Procurement Code—Legislative Update

During the 2015 Legislative Session, changes to the Procurement Code and Rules were made. Updates have now been completed on the Legislative website. The Division of Purchasing highly recommends the reading of the Code by any individual whose primary job responsibility is purchasing. The Procurement Code is located at http://le.utah.gov/UtahCode/section.jsp?code=63G-6a and The Procurement Rules are at http://www.rules.utah.gov/publicat/code/r033/r033.htm

The pages offer downloadable versions of the entire code and/or rule, or the user has the option of viewing one section at a time.

Tax Exemption Forms

The tax exempt form posted on the Purchasing website is for use when purchasing from State Cooperative Contracts. To avoid billing problems, make sure that the vendor knows that State Purchasing is not the billing entity.

Agencies should use their own tax ID when making purchases that are not on a state cooperative contract. A copy of the form can be found on the Department of Tax Commission’s website by following this link http://tax.utah.gov/forms/current/tc-721g.pdf

Check with your accounting group for your tax ID number or contact the Tax Commission directly.
The Division of Purchasing is pleased to announce the Procurement Education Partnership Seminar. The seminar will be held Tuesday, June 23 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 will offer an insight into the entire public procurement process.

**Procurement Code**—Kent Beers, Chief Procurement Officer/Director of Purchasing
- How the Procurement Code applies to the different types of public entities
- Who has independent authority

**State “Best Value” Cooperative Contracts**—Jeff Mottishaw, Purchasing Manager.
- When is a cooperative contract appropriate
- How to search for the cooperative contracts
- Reading the contract summary document
- Buying from cooperative contracts

**Value Point**—Vern Jones, C.P.M. Education and Outreach Coordinator, NASPO ValuePoint
- Public Cooperative Contracting

**Small Purchases**—Tara Eutsler, Contract Analyst
- Rules that govern the buying of small purchases
- Delivery charges & small purchases
- Bring your small purchase questions

**IFB, RFP, RFSQ, & Professional Service Procurements**—Jennifer Salts, Assistant Director, Technology & Contracts
- Determine which type of solicitation to use for your procurement
- What is unique about the RFP Process
- Filling out the IFB or RFP questionnaire
- What is an RFSQ
- Professional service solicitations

**Procurement Score Sheets**—Jeff Mottishaw, Purchasing Manager.
- How the RFP score sheet works
- Examples of scoring for projects

**Procurement Problems**—Panel
- Question & answers

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.

To register for the seminar, go to [http://goo.gl/forms/x2apfxWXZR](http://goo.gl/forms/x2apfxWXZR) (CTRL-click on the link). When your registration is complete, you should see a page similar to this one at the right. If you do not see the notice to the right, then the registration was not completec.

Google does not send you an email nor does it set the date on your calendar. We recommend that you print the flier on the next page as a reminder. A few days prior to the seminar, Tara Eutsler will send a reminder to all who have pre-registered. If you do not receive an email by June 19, please contact Tara to determine if your registration was received.

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](http://goo.gl/forms/x2apfxWXZR) (CTRL-click on the link). Further information concerning the webinar will be given to those registered individual in mid-June.
PROCUREMENT EDUCATION PARTNERSHIP
SEMINAR

Hosted by State of Utah Division of Purchasing

Topics & Presenters:

- **Procurement Code** Kent Beers
- **State “Best Value” Cooperative Contracts** Jeff Mottishaw
- **Value Point** Vern Jones
- **Small Purchase Training** Tara Eutsler
- **IFB, RFP, RFSQ, & Professional Service Procurements** Jennifer Salts
- **Procurement Score Sheets** Jeff Mottishaw

June 23, 2015
9 AM—4 PM
Utah State Office Building, Capitol Hill

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

On Location Attendance Registration ➔ ➔ ➔ http://goo.gl/forms/xzZcYpF1W6
Webinar Registration ➔ ➔ ➔ http://goo.gl/forms/GGkYt1IfBv

NOTE: This training qualifies as “instructor-led” procurement training for the CPPB & CPPO certification requirements
Personnel Changes in the Division of Purchasing

We have had to say good-bye to a few of our employees in the State of Utah Division of Purchasing.

**Larry Thacker** retired on May 1, 2015, after a very successful 29+ years career with the Department of Administrative Services, Division of Purchasing. Among Larry’s many accomplishments, he served as the lead for a very successful multi-state cooperative effort. Specifically, he led the NASPO ValuePoint (formerly WSCA) contracting effort for the Walk-In Building Supplies. This contract offers a discount for walk-in building supplies and has greatly reduced administrative time and expenses for many purchasing organizations. He served as a sourcing team member for the multi-state cooperative for office supplies and MRO.

**Reed Taylor** is retiring on June 1, 2015, after a very successful 26+ years career with the Department of Administrative Services, Division of Purchasing. Among Reed’s many accomplishments, he also served as the lead of a very successful multi-state cooperative effort. Specifically, he led the NASPO ValuePoint (formerly WSCA) contracting effort for Tires and Tubes including Maintenance and Repair. This is a multi-million dollar contract that is utilized to make purchases by nearly every state in the nation. Reed served as the State’s fuel buyer for many years. He also represented our office as part of the Educational Procurement Advisory Council (EdPAC) assisting in putting together an annual buyers conference for all public purchasing agents in the State of Utah.

Both Larry and Reed leave behind a legacy of professionalism and knowledge that will benefit our office for years to come and they will be greatly missed.

**Chris Bruhn**, Research Analyst and Contract Analyst, has found a position at USOE. **Tyler Barnes**, Purchasing Agent, accepted a position at UDOT. **Dana Edwards**, Purchasing Technician, is now with DFCM. **Zach Derr**, Purchasing Agent/Contract Analyst, has accepted a position in the private sector.

