

Purchasing Update

September 2019



Utah Division of Purchasing and General Services

Contract Management

By Ann Schliep, State Contract Analyst

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You have a contract, now what? This can be an overwhelming thought when considering multi-year contracts. Help is available. The State of Utah Division of Purchasing created a Contract Administration and Monitoring Guide for your convenience. This guide explains the contract administrator responsibilities, helps in drafting the contract, explains a kick-off meeting with the contractor, monitoring the contract, managing contract performance, and many other aspects of managing the contract.

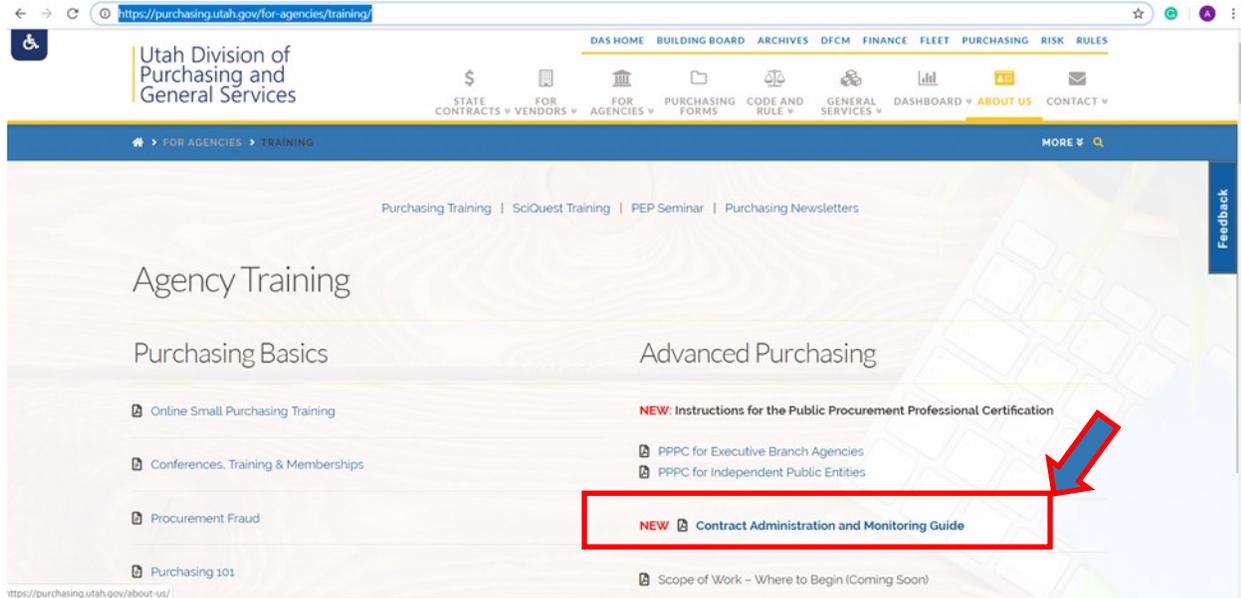
One aspect of contract management that tends to be overlooked is the contract closeout at the end of the term of the contract. What happens? First and foremost, do not make final payment until all work is complete and all deliverables are received and accepted. The purpose of the closeout activities is to verify that both parties to the contract have fulfilled their contractual obligations and there are no responsibilities remaining. This is also a time to assess the success of the contract and determine if there are any lessons learned that will help with future contracting.

The Contract Administration and Monitoring Guide is a great tool and reference. The link to the reference is: <https://purchasing.utah.gov/for-agencies/training/>

See picture on page 2

Continued from page 1

<https://purchasing.utah.gov/for-agencies/training/> - See below to find the Contract Administration and Monitoring Guide



For questions, please reach out to Ann Schliep, aschliep@utah.gov, 801-538-3421.

Snow Contracts

By Chike Ogbuehi, State Contract Analyst

Thinking of buying winter equipment in the summer is synonymous to thinking like the wise ones that oiled their lamps before nightfall. Winter is Coming!

Some of our snow contracts had been listed as expiring in recent times. Do not despair! We got this under control. The State snow blades and snow plow/spreaders contracts are now updated and available for use.

We also have the road salt, ice melt, and skid steer compact track loaders mini excavator contracts available to users among other.

Although I know nobody reads this anyway, I will attempt to ask a favor. To help us improve the search experience on the Division of Purchasing website, please share with me

some "Keywords" that would make your search for snow contract easier than ABC.

