

# Purchasing Update

November 2019



## Utah Division of Purchasing and General Services

### New Feature Alert!

By Laurel deLagerheim , State Contract Analyst

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We all know how cumbersome searching for a particular contract can be if you can't recall the contract number or the vendor name off the top of your head. Searching for State Cooperative Contracts as an Executive Branch Agency has just gotten a whole lot friendlier! Thanks to our Agency Liaisons, departments now have new search parameters to quickly locate their most frequently used contracts in the State-Wide Best Value Cooperative Contract Search Engine.

Simply type in your Agency/Department Code into the Keyword search line and click the "Search" button. For example, the Department of Administrative Services would type "100" in the keywords. The top contracts used by agency in the past year will appear in the search pane, which makes this a convenient addition to your Cooperative Contract usage.

Search Contracts

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Enter the Keywords

 Enter Keywords

Enter the county name

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100 Administrative Services DAS

As always, if you have any questions on any existing contract, please reach out to the contract manager listed in the contract details or your Agency Liaison for additional help.

For questions, please reach out to Laurel deLagerheim, [ldelagerheim@utah.gov](mailto:ldelagerheim@utah.gov), 801-538-1297

## Out with the New and in with the Used

By Tim Hodges, State Contract Analyst

In a surprising twist move from the procurement world norm, the Division of Purchasing is proud to announce its newest contract for Used Furniture and Restoration/Re-Purposing Services. Contract MA3283 **Utah Office Planning** is a contract that allows an Eligible User to purchase from the following categories: Category 1) Used Office Furniture, Category 2) Used Educational Furniture, and Category 3) Restoration and Re-Purposing Services.

This contract cannot be used to purchase new items or mostly new items. All items that are purchased from this contract must be used, shopworn, refurbished, or discontinued. It is up to the Contractor and Eligible User to ensure that only items

that fall within the Scope of Work of the Awarded Categories are being purchased from this Contract.

The pricing schedule of the contract is listed below.

So, before you throw out your favorite rickety chair or buy one more “original” piece from a prominent manufacture; maybe take a look at Contract MA3283 and see if Utah Office Planning can find a piece that truly “makes the space.” Or perhaps let **Utah Office Planning** breath 20 more years into a piece you have given up on. I am certain in either instance you will have a new feeling of pride for your used furniture piece.

For questions, please reach out to Tim Hodges, [thodges@utah.gov](mailto:thodges@utah.gov), 801-538-3150

Category	Description	Pricing
Category 1	Used Office Furniture stock percentage off Contractor’s list price	25%
Category 2	Used Educational Furniture stock percentage off Contractor’s list price	25%
Category 3	<b>Restoration or Re-Purposing</b> during Normal Business hours hourly cost (8:00 AM- 5:00 PM)	\$40.00 per hr.
Category 3	<b>Restoration or Re-Purposing</b> during Irregular Business hours hourly cost (before 8:00 AM- after 5:00 PM)	\$60.00 per hr.
Category 3	<b>Restoration or Re-Purposing</b> Design Time hourly cost	\$60.00 per hr.



## Evaluation Teams: Conflict of Interest and Confidentiality

By Rick Straw, State Contract Analyst

Evaluation committee members are required to abide by various conflict of interest and confidentiality provisions contained in the Utah Procurement Code and Rule. Evaluators may have access to information not generally available to the public and are charged with special professional and ethical responsibilities. This information may include information about any offeror that is to be used only during the evaluation process, and for discussion only with fellow RFP evaluation committee members. Evaluators are prohibited from communicating about the evaluation, scoring, or status of any proposal or business entity at any time prior to, during, or after the procurement process. They are also prohibited from using the information obtained for personal benefit, pecuniary or otherwise, or copying and/or disseminating any portion of any proposal at any time prior to, during, or after the procurement process.

A conflict of interest or the appearance of a conflict of interest may occur if a committee member is directly or indirectly involved with an organization that has submitted a proposal for evaluation. Evaluators must inform the person conducting and/or issuing the procurement of any potential conflicts of interest, prior to reviewing any proposals. If they become aware of a potential conflict of interest as they review a

proposal, they must immediately notify the person conducting and/or issuing the procurement. An evaluator may be disqualified if they conduct themselves in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive offeror, potential offeror, agent, subcontractor, or other business entity, whether through direct association with contract representatives, indirect associations, through recreational activities or otherwise.

The Utah Administrative Code includes various prohibitions that you should review with your evaluation team each **time** you are doing a new evaluation. For your reference, those provisions are: R33-24-104 Socialization with Vendors and Contractors, R33-24-105 Financial Conflict of Interests Prohibited, R33-24-106 Personal Relationship, Favoritism, or Bias Participation Prohibitions, R33-24-107 Professional Relationships and Social Acquaintances Not Prohibited.

Our [website](#) contains a conflict of interest and confidentiality form that you should feel free to modify to fit your purposes. The form contains all of the relevant law and includes a statement that your evaluation committee members can attest to.



