



STATE OF UTAH

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PURCHASING UPDATE

CONDUCTING VS ISSUING PROCUREMENT UNITS

By Tara Eutsler

The Procurement Code: Conducting & Issuing Procurement Units

Beginning in 2014, the definition of a conducting procurement unit was added to the Procurement Code. At the same time, the issuing procurement unit was redefined. The Code further outlined the responsibilities each have in conducting a solicitation. For entities that are not executive branch procurement units, the conducting and issuing procurement units are the same entity. For executive branch agencies, the conducting and issuing procurement units are different.

The Division of Purchasing acts as the issuing procurement unit for executive branch procurement unit solicitations. The responsibilities of the issuing procurement unit include 1) reviewing a solicitation to verify that it is in proper form; 2) causing the notice of a solicitation to be published; and 3) negotiating the terms and conditions of a contract. The Division of Purchasing is available for assistance during the entire procurement process. We are here to help you.

The conducting procurement unit is the executive branch procurement unit which is seeking the goods or services. The responsibilities of the conducting procurement unit include all aspects of a procurement except those assigned to the issuing procurement unit. Because “the executive branch procurement unit

is the conducting procurement unit and is responsible to ensure that the procurement is conducted in compliance with this chapter,” it is vital that agencies should become familiar with the specific responsibilities of the conducting procurement unit. [UCA 63G-6a-109 (1) (a)] The specifics are found in at least the following sections of the Procurement Code: 63G-6a-103 (6) and (26); 63G-6a-109; 63G-6a-601 and 63G-6a-701.

Control-Click on the image below to access the Utah Procurement Code.

Procurement Code: Conducting vs Issuing Procurement Units

63G-6a-103. Definitions.

(6) "Conducting procurement unit" means a procurement unit that conducts all aspects of a procurement:

- (a) except:
 - (i) reviewing a solicitation to verify that it is in proper form; and
 - (ii) causing the publication of a notice of a solicitation; and
- (b) including:
 - (i) preparing any solicitation document;
 - (ii) appointing an evaluation committee;
 - (iii) conducting the evaluation process, except as provided in Subsection 63G-6a-707(5)(b) relating to scores calculated for costs of proposals;
 - (iv) selecting and recommending the person to be awarded a contract;
 - (v) negotiating the terms and conditions of a contract, subject to the issuing procurement unit's approval; and
 - (vi) administering a contract.

(26) "Issuing procurement unit" means a procurement unit that:

- (a) reviews a solicitation to verify that it is in proper form;
- (b) causes the notice of a solicitation to be published; and
- (c) negotiates the terms and conditions of a contract.

Amended by Chapter 196, 2014 General Session

63G-6a-109. Issuing procurement unit and conducting procurement unit.

- (1) With respect to a procurement by an executive branch procurement unit:
 - (a) the Division [of Purchasing] is the issuing procurement unit; and
 - (b) the executive branch procurement unit is the conducting procurement unit and is responsible to ensure that the procurement is conducted in compliance with this chapter.
- (2) With respect to a procurement by any other procurement unit, the procurement unit is both the issuing procurement unit and the conducting procurement unit.

Enacted by Chapter 196, 2014 General Session



UTAH PUBLIC BUYERS SEMINAR

SEPTEMBER 26, 2014

STATE OF UTAH

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**We're on
the Web !**
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This newsletter was
edited by Ann Schliep. If
you have any questions
or comments, please
email them to
aschliep@utah.gov

The Division of Purchasing is pleased to announce the *Utah Public Buyers Seminar*. The seminar will be held Friday, September 26 from 9 AM—4 PM and is jointly hosted by the State of Utah, Division of Purchasing, and the National Association of State Purchasing Officials (NASPO).

This seminar includes lunch for those who attend the full-day session. There is no cost to attendees for the seminar or the lunch.

Four presentations will given at this seminar. They are: *What is NASPO?* ; *The Value of Cooperative Contracts* ; *Sourcing Teams: Their Roles & Responsibilities* ; and *Justification Statements & Cost Benefit Analysis*

What is NASPO? Presenter, Paul Mash, is an assistant director of the Division of Purchasing and General Services. The topics will include the history of NASPO, the organizational structure, where we have been and where we are going.

