniture (Systems & Accessories, Desks, Tables, Seating, Filing, Storage, Case -Goods)	<a href="#">MA144</a>	Allsteel Inc.	12/20/2012-11/29/2017	
Linen Services	<a href="#">MA1868</a>	Unifirst Corporation	04/12/2010-07/13/2015	
Communications-Radio Equipment (WSCA)	<a href="#">AR1795</a>	Vertex Standard	06/14/2004-08/31/2015	
Point of Use (POU) Water Filtration Equipment	<a href="#">MA299</a>	Alpine Water Systems	10/01/2012-10/02/2017	

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**EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS**

Prefabricated Metal Shelters	PD2094	Play Space Designs	03/23/2015	Replaced with PD2208
Irrigation Equipment & Sprinkling Systems & Supplies	MA2079	Sprinkler World	01/10/2010-02/23/2015	Will not be renewed.

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