



# PURCHASING UPDATE

February 2016

STATE OF UTAH

February 19, 2016

To: **Department Purchasing, Budget, and Accounting Officers**

From: **Kent D. Beers, Director**  
**Division of Purchasing and General Services**

Subject: **Fiscal Year End Procedures**

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With the approaching fiscal year end, many state agencies are ready to make purchasing decisions that they may have prolonged until they are certain funding is available. We prefer to bid early, even though you may not be certain funding is available. It is easier for us to cancel a few bids than to rush requisitions through during the last few weeks of the year.

Our experience indicates that our workload is extremely heavy this time of year. The number of requisitions received by the Division of Purchasing doubles and often triples. This increased workload requires additional planning by you and other state agencies. The following procedures are designed to allow the Division of Purchasing to process both old and new year purchases in an efficient manner. Please make every effort to adhere to these procedures.

- Submit all current fiscal year requisitions to the Division of Purchasing by April 15, 2016. These requisitions are first priority.
- Requisitions received after April 15th are second priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end.
- Order releases on State contracts (PD, PA, MA, MC & AR) to be paid from "FY2016" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2016. Deliveries received after that date become obligations of "FY2017" funds.

Please make a special effort to make year-end procurement orderly. As always, your cooperation is appreciated.

## AGENCY CONTRACTS— FISCAL YEAR END PLANNING

It is time to plan for contracts that will be processed this fiscal year. The Division of Purchasing receives a large volume of contracts and amendments from mid-April through June each year. The processing time usually takes longer during the busy year end. Plan ahead so that agency contracts will be processed timely.

Please note the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. After contracts and amendments are signed by the contractor and the agency, they are sent to the Division of Purchasing to review and sign.
2. Please be aware of the following deadlines:
  - A. Contracts and amendments should be received by the Division of Purchasing by June 10, in order to be processed during this fiscal year. Sending contracts in by May 1 is a better choice. The contracts/amendments that arrive by June 10 are first priority.
  - B. Contracts and amendments received after June 10 are second priority. The Division of Purchasing cannot guarantee that contracts received after June 10 will be completed by fiscal year end.
3. Most agency contracts and amendments route through four employees' workloads in the Division of Purchasing before being sent to State

Finance. The contracts are processed as follows:

- A. Our Purchasing Technician enters contracts and amendments into the Contract Tracking System when the process begins, and into FINET after contracts are completed.
  - B. Purchasing Agents review the contracts for procurement issues.
  - C. A Contract Analyst does a legal review.
  - D. Our Director or an Assistant Director does a final review for Purchasing and signs the contracts. (For lower dollar contracts, the contract goes back to the Purchasing Agent for signature.)
  - E. After Purchasing has completed its processing of contracts, Sheri Witucki, Contract Analyst for the Division of Finance, reviews and signs off/stamps on the contracts.
4. If the contracts or amendments have any problems or missing information, they are put on "hold" until the issues are resolved. It can take two weeks or longer to resolve issues on contracts.
  5. For any purchases to be made this fiscal year, the contract or amendment needs to be fully approved and signed. Also, the purchases or services need to be received before June 30.

Plan ahead and process your contracts and amendments early so that the fiscal year end will run smoothly for your agency and for the Division of Purchasing.

## PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

Over 165 individuals have signed up to attend the 2016 Spring *Procurement Education Partnership Seminar* (PEP Seminar). The seminar is being held on Thursday, March 17 from 9 AM—4 PM. As we only have about 15 spots left before reaching room capacity, registration could any at any time. Registration for some breakout sessions have already closed as room capacity has been met.

All who are registered received an email on Thursday, February 25. If you received an email, do not register again. If you did not receive an email, then you are not currently registered.

Call or send an email to Tara Eutsler if you would like to attend this session in person. The

slots will be filled on a first-come, first serve basis.

Sciquest Insight and Basics and Contract Basics will be broadcast via the webinar, the other breakout sessions will not. Click here to register for [webinar attendance](#). Information and links for the seminar will be sent out by March 14.

After registering, Google forms will display one of the notices below. If you do not see one of the notices below after you registered, then the registration process was not complete.

A week prior to the seminar, you will receive an event reminder. If you do not receive an email by March 14, a step was missed during your registration and your registration was not received.