**Patricia Yacks** has moved to the DAS office and **Makayla Hardy** is now with the Division of Purchasing.

**Makayla Hardy** is now responsible for the tracking of agency contracts. Contracts being sent to State Purchasing should be addressed to Makayla at mailbox 141061. Questions regarding the location of a contract or FINET problems with an agency contract should be addressed with Makayla (801-538-3151) or mhardy@utah.gov.
**DID YOU KNOW?: STATEWIDE BEST VALUE COOPERATIVE CONTRACT FOR GROUNDS MAINTENANCE EQUIPMENT**

By: Ann Schliep

Did you know that the State of Utah has eleven Best Value Cooperative Contracts for Grounds Maintenance Equipment? They are:

- MA2180 RMT Equipment
- MA2181 Stotz Equipment
- MA2182 Vermeer Rocky Mountain
- MA2183 Jacobsen Professional Lawn Care Inc.
- MA2184 Deere & Company
- MA2185 Goodfellow Corp.
- MA2186 Terrain King Corp.
- MA2187 Bonneville Equipment Company
- MA2188 Turf Equipment & Irrigation Co.
- MA2189 Pioneer Mfg Company
- MA2190 United Service & Sales

Each company has offered a variety of items from large farm tractors to hand-held blowers. Some offer items for golf courses and others for parks. There is a large variety of items and brands to choose from.

The items have a minimum percentage off catalog. Be sure to ask if the vendor is willing to offer a higher percentage off the items you are ordering.

Please contact Ann Schliep at aschliep@utah.gov or 801-538-3421 for any questions regarding the contracts.

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**CONTRACT CANCELLATION: MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS (MMCAP)**

By: Brenda Veldevere

There have been some changes with the State of Utah/MMCAP Medical Supply Contracts that users of these contracts need to be aware of.

First, Cardinal Health’s physician office business has been purchased by Henry Schein. Effective Monday, May 4, 2015, Cardinal Health contract MA477 was canceled.

Second, World Medical Government Solutions (WMGS) has been purchased by McKesson Medical Surgical. Effective, Monday, June 1, 2015, WMGS’ contract MA2013 will be canceled.

Users of these two canceled contracts will need to start using the following State of Utah/MMCAP contracts:

- MA264 Medline Industries (This contract has potential contract renewals through 05/31/2017).
- MA310 McKesson Medical Surgical (This contract has potential contract renewals through 07/31/2017).
- MA2204 Henry Schein (This contract has potential contract renewals through 09/30/2017).

If you have questions relative to the State of Utah/MMCAP Medical Supply Contract, please email Brenda Veldevere at bvedevere@utah.gov.

*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.*
State of Utah Division of Purchasing:
Sourcing Team Recruitments

We are preparing for the re-solicitation of several Statewide Best Value Contracts and are seeking volunteers to serve on the sourcing teams. We would like to hear from you if you are willing and able to devote the time and have some expertise and/or interest in the products and services. Please contact the agents listed below to find out more information on the time commitment and process.

Shelving & Filing Systems—Mobile and Stationary
Current Contracts: MA1943 and MA1231
Agent Contact: Terri O’Toole, (801) 538-3147
totoole@utah.gov

Scientific & Graphic Calculators & Related Accessories
Current Contract: PD1891
Agent Contact: Yolanda Larrymore, (801) 538-3141
yarrymore@utah.gov

Mapping & Survey Grade GPS hardware, Software & Training (LEICA)
Current Contracts: MA028, MA027, and MA026
Agent Contact: Yolanda Larrymore (801) 538-3141
ylarrymore@utah.gov

*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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CONTRACT</th>
<th>VENDOR</th>
<th>DATES</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
</table>

## Extended State Of Utah “Best Value” Cooperative Contracts

<table>
<thead>
<tr>
<th>Construction—Job Order Contracting</th>
<th>MA244</th>
<th>A J Construction, Inc.</th>
<th>05/01/2012-05/01/2016</th>
<th>Increase in Adjustment Factor.</th>
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<tbody>
<tr>
<td>Construction—Job Order Contracting</td>
<td>MA241</td>
<td>Okland Construction</td>
<td>05/01/2012-05/01/2016</td>
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<tr>
<td>Construction—Job Order Contracting</td>
<td>MA243</td>
<td>Benstog Construction Corporation</td>
<td>05/01/2012-05/01/2016</td>
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</tr>
<tr>
<td>Construction—Job Order Contracting</td>
<td>MA245</td>
<td>C R C Construction, Inc.</td>
<td>05/01/2012-05/01/2016</td>
<td></td>
</tr>
</tbody>
</table>

## Expired or Canceled State of Utah “Best Value” Cooperative Contracts

<table>
<thead>
<tr>
<th>Portable Breath Alcohol Tester</th>
<th>MA913</th>
<th>Lifeloc Technologies, Inc.</th>
<th>03/31/2015</th>
<th>Will no be renewed.</th>
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</thead>
<tbody>
<tr>
<td>Portable Breath Alcohol Tester</td>
<td>MA915</td>
<td>CMI, Inc.</td>
<td>03/31/2015</td>
<td>Will not be renewed.</td>
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<tr>
<td>TS-2 Traffic Control System &amp; Components</td>
<td>MA722</td>
<td>Econolite Control Products Inc.</td>
<td>05/04/2015</td>
<td>Will not be renewed.</td>
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<tr>
<td>TS-2 Traffic Control System &amp; Components</td>
<td>MA723</td>
<td>Gades Sales</td>
<td>05/04/2015</td>
<td>Will not be renewed.</td>
</tr>
</tbody>
</table>

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