

PURCHASING UPDATE

December 2016

PROCUREMENT RESOLUTIONS

By Zac Christensen

A new year is upon us, a new beginning, a fresh start. It's a time to reflect upon the past, make goals, resolutions, and press forward with a determination to improve and create better versions of ourselves. As Procurement Officials we also have an opportunity to review our past performance and find ways that we can recommit to our profession, and serve our constituents in better ways. Here are several ideas that we can do in the upcoming year.

1) Read the Code

I believe it was Descartes that once quipped: I read the code, therefore I am a procurement professional. Like anything else, the more we do something, the more we know it and the better we get at it. We should strive to read the Procurement Code and Administrative Rules at least 15 minutes a day. By studying our laws and rules, we will know what we can and should do and will be better able to perform our obligations.

2) Develop skills

Like in any profession, there are opportunities to attend educational conferences (for example, the State of Utah Division of Purchasing hosts PEP every quarter). By taking advantage of these opportunities, we can expand our

skills and knowledge base. It is also an opportunity to network and help other procurement officials throughout the state.

3) Use technology as a tool

The best tools in the world won't do anything for us unless we use them and take advantage of them. The Division of Purchasing has recently transitioned to SciQuest. These technological tools have many options and components that help make life easier for procurement. However, unless we have read the code and developed our skills first, these tools will not help or do our jobs for us. They should be used to assist us.

4) Mentor/serve

It has been said that service is the rent we pay for living in this world. As procurement officials, we have the opportunity to help one another. There are new agents which gives us new opportunities all the time to reach out and help. By working together we can achieve more than we can individually.

As we start a new year, let's all take a few minutes to make plans and goals as procurement officials that will help make us better and the world around us. We are the masters of our fate, we are the captains of our careers.

COMING SOON! WEBPAGE UPDATE

The Division of Purchasing and General Services is updating its website! Coming in February 2017 purchasing.utah.gov will launch its new webpage that will provide easier to navigate menus to

access all the information you're accustomed to finding, in addition to more training materials and easier access to SciQuest/Utah Public Procurement Place!

INSIDE THIS ISSUE:

Cooperative
Contracts: Video 2
& Editing
Production

Procuring Goods and Services from the Federal Government

Buying From "AR" State Cooperative 3 **Contracts**

Cooperative Contracts: New & Extended

COOPERATIVE CONTRACT: VIDEO PRODUCTION AND EDITING SERVICES

INSTRUCTIONS FOR USE OF VIDEO PRODUCTION AND EDITING SERVICES APPROVED VENDOR LIST

In order to maintain fair and equitable opportunity to compete for projects under the open-ended Approved Vendor List, Eligible Users must adhere to the following steps in assigning projects to the vendors:

In order to maintain fair and equitable opportunity to compete for projects under the open-ended Approved Vendor List for Video Production and Editing Services, Eligible Users must adhere to the following steps in assigning projects to the vendors:

- Eligible Users must review the Approved Vendor List.
- 2. Eligible Users must develop a scope of work and cost proposal form.
- Eligible Users must then submit the scope of work and cost proposal form to each approved vendor. See Attachment B of the full contract for confirmation of vendor's qualified categories.
- 4. In submitting a scope of work and cost proposal form to the Vendors, Eligible Users must describe how the Vendor's will be evaluated, and provide a deadline in which Vendors must submit responses. Eligible Users must allow Vendors a minimum of seven (7) days to submit responses.
- 5. Eligible Users must follow the Utah Procurement Code in evaluating responses.
 - a) For assignments of work under \$100,000.00 Eligible Users may follow Administrative Rule R33-4-108 for Small Purchases of Professional Service Providers and Consultants.
 - For assignments of work over \$100,000.00 Eligible Users must use UAC 63G-6a Part 6 Invitation for Bids or Part 7 Request for Proposals3 of the Utah Procurement Code.

Eligible Users shall maintain their records regarding the assignment of work as required by the Utah Procurement Code.

Vendors will not be allowed to negotiate

additional terms and conditions based on the scope of work and the project assigned.

The State of Utah Division of Purchasing may assist Eligible Users in using the open-ended Approved Vendor List.

Executive Branch Agencies falling under the jurisdiction of the Department of Technology Services (DTS) will be required to coordinate with DTS before issuing any scope of work or project. A Business Case may be required so please plan accordingly.

Note: **Eligible Users cannot use the** openended Approved Vendor List without awarding a scope of work.