The Value of Cooperative Contracts will be presented by Kent Beers, Utah's Chief Procurement Officer. Kent will share the benefit that are

derived from buying as a cooperative group including higher quality goods for lower prices, stronger terms and conditions, superior maintenance and service, and much more.

Sourcing Teams: Their Roles & Responsibilities will be presented by Terri O'Toole, a purchasing manager for the Division of Purchasing and General Services. The class will include information about how to choose a sourcing team, what it means to be a member of a sourcing team, and how sourcing teams work.

Justification Statements & Cost Benefit Analysis will be presented by Kent Beers. The Procurement Code (UCA 63G-6a) requires justification statements be written and cost benefit analysis to be completed in section 708 and 709. Kent will explore these sections of the Code and share examples.

The next page contains a printable flier about the seminar. Click on the flier to register or Ctrl-click [here](#).

In order to make sure that there is lunch for everyone, we request that you register now.



Utah Public Buyers Seminar

Hosted by State of Utah Division of Purchasing
and National Association of State Purchasing Officials (NASPO)

Topics: What is NASPO?
 The Value of Cooperative Contracts
 Sourcing Teams: Their Roles & Responsibilities
 Justification Statements & Cost Benefit Analysis

Presenters: Kent Beers, Director & Chief Procurement Officer
 Chair, WSCA-NASPO Purchasing Cooperative

 Paul Mash, Assistant Director
 Member of the Board of Directors, NASPO

 Terri O'Toole, Purchasing Manager

September 26, 2014

9 AM—4 PM

Utah State Office Building, Capitol Hill

Lunch will be served
There is no cost to attend this training
Attendance is limited—Register early to secure your seat.

Registration: ▶▶▶▶ <https://docs.google.com/forms/d/1MYBTS2fb5R4jk8NEIUOcb6dMq0yF9EOrU-pPx5h3qlE/viewform>

DID YOU KNOW?: STATE OF UTAH "BEST VALUE" CONTRACT— INDUSTRIAL EQUIPMENT & SUPPLIES (WSCA)

By Larry Thacker

Fastenal contract [MA043](#) for industrial supplies has increased their percentage off discount by 2% for all items in each category on the state contract. All categories will now have a 25% off list discount and the fastener category will now have a 57% off list discount. Please see the state purchasing web page at

purchasing.utah.gov for all the off list discounts comparison sheet for all vendors under this contract. Please contact Larry Thacker with state purchasing with comments, questions or concerns. lthacher@utah.gov or 801-537-9242.

DID YOU KNOW?: STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT LINEN SERVICES—MA1247

Did you know that purchasing has updated the linen contract # MA1247 with G&K Services to include new ARC rated clothing that is lighter weight and cooler to wear? They meet all the required flame resistant codes.

ITEM	ISC & DESCRIPTION	CLEANING (User owned per piece)	VENDOR OWNED WEEKLY (each)	REPLACEMENT / PURCHASE	DEPRECIATION TIME PERIOD
Knit Polo Shirt (Navy, Medium Gray) ***	ISC # 1066-946 Flame-resistant, 6.5 oz. (220 g/m ²) Swiss Pique, 45% Modacrylic/35% Lyocell/20% Aramid	\$0.75	\$1.69	\$89.89	30 months
GK ProTect FR Uniform Shirt (Medium Brown, Na- vy)	ISC # 1003-747 6.4 oz. GlenGuard FR 79% Kermel, 20% Modacrylic & 1% Static dissipative Fiber	\$0.75	\$1.49	\$61.30	30 months
GK ProTect FR Work Pant (Navy)	ISC # 1203-015 6.4 oz. GlenGuard FR 79% Kermel, 20% Modacrylic & 1% Static dissipative Fiber	\$0.75	\$1.53	\$64.14	30 months

*** Knit Polo Shirts ISC # 1066-946 requires a Buy Back agreement if exchanged, discontinued or no longer leased from G&K services.

***Applying emblems, logos, and nametags is not recommended on the Knit Polo shirt. Applying these items would require a Buy Back agreement if the shirts was exchanged, discontinued, or no longer leased from G&K Services.