For questions, please reach out to Chike Ogbuehi, cogbuehi@utah.gov, 801-538-3151.



Requirements for an RFP

By Angela Carlisle, State Contract Analyst

When preparing a request for proposals (RFP), it is important to ensure that all required items are included in the RFP as stated in section 63G-6a-703. The required items are as follows:

1. The period of time during which a proposal will be accepted. This should include the date and time that the RFP will close, as well as, any relevant dates such as question and answer deadlines and pre-proposal meetings.
2. The manner in which a proposal shall be submitted. Can it be submitted electronically, through the mail, or delivered directly to the office? Does the vendor need to submit an electronic copy and a paper copy? If a paper copy how many copies must be submitted?
3. The place where a proposal shall be submitted. If an RFP response can only be submitted in office, the RFP must list the address of the office. If the RFP can only be submitted by email, what is the email address? These first three requirements should be listed in a prominent place in the RFP.
4. A full description of the procurement items sought and the full scope of work. By including complete information, the number of questions received should decrease as well as allowing you to receive more complete proposals.
5. Include all of the subjective and objective criteria that will be used to evaluate the proposal. The objective criteria are your mandatory minimums. These are required items that must be met by every offeror. The subjective criteria are the technical criteria. These items are what is evaluated and scored.
6. Include the standard contractual terms and conditions required by the authorized purchasing entity. If the entity has additional terms and conditions that are required in its contracts, such as HIPPA requirements in a health contract, those terms and conditions need to be posted along with the standard terms and conditions.
7. State the relative weight that will be given to each score for the criteria described in the objective and subjective criteria. State the formula that will be used to determine the score awarded for the cost of each proposal. State Purchasing's website contains forms that may be useful to assist in this process. <https://purchasing.utah.gov/forms/>
8. If the request for proposals is for a construction project, require each offeror to submit a description of the offeror's company safety plan and the offeror's safety plan for the specific project.
9. If the request for proposals will be conducted in multiple stages, you must include a description of the stages and the criteria and scoring that will be used to screen offerors at each stage.
10. State that best and final offers may be allowed, as provided in section 63G-6a-707.5.
11. If the procurement process is expected to result in a public-private partnership, state that the procurement unit anticipates entering into a public-private partnership.

For questions, please reach out to Angela Carlisle, acarlisle@utah.gov, 801-538-3524.

Education Furniture

The education furniture contracts have been awarded. Agencies may do a best value determination to decide what vendor works best for their needs. The new education furniture contract vendors and the awarded categories are shown in the chart below.

For questions, please reach out to Angela Carlisle, acarlisle@utah.gov, 801-538-3524.

	Contract #	Cafeteria Tables & Seating	Carts	Filing Storage & Accessories	General Education Furniture	Lecture Hall & Auditorium	Lockers	Outdoor Furniture	Portable Stages & Risers	Residential Furniture
Amtab Manufacturing Corp.	MA663	X							X	
Ecologic Industries	MA666									X
Edutek Corporation	MA667	X		X	X				X	
Foliot Furniture Pacific Inc.	MA668									X
Henriksen Butler Design Group	MA3233	X	X	X	X	X	X			X
Hertz Furniture	MA670	X	X	X	X		X	X	X	
Inside Elements dba Workspace Elements	MA3234	X							X	
Krueger International	MA671	X			X	X				X
Leeder Furniture	MA673									X
MeTEOR Education	MA664				X			X		
*Midwest Office Inc.	MA3235		X	X	X					
*Office Depot	MA3243		X		X					
Schoolhouse Outfitters	MA3236	X			X		X	X	X	
School Specialty	MA675	X	X	X	X		X		X	
*ShuttleSystem LLC	MA3237					X				
Spacesaver Intermountain	MA3238		X	X			X			
The HON Company	MA3239			X						
*Troxell Communications	MA3240		X							
*Virco Inc.	MA3241				X					
William P. Peterson & Assoc.	MA3242	X							X	

* = Not yet signed. Review state contracts website.