## FINET: Payment on an Expired Contract

By Tara Eutsler, Contract Analyst

*This is a four-part series to help State Agencies understand contract issues that are outside the normal FINET process*

When contracts are entered into the State Financial System, the expiration date in FINET is 90-days after the contract ends. But what happens if an invoice is received after the 90-day expiration date? One might ask, Should the agency pay the invoice with a GAX? This is a bad idea; instead, if it is a Utah Division of Purchasing contract, reach out to them for assistance. The process of paying a late invoice requires a little research and a little paperwork but insures transparency and, usually, allows payment through the contract in FINET.

The Agency begins the process by downloading the *FINET Request – Late Invoice* form which is located on the Division’s [Purchasing Forms webpage](#). The document is located in the “Contracts, Amendments, Purchase Orders” tab. Review to the form to determine the documentation you need to gather. Review the documentation. Is the procurement item invoiced in the contract’s scope of work? Was the work completed prior to the contract end date? Is the money available in the contract? If each answer was yes, then inquire, has the procurement item been previously invoiced and paid. If the answer to this question is no, gather the required signatures for budget expenditures on the invoices and send form, signed invoice, and the documentation to [purchasingcontracts@utah.gov](mailto:purchasingcontracts@utah.gov).

The process moves to the Utah Division of Purchasing. The Coordinator receives the request via email and assigns it to a Purchasing Agent. The Purchasing Agent reviews the documentation and may call the agency for clarification. When a positive review is complete, the Purchasing Agent approves the request and asks the Coordinator to extend the contract expiration date in FINET. The expiration date is changed to allow five days to make payment. The Coordinator emails the documentation to the agency.

The process moves back to the agency who is responsible to reach out to their accounting group. They have five days to complete the payment process. As the contract will naturally close at expiration, there is no need to do anything after the payment completes.

When an agency receives a late invoice for a contract, don’t worry; follow the process outlined above. In most cases, the payment can still be made through the contract following a little research and a little paperwork which guarantee transparency.

### DEFINITIONS

**FINET:** The Financial Information Network is a web-based, automated financial management system that accommodates governmental accounting, budget control, and reporting (FIACCT 01-01.00)

**GAX:** General Accounting Expense which results in a check that does not reference a contract or a purchase order.

**EXPIRED**

### Can State Purchasing help me with my agency contract?

The agency contracts under the authority of the Utah Division of Purchasing have six-digits and the third digit from the left is always a 6 (196122 or 206245). If your contract has a 6 in the third digit, reach out to State Purchasing for assistance.

### Who has authority to make changes to a contract in FINET?

Only the Division which created the contract in FINET has authority to make changes to the contract in FINET. State Purchasing is the only one with the authority to make changes to the contracts with the number “6” in the third position from the left. State Finance ([FI\\_contracts@utah.gov](mailto:FI_contracts@utah.gov)) makes changes to contracts with a 0, 1, or 2 in the third position.



## Nick Hughes

Nick was born and raised in St. George, Utah. He grew up in a crazy household as the youngest of a combined family of thirteen kids. He survived playing and fighting with his siblings long enough to reach college and move out. He currently lives in Herriman, UT with his wife Jenna, and their 4-month-old son, Atticus.

Nick has been with State Purchasing for just over 3 years. After graduating law school in 2015 and passing the bar, Nick wanted to pursue a career that offered a better work life balance. Nick enjoyed contracts and contract drafting in law school. He, like many others in the purchasing profession, kind of "fell" into the job not knowing what it was really about. He enjoys the work, the people, and feels pride in knowing that he is providing an amazing service to the State of Utah.

Nick has a variety of hobbies: snowboarding, soccer, going to the gym, watching horse racing, being with my family, and most of all, changing diapers.

## 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 send an email to Tara Eutsler, [teutsler@utah.gov](mailto:teutsler@utah.gov).

### Q and A:

**Q:** What would be the most amazing adventure to go on?

**A:** My friend and I had this crazy idea in college. The idea was to buy a one way ticket to Dubai in the United Arab Emirates and just see what happened. Whether that led to traveling to another foreign destination. The goal was to get there, find a job, and see where that would take us; Dubai was just the initial destination. I still want to do that, but I don't think my wife wants me to.

**Q:** What's the best way to start the day?

**A:** When I was younger, I enjoyed getting up early with my mom. In a crazy family with lots of noise, I found it was the most peaceful to get up, have some one on one time with her, and prepare for the day. Now, I find myself getting up before everyone else to get everything ready and enjoy the small quiet time to myself. It helps me not feel so stressed throughout the day.

**Q:** What's the farthest you've ever been from home?

**A:** I love to travel. I have been to so many amazing places from Italy, France, and England to the Cook Islands, Thailand, and China. I'd say the farthest is Thailand.

**Q:** What's your next adventure?

**A:** My wife and I are going to Greece and Egypt next. I've always been fascinated with experiencing places and do believe that we should invest in experiences with family as opposed to simply buying things for family.

## Future PEP Seminar Dates:

December 5, 2019—Cancelled  
November 12, 2019 – NIGP Utah Chapter Meeting  
9am to 12pm.

Information and registration details [here](#).  
January 9, 2020 – PEP Seminar 9am to 4pm.  
Registration to open by early December.