Thank you for your continued use of the State "Best Value" Cooperative Contracts. If you have any questions or concerns please contact the sales rep listed on the contract or Linda Crawford with State Purchasing (lcrawford@utah.gov or 801-538-3150).

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Automated External Defibrillators	MA199	Philips Healthcare	07/09/2014-03/31/2017	NASPO/WSCA Contract #SW300
Golf Carts	MA415	GOHIGH LLC	04/11/2013-04/12/2018	Admin fee of 025% added.
Herbicides & Related Items	MA927	Helena Chemical Company	08/30/2014-08/04/2019	Multiple Award Contract
Herbicides & Related Items	MA928	Wilbur Ellis	08/03/2014-08/04/2019	Multiple Award Contract
Herbicides & Related Items	MA269	Crop Production Services, Inc.	08/03/2014-08/04/2019	Multiple Award Contract
Data Communication Equipment & Services	AR602	Dell	06/01/2014-05/31/2019	New Contract—New Vendor
Emergency Vehicle Upfitting, Vehicle Strips	PD691	Premier Vehicle Installation	08/05/2014-08/04/2019	New Contract Replaces AR1439 & AR356
Milk	PD1095	Meadow Gold Dairies, Inc.	08/11/2014-08/10/2019	New Contract—Same Vendor
Food, Ice Cream, Whipping Cream, Yogurt, Citrus Punch, Etc.	PD1097	Meadow Gold Dairies, Inc.	08/11/2014-08/10/2019	New Contract—Same Vendor
Front End Loader, All Wheel Drive	PD929	Honnen Equipment Co.	08/18/2014-08/17/2019	New Contract—Same Vendor
Utility Audit Services	PD2149	The Eric Ryan Corporations	08/18/2014-08/19/2019	

EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	MA432	Hewlett Packard Company	12/31/2014	Multiple Award Contract
Telecommunications—Inmate Telephone Systems	AR500	Value-Added Communications, Inc.	01/31/2015	

*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

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Public Cloud Hosting Services (WSCA)	<u>MA265</u>	Dewberry & Davis Service Operations, Inc.	07/31/2017	Multiple Award Contract
1/3 Cage (Half Cage) and Full Partition (Full Cage) for Police Vehicles	<u>PD878</u>	Premier Vehicle Installation	10/09/2014	
Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	<u>MA432</u>	Hewlett Packard Company	12/31/2014	Multiple Award Contract
Telecommunications—Inmate Telephone Systems	<u>AR500</u>	Value-Added Communications, Inc.	01/31/2015	
Walk Up Black & White Multifunction Copiers Walk Up Color Multifunction Copiers Production Black & White Copiers Production Color Copiers Wide Format Copiers	<u>AR918</u>	Ricoh USA Inc.	03/31/2015	
Security Guards, Statewide Coverage	<u>MA185</u>	Chapman Security & Investigators	10/01/2017	Multiple Award Contract
Public Cloud Hosting Services (WSCA)	<u>MA266</u>	Environmental Systems Research Institute Inc.	07/31/2017	Multiple Award Contract
Body Armor (WSCA)	<u>MA132</u>	Central Lake/Armor Express Inc.	07/31/2015	Multiple Award Contract
Body Armor (WSCA)	<u>MA1874</u>	U.S. Armor Corporation	07/31/2015	Multiple Award Contract
Front-end Loader, All Wheel Drive 3 1/4 C.Y.	<u>PD127</u>	Honnen Equipment Co	09/30/2016	
Medical, Hospital and Personal Care Items (MMCAP)	<u>MA310</u>	McKeeson Medical-Surgical	07/31/2015	Multiple Award Contract