Video Production & Editing Services			
Vendor	Master Agreement Number		
Alvey Media Group	AV2537		
Centerstar Investments	AV2538		
First Vision Entertainment Group	AV2539		
Get Creative Media	AV2540		
GUMCO	AV2541		
Impatient Cow Productions	AV2542		
Lone Peak Productions	AV2543		
Next Thought	AV2544		
Penna Powers	AV2545		
Phillips Video Post	AV2546		
Sandbox	AV2547		
ЅруНор	AV2548		
Sqwak Productions	AV2549		
Focus Eduvation	AV2550		
Geo & Associates	AV2551		
GO Films	AV2552		
IG Films	AV2553		
Kineto Pictures	AV2554		
Main Frame Digital	AV2555		
Override Films	AV2556		
Social Interactive	AV2557		
Urban Rhino	AV2558		

PROCURING GOODS & SERVICES FROM THE FEDERAL GOVERNMENT

STATE OF UTAH

Division of Purchasing 3150 State Office Building Capitol Hill Complex PO Box 141061 Salt Lake City, UT 84114

Phone: 801-538-3026

with federal government without a standard procurement process or involvement of State Purchasing. The procurement must be with the Federal Government with payment sent directly to the Federal Government agency. The procurement cannot be with a vendor that the Federal Government has contract with for a service. For situations in which a contracted vendor is required to be used, the procurement must be sent to State Purchasing.

The Utah Procurement Code allows

procurement units to contract directly

Procurements and contracts directly with the federal government are not reviewed or processed by State Purchasing. When an agency is processing a contract with the federal government, agencies can list "N/A, see UCC 63G-6a-2105" on the Purchasing Signature Line (if there is a Purchasing Signature Line). The contract should be sent directly to Sheri Witucki in State Finance for Finance for processing.

For further information see the Utah Code is 63G-6a-2105.

We're on the Web!

purchasing .utah.gov

BUYING FROM "AR" STATE COOPERATIVE CONTRACTS

There are 79 active AR State of Utah "Best Value" Cooperative contracts. The procurement items that can be obtained from the AR contracts range from copiers to building HVAC controls, airline fares to data breach and credit monitoring services.

What does AR mean?

The abbreviation "AR" means authorization is required before an executive branch agency can make purchases from the contract. Most

frequently, the authorization requires an executive branch agency to place a technology order through the Department of Technology Services, however, some contracts require authorization from State Purchasing or from State Travel.

When an buyer needs to make a purchase from an AR contract, he/she should review and follow the authorization requirements and procedures listed on the contract summary sheet.

<u>UPCOMING</u> PEP SEMINARS

Mar 16, 2017 Jun 15, 2017

Note: PEP Seminars will now be held on Thursdays.

HOW TO RECEIVE THE PURCHASING UPDATE NEWSLETTER

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

- (A) Individuals who have a State Google email account:
 - Step 1: Enter into GROUPS in the State Google email account
 - Step 2: In the new window's search field, type PURCHASING NEWSLETTER
 - Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.
 - Step 4: Click JOIN GROUP.
 - Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.
- (B) Individuals that do not have a State Google email account: Please send an email to Tara Eutsler, teutsler@utah.gov.

NEW STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Video Production and Editing Services	AV2537	Alvey Media Group	11/01/2016- 10/31/2021	End User must follow the instructions for use of approved vendor list located on the summary document. Other contracts for this approved vendor list were listed in last month's newsletter.
	AV2538	Centerstar Investments, LLC		
	AV2540	Get Creative Media		
	AV2546	Phillips Video Post		
	AV2548	SpyHop Productions		
	AV2550	Focus Care Inc. DBA Focus EduVation		
	AV2551	Geo & Associates		
	AV2552	GO Films		
	AV2553	IG Films		
Extendahoe-Backhoe with pneumatic Tires 4WD with buy back option	MA2559	Century Equipment CO LLC	12/01/2016– 11/30/2021	Multiple award solicitation
Extendahoe-Backhoe with pneumatic Tires 4WD with buy back option	MA2660	Honnen Equipment Company	12/01/2016- 11/30/2021	
Extendahoe-Backhoe with pneumatic Tires 4WD with buy back option	MA2561	Wheeler Machinery	12/01/2016— 11/30/2021	
Grounds Maintenance Services	AV2562	Elite Grounds	12/01/2016- 11/30/2021	
Grounds Maintenance Services	AV2563	Horticulture Group, Inc.	12/01/2016- 11/30/2021	Following steps in summary document to solicit & award work
Grounds Maintenance Services	AV2564	Northern Utah Turf Specialist	12/01/2016– 11/30/2021	