Public Safety and Emergency Event Monitoring Solution

By Solomon Kingston, State Contract Analyst

The Utah Division of Purchasing just recently established a new Statewide Cooperative Contract AR3205 with the vendor Banjo (<https://ban.jo/>) for Banjo’s software solution that provides:

1. Live artificial intelligence capable of accessing, compiling, analyzing and validating thousands of live data sources simultaneously to provide real-time information to Eligible Users (i.e., law enforcement, cities, counties, state agencies, etc.) and other relevant data streams, and
2. Real time content discovery by location across all media networks (i.e., social media platforms, Facebook, Twitter, Instagram, news outlets, blogs, etc.), as well as live 911 calls, automatic vehicle location (police, fire, EMS, Planes, Trains, etc.), traffic applications, weather, public cameras, satellites, traffic cameras, alarm centers, sensors (air quality, chemical, etc.).

The Banjo solution will comb through these networks/ resources and identify real-time events to help agencies better service the public through quicker response times to these real time events. This solution prioritizes the effective distribution of information to law enforcement and other end users.

Executive Branch agencies, under the Department of Technology Services’ jurisdiction are required to go through DTS to utilize this contract (submit your request into DTS’ ServiceNow or contact DTS Procurement directly at (801) 538-4116 or dtsprocurement@utah.gov). All other eligible users are allowed to work directly with Banjo when procuring this solution.

For questions, please reach out to Solomon Kingston, skingston@utah.gov, 801-538-3228.



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SIGNAGE

UCI produced signs are available in aluminum, wood, or recycled plastic with sign surfaces also available in a variety of materials. From standard road signs to custom vehicle decals, the UCI Sign Shop is the answer to all of your signage needs. Options include:

- Interior Signage
- Forest Service Signage
- Large Format Signage
- Road Signage
- Exterior Signage



PRINTING

The UCI Print Shop is truly a full-service operation. Because we offer both offset and digital printing, we are able to meet all of your printing needs at a competitive price. Options Include:

- General Printing
- Large Format Printing
- Promotional Items



VISION
 Building a better community through career development.

MISSION
 Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

OUR BUSINESS OPERATIONS

PRINTING | EMBROIDERY/SILK SCREENING | SEWING | FURNITURE | SEATING/UPHOLSTERY | CONSTRUCTION | DOCUMENT SCANNING | SIGNAGE

View the "UCI First" State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-576-7700

UCI.UTAH.GOV

Cooperative Contract Update

By Rick Straw, State Contract Analyst

Qualtrics - This contract will be finalized by the end of the month, if not sooner. Please visit the Qualtrics website for information on their services.

Electrical Utility Savings and Power Factor Correction - Contracts will be available September 15, if not sooner. These contractors use innovative technology and utility bill evaluation and analysis to utilize your energy sources more efficiently.

Electrical Engineering Automation Technology - MA3284
Energy Management Corporation - MA3285
True Power - MA3286

For questions, please reach out to Rick Straw, rstraw@utah.gov, 801-538-3166.



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

Other dates to be determined after the move to our new facility



Jeff Hammer

Jeff Hammer was raised in Shelley, a small town in southeastern Idaho. What's the first thing most people think of when they hear the word Idaho? If you said potatoes, you're right. In fact, his high school mascot was a russet potato. Schools in Shelley still have a two-week break in the fall where lots of kids work during the spud harvest. One of Jeff's favorite times of year to visit his hometown is the third weekend in September called Spud Day, where when the noon whistle blows, you can get in line to get a free baked potato with all the toppings.

Jeff has been with State Purchasing for a little over 4 years. He joins Ann Schliep and Michael Glenn from the Division of Purchasing to support the procurement work of the Department of Natural Resources. One of the best things that he loves about his job is all the great people he gets to meet and work within the state.

Q and A with Jeff

- Q. What movie can you watch over and over?
A. Napoleon Dynamite: It reminds me of my hometown I grew up in.
- Q. What do you like doing with your spare time on the weekends?
A. I love spending time with family. My wife and I have season football tickets and love to attend BYU football games. Rise and Shout!
- Q. What's an item on your bucket list?
A. I've wanted to pilot and take a long ride in a hot air balloon.



The Division of Purchasing provides 30 minutes of weekly virtual procurement training for Utah procurement units via Google Hangouts Meet (GHM) every Wednesday at 9:00 AM.

Those attending can listen by phone or join us virtually to see weekly presentations on their computer screens and can ask questions as if attending in person. This face-to-face connection and screen sharing training opportunity is proving popular with many Utah government entities. If you are not already attending the Weekly Procurement Training and would like to, email your request to join to justindalton@utah.gov.

For more information please contact: Justin Dalton, justindalton@utah.gov, 801-538-3283