



STATE OF UTAH

# PURCHASING UPDATE

## BENEFITS OF USING A REQUEST FOR INFORMATION

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By Christopher Hughes

Your agency today may not always have sufficient resources to understand all the solutions that are available, especially in fast-moving industries. Vendors, that know how to help your agency, are doing important work. Unfortunately, many of these vendors don't know how to work with your agency and educate them about your options.

In Part 6 of the Utah Procurement Code allows for a process in which your agency can gather written information from these fast-moving industries. A Request for Information (RFI) is used when you think you know what you want but need more information from the vendors; it will typically be followed by a procurement process. An RFI may request a variety of information to help your agency develop a solicitation, including: availability of a procurement item; delivery schedules; industry standards and practices; product specifications; training; new technologies; capabilities of potential providers of a procurement item; and alternate solutions. (See Utah Code 63G-6a-504.)

A RFI's purpose is to: obtain written information, comments, or suggestions from potential bidders or offerors before issuing an invitation for bids or request for proposals; determine whether to issue an invitation for bids or a request for proposals; and generate interest in a potential invitation for bids or a request for proposals. (See 63G-6a-502.)

In addition, the RFI may be used in order to: prepare to issue an invitation for bids or request for proposals for an unfamiliar or complex procurement; determine the market availability of a procurement item; or determine best practices, industry standards, performance standards, product specifications, and innovations relating to a procurement item. (See 63G-6a-502.)

A request for information is not a procurement process and may not be used to make a purchase or enter into a contract. A procurement unit is required to

## BENEFITS OF USING A REQUEST FOR INFORMATION (CONT.)

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use a standard procurement process, or comply with an exception to the requirement to use a standard procurement process described in Part 8, Exceptions to Procurement Requirements, in order to make a purchase or enter into a contract. (See 63G-6a-503.)

A response to a request for information is not an offer and may not be accepted to form a binding contract. (See 63G-6a-503.)

Vendors responding to an RFI do not need to fear that the information submitted will be public information because information submitted in response to a request for

information is protected under Section 63G-2-305. (See 63G-6a-505.)

And for your agency, it's OK to ask and take advantage of industry knowledge before issuing a solicitation. Additionally, the RFI can educate possible vendors about any laws or implementation barriers that the final solicitation will have to overcome.

It is important to note that the RFI can be issued quickly and can assist your agency in writing a better solicitation. If your agency would like to utilize the RFI process, please contact the Division of Purchasing to assist you.

## SCIQUEST: THE FUTURE E-PROCUREMENT SYSTEM

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What is SciQuest? It's the new e-Procurement system the Division of Purchasing is moving to and we need your help.

Over the course of the next 16 months, the Division of Purchasing will be working with SciQuest and a Steering Team of key members of the State's purchasing community, to configure, test, and roll-out this new system. While SciQuest will be a change, it is also an opportunity for the State to move from a repository-type system to one that is more robust. SciQuest's Sourcing Director will provide an opportunity to automate the entire solicitation process, from creation of the solicitation document all the way through the evaluation process. This will help to streamline processing time and further improve the

consistency of the solicitation process.

Where do you fit in? The Division of Purchasing is looking for representation from the different purchasing groups to be active participants in the focus groups, testing, and roll-out of the new system.

We'll continue to provide more information on SciQuest and the new e-Procurement system in each monthly newsletter, as well as provide a live demo at the next Quarterly PEP Training Session on December 1st.

Please contact Windy Aphayrath at the Division of Purchasing if you would like more information on participating in the Steering Team.

## PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The next *Procurement Education Partnership Seminar* (PEP Seminar) will be held Tuesday, December 1 from 9 AM—4 PM. This seminar is jointly hosted by the State of Utah, Division of Purchasing, and the National Association of State Purchasing Officials (NASPO).

The seminar will offer insight into the upcoming e-Procurement System that will be implemented by State Purchasing at a future date (see [SciQuest: The Future e-Procurement System](#) article). A short presentation will be given about R33-4-108 *Small Purchases of Professional Service Providers and Consultants*. The remainder of the time will be given to Michael Asner, our guest speaker. Mr. Asner has twenty years of experience writing and teaching about public procurement. He will share his vast knowledge about the RFP process with us.

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

Registration for the seminar is located [here](#). **If you do not see the following notice** at the end of registration, then **you will need to try again** as Google forms did not complete and record your registration.

**YOU ARE NOW REGISTERED TO ATTEND:**

Procurement Education Seminar  
Tuesday, December 1, 2015  
9 AM - 4 PM  
State Office Building, Capitol Hill  
1st Floor Auditorium

PLEASE MARK THIS ON YOUR CALENDAR TODAY.

NOTE --> GOOGLE WILL NOT SEND YOU AN EMAIL.

The Division of Purchasing will have a webinar available for those who have a distance to travel. We believe that we have ironed out all the wrinkles in that program. If you would like to attend via webinar, register here: [Webinar Registration Link](#) Further information concerning the webinar will be given to those registered individual in late November. **If you do not see the following notice** at the end of registration, then you **will need to try again** as Google forms did not complete and record your registration.

**YOU ARE NOW REGISTERED TO ATTEND the WEBINAR Version of:**

Procurement Education Partnership Seminar  
Tuesday, December 1, 2015  
9 AM - 4 PM  
WEBINAR

PLEASE MARK THIS ON YOUR CALENDAR TODAY.  
GOOGLE WILL NOT SEND YOU AN EMAIL.

IF you did not want to attend the webinar, please contact Tara Eutsler-  
teutsler@utah.gov

Google will not send you an email nor does it set the date on your calendar. We recommend that you add the Seminar to your calendar right away and print the flier on the next page as a reminder. A week prior to the seminar, Tara Eutsler will send a reminder to all who have pre-registered. If you do not receive an email by November 23, please contact Tara to determine if your registration was received.