NEW STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Vehicle First Aid Kits, First Aid Cabinets, Refill Items – On-site Service (Primary)	MA119	Wasatch First Aid	11/01/2016— 10/31/2021	
Vehicle First Aid Kits, First Aid Cabinets, Refill Items – On-site Service (Secondary)	MA1636	Cintas First Aid and Safety	11/01/2016— 10/31/2021	
Asphalt Crack Sealer, Trailer Mounted	PD116	Wheeler Machinery Co.	11/25/2016— 11/24/2021	
Education Furniture—Student (Residential Furniture)	MA666	Ecologic Furniture	12/05/2016— 06/19/2019	
Live Auction and Retails Services for Surplus Property	AR2565	Erkelens & Olson Auctioneers	10/06/2016— 12/05/2021	Authorization needed for executive branch agencies
Radios: Microwave (NASPO ValuePoint)	AR2272	NEC Corp. of America	12/07/2016— 06/30/2018	State-level executive branch agencies under jurisdiction of DTS must order through DTS
Ready Mix Concrete and Flowable Fill [Iron, Beaver, Garfield, Kane, Washington]	MA2536	Staker Parson Companies	10/31/2016— 6/30/2021	Counties not listed to the right should review the other Ready Mix Concrete
Ready Mix Concrete and Flowable Fill [Salt Lake, Tooele, Summit, Davis]	MA2535	Ready Made Concrete	10/31/2016— 6/30/2021	Counties not listed to the right should review the other Ready Mix Concrete
Psychiatrist Headhunting Services	PD2572	Merritt Hawkins & Associates LLC	12/8/2016 – 12/7/2021	
Digital Finger Printing, Livescan Machines	MA070	3M Cogent Inc	12/01/2016— 09/01/2021	New contract, same vendor won award
ESRI GEOGRAPHIC SOFTWARE, MAINTENANCE, CONSULTING AND TRAINING SERVICES	AR076	ESRI	12/15/2015— 12/14/2024	
Radios: Microwave	AR2275	Aviat Networks	07/01/2016— 06/30/2018	New contract, same vendor won award
Batteries & Battery Chargers: Portable Radios	Od2573	Power Products	12/22/2016— 06/30/2018	
Floorcovering and Installation Services	MA2281	Milliken & Company	12/22/2016— 02/21/2021	Utah authorized dealers' contact information provided on page 2.

State of Utah "Best Value" Cooperative Contracts Search Engine location: http://purchasing.utah.gov/statecontractdirectory.html

^{*}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
Small Package Express Air, Ground and International Delivery Service	MA065	United Parcel Service	Thru 01/06/2017	
Small Package Express Air, Ground and International Delivery Service	MA454	Federal Express Corporation	Thru 01/09/2017	
Auction or Sale of Utah Surplus Personal Property	AR171	TNT Auction	Thru 01/05/2017	Authorization required for state agencies
OFFICE SUPPLIES (WSCA-NASPO)	MA142	Office Depot	Thru 12/19/2019	See delivery area for desktop delivery verses common carrier delivery. These contracts are available in the ValuePoint e-Marketplace with a single log-in for all three vendors.
OFFICE SUPPLIES (WSCA-NASPO)	MA1596	Staples Contract & Commercial, Inc	Thru 12/19/2019	
OFFICE SUPPLIES (WSCA-NASPO)	MA2077	Metro Office Solutions	Thru 12/19/2019	
ELECTRONIC MONITORING OF OFFENDER SERVICES (WSCA/ NASPO)	MA2175	3M Electronic Monitoring, Inc	Thru 12/31/2019	
ELECTRONIC MONITORING OF OFFENDER SERVICES (WSCA/ NASPO)	MA2177	Alcohol Monitoring Systems	Thru 12/31/2019	

Not all expired contracts are included on this list. State Purchasing highly recommends viewing a contract on the Utah "Best Value" Cooperative Contracts Search Engine prior to any purchase to determine if the contract is still active. State Purchasing discourages the practice of saving contracts onto a computer's hard drive as contracts can be canceled.

State of Utah "Best Value" Cooperative Contracts Search Engine location: http://purchasing.utah.gov/statecontractdirectory.html