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EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Medical and Hospital Supplies and Personal Care Items (MMCAP)	<u>MA2013</u>	World Medical Government Solutions	05/31/2015	Multiple Award Contract
Walk Up Black & White Multifunction Copiers Walk Up Color Multifunction Copiers Production Black & White Copiers Production Color Copiers Wide Format Copiers	<u>AR918</u>	Ricoh USA Inc.	03/31/2015	
Security Guards, Statewide Coverage	<u>MA185</u>	Chapman Security & Investigators	10/01/2017	Multiple Award Contract
Public Cloud Hosting Services (WSCA)	<u>MA266</u>	Environmental Systems Research Institute Inc.	07/31/2017	Multiple Award Contract
American Sign Language Interpreting Services	<u>MA884</u>	Kajika Interpreting Services	08/31/2014	Multiple Award Contract
Computers—Manufacturer Direct (WSCA) Energy Star Compliant	<u>MA2046</u>	Grace Global Corp	12/31/2014	Multiple Award Contract
Yogurt and Sour Cream	<u>PD1563</u>	Nicholas and Company	07/21/2016	
Honda Vehicles	<u>AR170</u>	Stockton #12 Automotive Inc.	09/30/2016	
Small Package Express Air, Ground and International Delivery Service	<u>MA065</u>	United Parcel Service	08/27/2016	Multiple Award Contract
Computers—Manufacturer Direct (WSCA) Energy Start Compliant	<u>MA021</u>	Howard Technology Solutions	12/31/2014	Multiple Award Contract
Computers—Manufacturer Direct (WSCA) Energy Start Compliant	<u>MA1917</u>	Lenovo (United States) Inc.	12/31/2014	Multiple Award Contract

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EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Computers—Manufacturer Direct (WSCA) Energy Start Compliant	MA2104	Transource Computers	12/31/2014	Multiple Award Contract
Computers—Manufacturer Direct (WSCA) Energy Start Compliant	MA2114	NetApp Inc.	12/31/2014	Multiple Award Contract
Public Cloud Hosting Services (WSCA)	MA265	Dewberry & Davis Service Operations, Inc.	07/31/2017	Multiple Award Contract
1/3 Cage (Half Cage) and Full Partition (Full Cage) for Police Vehicles	PD878	Premier Vehicle Installation	10/09/2014	
Data Communications Services (including Line Ethernet and High Speed Internet) No Other Items	MA114	XO Communications	02/15/2018	Multiple Award Contract
Graphic Artist Design Services	MC1136	See contract for list of vendors.	11/09/2014	Multiple Award Contract
American Sign Language Interpretation Services	MA1070	Interwest Interpreting Inc.	08/31/2014	Multiple Award Contract
American Sign Language Interpretation Services	MA880	American Sign Language Communications	08/31/2014	Multiple Award Contract
Copying Services, Black/White and Color	PD1883	Xerox Corporation	09/15/2014	
Bed Linens	PD092	Tabb Textile Company, Inc.	07/31/2016	
Bath Towels and Washcloths	PD093	Tabb Textile Company, Inc.	07/31/2016	
Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	MA1137	Dell Marketing LP	12/31/2014	Multiple Award Contract

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

TITLE	CONTRACT	VENDOR	CANCELED DATE	ADDITIONAL INFORMATION
Ground Maintenance Equipment (WSCA-NASPO)	MA641	Deere and Company	07/17/2014	
Ground Maintenance Equipment (WSCA-NASPO)	MA642	John Deere Construction	07/17/2014	
Ground Maintenance Equipment (WSCA-NASPO)	PD594	The Toro Company	07/17/2014	
Standardized Equipment on Vehicles	AR1439	Premier Vehicle Installation	08/04/2014	
Standardized Equipment on Vehicles	AR356	Vehicle Lighting Solutions	08/04/2014	
Food Service—Child Nutrition Program	MA459	Valley Services	08/18/2014	
Food Service—Child Nutrition Program	MA2122	Vie Gourmet, Inc.	08/18/2014	
Light emitting diode (LED) signal and pedestrian modules	MA825	Gades Sales	07/20/14	Replaced by MA2148

STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACT – PD999

By: Brenda Veldever

State Purchasing will be rebidding the **State of Utah "Best Value" Cooperative Contract for Non-cash Award Items for the State of Utah Employee Years of Service & Retirement Awards Program**

- **PD999.** We are seeking state agency and political subdivision users of this contract to be part of the RFP evaluation committee. Anyone interested should contact Brenda Veldever at bveldever@utah.gov.

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