Full Session Topics
Procurement Code Basics & Update
Terms and Conditions: Why we have them and Negotiation
To Be Announced
Breakout Session #1 Topics
Purchasing Basics: Buying according to the Procurement Code and Administrative Rule <b>[THIS SESSION IS FULL]</b>
SciQuest Insights and Basics [Geared toward entities that are independent of State Purchasing and/or are currently posting their own procurements to BidSync]
Technology Solicitations: Understanding the DTS procedures and processes [Geared toward entities that are required to use DTS]
Breakout Session #2 Topics
Contract Basics: Developing a contract from an awarded solicitation
Construction Solicitation and Contracts
Professional Services Procurements R33-4-108 [Geared toward entities that have adopted Administrative Rule R33-4] <b>[THIS SESSION IS ALMOST AT CAPACITY]</b>

**Register now. There are only 15 spots left for the on location training.**

**Procurement Education Partnership Seminar**

YOU ARE NOW REGISTERED TO ATTEND ON LOCATION:

Procurement Education Seminar  
Thursday, March 17, 2016  
9 AM - 4 PM  
State Office Building, Capitol Hill  
1st Floor Auditorium

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

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

This form was created using Google Forms. [Create your own](#)

Notice for completed registration for on location attendance

Notice for completed registration for attendance by webinar

**Public Education Partnership Seminar**

YOU ARE NOW REGISTERED TO ATTEND THE WEBINAR

Version of:  
Procurement Education Partnership Seminar  
WEBINAR, WEBINAR, WEBINAR  
Thursday, March 17, 2016  
9 AM - 4 PM

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 [teutsle@utah.gov](mailto:teutsle@utah.gov).

Sign-in information for webinar will be sent out about a week prior to the webinar. Certificates for the webinar attendees will only be sent to those who complete a questionnaire sent out after the seminar.

This form was created using Google Forms. [Create your own](#)

## COOPERATIVE CONTRACT: SEWER AND CULINARY PIPE AND FITTINGS, PD2268

By Ann Schliep

The State of Utah now has a Statewide Cooperative Contract for Sewer and Culinary Pipe and Fittings per the request of various water and sewer districts. Contract PD2268 has been awarded to Mountainland Supply Company for five years beginning November 1, 2015 and ending October 31, 2020. Contract PD2268 contains a list of categories wherein the end user can view the percentage discount or percentage markup, which is dependent on the materials being purchased. As the solicitation was bid regionally, the percentages may differ depending on the region in which an

end user is located.

When considering the discounts and mark-ups, end users should make sure that the price sheet

they use corresponds to the region in which they reside. End users can have the supplies delivered or picked-up, according to their needs.

If you need further information, please contact Ann Schliep at [aschliep@utah.gov](mailto:aschliep@utah.gov) or 801-538-3421.



## UPDATED AND EXPANDED POINT OF CONTACT CHART

State Purchasing recently updated and expanded their point of contact chart. While a few state agencies have been added to the list, the biggest change has been to create points of contact for higher education, public education, cities & counties, public entities, and special service districts.

The agent's job is to answer questions and help the entities with their procurement needs, so in the event of a procurement question, please contact the Purchasing Agent assigned to your entity.

Please refer to the chart at the right which supplies the name and contact information for each entity.

Purchasing/Executive Branch Department Points of Contact		
In the event of a procurement question, please contact the Purchasing Agent assigned to your Department.		
In the event that your Department does not have a Purchasing Agent assigned, please contact Terri O'Toole ( <a href="mailto:totoole@utah.gov">totoole@utah.gov</a> 801-538-3147) or Christopher Hughes ( <a href="mailto:christopherhughes@utah.gov">christopherhughes@utah.gov</a> 801-538-3254) for assistance.		
Executive Branch	Department Purchasing Agent	Contact Information
Office of Education	Brad Cummings	<a href="mailto:bcummings@utah.gov">bcummings@utah.gov</a> 801-538-3232
Workforce Services	Wesley Sellers	<a href="mailto:wsellers@utah.gov">wsellers@utah.gov</a> 801-538-3709
Human Services	Spencer Hall	<a href="mailto:spencerh@utah.gov">spencerh@utah.gov</a> 801-538-3307
Health	Chris Jennings	<a href="mailto:cjennings@utah.gov">cjennings@utah.gov</a> 801-538-3157
Governor's Office	Windy Aphayrath	<a href="mailto:waphayrath@utah.gov">waphayrath@utah.gov</a> 801-538-3097
Technology Services	Fay Tan	<a href="mailto:ftan@utah.gov">ftan@utah.gov</a> 801-538-3524
Public Safety/Agriculture	Jeff Hammer	<a href="mailto:jhammer@utah.gov">jhammer@utah.gov</a> 801-538-3159
Environmental Quality	Chad Hinds	<a href="mailto:chinds@utah.gov">chinds@utah.gov</a> 801-538-1287
Natural Resources	Ann Schliep	<a href="mailto:aschliep@utah.gov">aschliep@utah.gov</a> 801-538-3421
Tax/Insurance	Mark Parry	<a href="mailto:mparry@utah.gov">mparry@utah.gov</a> 801-537-9243
Corrections	Rachel Cheney	<a href="mailto:rcheney@utah.gov">rcheney@utah.gov</a> 801-538-1297
Administrative Services	Jennifer Salts	<a href="mailto:jenniferalts@utah.gov">jenniferalts@utah.gov</a> 801-538-3064
Cities/Counties	Nikki Sanchez	<a href="mailto:nsanchez@utah.gov">nsanchez@utah.gov</a> 801-538-3342
Higher/Public Education	Brenda Veldevere	<a href="mailto:bveldevere@utah.gov">bveldevere@utah.gov</a> 801-538-3142
Public Entities/ Special Service Districts	Linda Crawford	<a href="mailto:ldacrawford@utah.gov">ldacrawford@utah.gov</a> 801-538-3105

**COOPERATIVE CONTRACT: SCHOOL PICTURES, PLANNERS, YEARBOOK PUBLISHING**

The State of Utah has awarded state cooperative contracts for three distinct portfolios: 1) School Pictures; 2) School Planners, and 3) School Yearbook Publications Services. These contracts were solicited by use of an approved vendor list and have contract numbers starting the letters "AV." As part of the approved vendor list process each of these vendors have agreed to adhere to the State standard Terms and Conditions and to certain reasonable return and insurance limits.