**Registration ends on November 23** so that we can provide solid lunch numbers to the caterer.



# DIVISION OF PURCHASING & GENERAL SERVICES

## PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING  
AND NASPO VALUE POINT

### Topics & Presenters

SciQuest Demonstration	SciQuest Representative
Professional Services Procurement	Jennifer Salts
Request for Proposal	Michael Asner

DATE: 1 December 2015

TIME: 9 AM – 4 PM

LOCATION: State Office Building; 1st floor Auditorium  
450 North State Street, Salt Lake City, Utah

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There is no cost to attend this training  
Lunch will be served to those who are registered

On Location Attendance Registration ▶▶▶ [Registration Link](#)

Webinar Registration ▶▶▶ [Webinar Registration Link](#)



STATE OF UTAH

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**We're on the  
Web !**

[purchasing .utah.gov](http://purchasing.utah.gov)

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

## DID YOU KNOW: WIRELESS COMMUNICATION SERVICES AND EQUIPMENT

Five cooperative contracts are dedicated to the procurement of wireless communication services and equipment. They provide discounts for eligible wireless contracts and hardware as well as personal discounts on wireless contracts. See Purchasing's website for the contact person for each contractor. The contracts are:

MA152 Verizon Wireless - Discounts on Voice and Data plans as well as equipment and accessories for State equipment.

MA176 T-Mobile - Discounts on Voice and Data plans as well as equipment and accessories for State equipment.

MA262 Sprint - Discounts on Voice and Data plans as well as equipment and accessories for State owned equipment.

PD180 Discountcell - Significant discounts for equipment and accessories. Check summary for pricing schedule.

MA149 AT&T - Discounts on Voice and Data plans as well as equipment and accessories.

Please see the contract summary pages for the terms of the agreements. To view these summary pages, please follow this link: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract numbers. Click on the "view" link under the contract summary heading.

Please contact Christopher Jennings with State Purchasing if you have any questions or concerns about these contracts at [ctjennings@utah.gov](mailto:ctjennings@utah.gov), 801-538-3157.

## DID YOU KNOW: MULTI-CHANNEL VOICE LOGGING RECORDERS

Did you know the State of Utah has a multiple award State Cooperative Contract for Multi-Channel Voice Logging Recorders?

The multiple award includes the following vendors: Contract MA2247 Dictation Sales & Service, Inc. (DSS), MA2248 Gosarco, Inc., MA2252 McIntosh Communications, MA2249 Stencil Corporation and MA2250 Motorola Solutions, Inc.

The contract provides the pricing, installation, and configurations requested for a 16, 32, 48, 64, or 120 Channel system. Training will be provided to dispatch, technical, and supervisory personnel on proper operation and technical aspects of the logging recorder.

The vendor shall provide a three (3) year warranty with toll free technical assistance 24/7/365 along with a four (4) hour response time for any critical failure.

If you have questions relative to this contract, please contact Jeff Hammer at [jhammer@utah.gov](mailto:jhammer@utah.gov) or by phone at [\(801\)538-3159](tel:8015383159).



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

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Snowplow Blade Cutting Edges	MA2263	Ironhawk Industrial Distribution LLC	6/30/2015-6/30/2017	Multiple Award
Computer Equipment and Related Svs (Desktops, Laptops, and Tablets)	MA432	Hewlett Packard Company	10/9/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Servers and Storage)	PA2211	Hewlett Packard Enterprise	10/9/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Desktops, Laptops, Tablets, Servers, and Storage)	PA2213	Dell Marketing, L.P.	9/29/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Laptops and Tablets)	PA2212	Apple, Inc.	10/7/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Servers and Storage)	PA2217	Hitachi Data Systems	7/16/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Desktops, Laptops, Servers, and Storage)	PA2216	Grace Global Inc.	6/12/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs	AR603	Avaya Inc.	6/1/2014-5/31/2019	Multiple Award
Computer Equipment and Related Svs (Desktops, Laptops, Tablets, Servers, and Storage)	MA2104	Transource Services Corporation	9/30/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Laptops and Tablets)	PA2219	Microsoft Corporation	10/1/2015-3/31/2017	Multiple Award
Computer Equipment and Related Svs (Desktops, Laptops, Tablets, Servers, and Storage)	PA2215	Computer Technology Link Corp.	5/27/2015-3/31/2017	Multiple Award
Communications: Multi-Channel Voice Recorders	MA2249	Stancil Corporation	10/1/2015-9/30/2020	Multiple Award
Communications: Multi-Channel Voice Recorders	MA2250	Motorola Solutions, Inc.	10/1/2015-9/30/2020	Multiple Award

\*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.

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

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TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Communications: Multi-Channel Voice Logging Recorders	MA2248	Goserco Inc.	10/1/2015-9/30/2020	Multiple Award
Towable Air Compressors	PD2267	United Rentals (North America) Inc.	10/5/2015-10/5/2020	

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

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TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Vehicle Rental (WSCA)	MA985	Enterprise Holdings	12/2/2009-10/18/2017	
Wrecker/Towing Services –Iron County	MA084	Cedar City Motor Co.	6/20/2011-6/21/2016	Multiple Award
Auto Body Repairs (Iron)	MA453	Cedar City Motor Co.	5/1/2011-4/30/2016	

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

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TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Yard Dump Bodies & Hydraulics & Platform Bodies	MA369	KJR Truck Services	10/15/2015	
Service Bodies and Platform Bodies Without Sides	MA330	KJR Truck Services	10/15/2015	Bought by Semi Svs Crane Options, See MA340

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