

Purchasing Update

October 2019



Utah Division of Purchasing and General Services

Management Message to Entities

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Peter Drucker, the founder of modern management, stated, “What’s measured improves.” The Utah Division of Purchasing has taken this quote seriously. We made one of our ten top priorities to measure success through procurement metrics.

Within the past year, you may have received an email from our Division prompting you to take a survey or noticed the link in an email from a Purchasing staff member. Purchasing is tracking the Net Promoter Score (NPS), a score that rates our level of customer service through survey results. A good NPS from an individual is between six and ten. Anything below six indicates that there is room for improvement. Survey results are a key indicator of whether our performance matches the Division’s objectives. Assessing these scores helps in our efforts to drive improvements and focus on what is important to our customers.

Another metric measured within the Division is tracking Agency contracts and amendments. Once a contract or amendment is received, it is registered into a tracking sheet and tracked through the process until completion. We are able to see when the contract arrived, to whom it was assigned, when the contract was entered into Finet, and when it was returned to the agency. The average number of days a contract is with Purchasing so far this fiscal year is 3.3 days, which is down from the average of 4.21 days.

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A few of the other metrics tracked by Purchasing include the total spend on cooperative contracts, contract due dates, specific agency spend on contracts, and visits to the website. Results of these metrics can be found on the Purchasing website under [DASHBOARD](#) and the “What’s New?” [TOP PRIORITIES FOR STATE PURCHASING.](#)”

One way to guarantee positive business outcomes is to understand the goals needed to achieve the desired result. Those who succeed do so because they know where to put their resources to improve. This is the reason that tracking and measuring has become an integral part of Purchasing’s success. Tracking metrics allows us to align our goals

For questions, please reach out to Tara Eutsler, teutsler@utah.gov, 801-538-3386.



Traffic Lights

By Garret Johnston, Purchasing Agent

In August, the State of Utah awarded Leotek Electronics USA a state contract for LED traffic signals and pedestrian signals under PD3220. The Statewide Cooperative Contract PD3220’s pricing sheet includes

- 12” traffic signal balls and arrows with a 15-year warranty
- 12” bicycle signals
- U-Turn signals
- 12VDC signals
- 16” Countdown Pedestrian Signals

Each item has a 5- year warranty. The contract provides a 20% discount off www.leotek.com traffic



signal related equipment not included on the current price list.

Leotek Electronics USA is a leading manufacturer of street, roadway and signal lighting, providing traffic signal equipment since 1992. Currently, Gail Lawrence and her Leotek team support similar contracts with the City of Mesa, Arizona, City of Colorado Springs, Colorado and State of Louisiana DOTD, among many other agencies. Gail is happy to provide any product or ordering information and can be reached at gail.lawrence@leotek.com or (903) 399-8055.

It's Conference Season, Are you Going?

By Justin Dalton, State Contract Analyst

Are you and your team going to any training conference this fall? If so, you may want to pay attention to this article as we look at the insights of how to procure and the process for making sure you're all in line with the Procurement Code, Administrative Rule and Purchasing Policy.

The first part of the Code and Rule to consider when paying conference registration is the Small Purchase Standard Procurement Process for which no quotes are required. If the registration fee is less than \$1,000 per person and the total cost for all registrations is under \$5,000, you may purchase the registrations without competition. Just select the best source.

If your conference does not fit within those dollar thresholds, the second part of Code to consider is Part 8, ACWESPP, or "Sole Source." Many conferences are a sole source as they are the only one to offer that particular training. The valid sole source justification for a conference could be—but not limited to—the training is specific to a proprietary item, or the vendor is the only one who puts on this kind of event, or the once a year event provides unique training and knowledge for your team to better their jobs and careers. If you are going to use Part 8 and will pay with a p-card, State Purchasing has a specific ACWESPP form on the forms webpage or here: [ACWESPP for Conferences and Outside Training paid by P-Card](#)

In addition to Part 8, the State Purchasing policy titled [Items That Do Not Require Procurement](#) outlines specific situations

which do not require a procurement process. Two points from that policy apply to this discussion: "(b) Conferences Fees Sponsored by a Government Agency or Professional Association, and (c) Sponsorships of events or conferences." A good example of a government agency fee would be the registration for the "Governor's Safety Summit" run by the Department of Public Safety. If the Federal Department of Homeland Security presented a conference for state security officials, this might be considered a government agency sponsored conference. The professional association conference should be associated with your career. An individual from the Department of Transportation might attend the American Society of Civil Engineers' Conference.

If you question if your conference fits under the Purchasing Policy, reach out to your Purchasing Liaison for guidance.

If you don't have a specific conference in mind, then keep your options open with a normal public procurement process for the best open and transparent competition.

As you search out for your next conference and training this year, keep in mind Small Purchase Standard Procurement Process, the Sole Source rules, and the Purchasing Policy. When in doubt, reach out to the Utah Division of Purchasing for assistance. We want to help. Best of luck with all your travels and learnings.

For questions, please reach out to Justin Dalton, justindalton@utah.gov, 801-538-3283.





Tiffany Rydalch

Tiffany began her career in procurement seventeen years ago. First working for a subcontractor of the federal government, then to municipal government, and now for the State of Utah as a Contract Analyst. She is an alumni of Utah State University where she received an MS in Technical Writing. Tiffany was born and raised in Tooele County, where she currently resides with her husband and their three daughters. Tiffany absolutely adores her girls and loves spending her time supporting them in all their activities. Her whole family loves to go camping, boating, and jumping in their side-by-side and taking off on all types of adventures.



Rachel Cheney

Rachel is a new Contract Analyst at State Purchasing. She has worked in procurement for over 5 years. Rachel graduated in Supply Chain Management with a Bachelor's degree from Ashford University. Rachel enjoys spending everyday with her husband and son. She loves celebrating motherhood, family, travel, good food and life's simple joys. She loves being outside with her husband and son hiking, biking and camping, if there's a good mattress. Rachel finds joy in traveling. Some of her favorite travel spots are in Thailand, the Caribbean Islands, and camping in the mountains. She has many aspirations of traveling more with her family and friends in the future.

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.

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.