These contracts are intended to be a tool that will help you purchase pictures, planners, or yearbook

publication services.

Orders will be made directly from the vendors from the person indicated on the summary sheet. Pricing consists of either a stated amount in the contract for each item or a specified discount off of a catalog. State Purchasing has sought to have each vendor submit their most competitive up front price, but in order to best utilize these contracts schools and school districts should look at each vendor in the desired category to determine which contract best suit the needs of the school district. Entities may employ best value determinations and may take into

consideration the vendor's ability to meet requirements which may include, but is not limited to: cost, ability to customize, delivery, or quality.

We have made it clear to each vendor that these contracts are not to be associated with any activities that include personal discounts, kick-backs or any other unfair or non-transparent activities. If you are aware of any of these activities please contact State Purchasing.

If you have any questions about these contracts, please contact Brenda Veldevere at [bveldevere@utah.gov](mailto:bveldevere@utah.gov) at (801) 538-3142.

To search the contracts, click or [CTRL-click here](#).

Watch next newsletter for vendors for Graduation Supplies and Class Rings.

<b>School Pictures</b>		
<b>VENDOR LIST</b>	<b>DISCOUNT OFFERED</b>	<b>STATE OF UTAH CONTRACT NUMBER</b>
Bell Photographers, Inc.	15% discount	AV2322
Lifetouch National School Studios Inc.	10% discount	AV2323
Taylor Made Images	5% discount	AV2324

<b>School Planners</b>		
<b>VENDOR LIST</b>	<b>DISCOUNT OFFERED</b>	<b>STATE OF UTAH CONTRACT NUMBER</b>
Action Publishing, Inc.	5% discount	AV2319
Bell Photographers, Inc.	1% discount	AV2320
Premier Agendas, LLC	30% discount	AV2321

<b>School Yearbook Publication Services</b>		
<b>VENDOR LIST</b>	<b>DISCOUNT OFFERED</b>	<b>STATE OF UTAH CONTRACT NUMBER</b>
Bell Photographers, Inc	1% discount	AV2325
Herff Jones	20% discount (see contract for additional discounts)	AV2326
Jostens	1% discount (see contract for additional discounts)	AV2327
Lifetouch	10% discount	AV2328
San Juan Recognition	20% discount	AV2329
TreeRing Yearbooks	20% discount	AV2330

## 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

**We're on  
the Web !**

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

## 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](mailto:teutsler@utah.gov) or John Palmer, [johnpalmer@utah.gov](mailto:johnpalmer@utah.gov).

## NEW STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACTS

ITILE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
School Planners	AV2319	Action Publishing, Inc.	02/01/2016 - 01/31/2021	Multiple award
School Planners	AV2320	Bell Photographers	02/01/2016 - 01/31/2021	Multiple award
School Planners	AV2321	School Specialty, Inc. dba Premier Agendas	02/01/2016 - 01/31/2021	Multiple award
School Pictures	AV2322	Bell Photographers, Inc.	02/01/2016 - 01/31/2021	Multiple award
School Pictures	AV2323	Lifetouch National School Studios Inc.	02/01/2016 - 01/31/2021	Multiple award
School Pictures	AV2324	Taylor Made Images	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2325	Bell Photographers	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2326	Herff Jones, LLC	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2327	Jostens, Inc	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2328	Lifetouch National School Studio, Inc	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2329	San Juan Recognition LLC	02/01/2016 - 01/31/2021	Multiple award
School Yearbook Publication Services	AV2330	TreeRing Corp	02/01/2016 - 01/31/2021	Multiple award
Sprinter Vans	AR030	Utah Tank & Trailer	03/01/2016 - 02/29/2021	State agencies must go through Fleet Services for items in this contract.

\*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.

**AMENDED OR EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
CYLINDER GASES AND WELDING SUPPLIES	MA287	Praxair Distribution, Inc.	Until 9/21/2018	Vendor change to existing contract
WIRELESS COMMUNICATIONS SERVICES AND EQUIPMENT (CELL PHONES)	MA262	Sprint Solutions	Until 06/30/2019	Contract renewal
WIRELESS & CELLULAR ACCESSORIES	MA189	Tessco, Inc	Until 06/30/2019	Contract renewal

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

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION

\*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.