### **Vendor FAQ for the State of Utah Division of Purchasing**

**Q: I was told I needed to call you to get a state contract. What do you need from me?**

A: State contracts are awarded through a competitive solicitation process. To participate, ensure you are registered with our procurement system (U3P). We encourage you to respond to any solicitations where you can meet the scope of work.

**Q: I am a contracted vendor with the State of Utah, but how can I find my contract number?**

A: Being registered in our procurement system or having done work with the state in the past does not necessarily mean you have an active contract. If you are unsure whether you have a contract or need assistance locating your contract number, please reach out for verification.

**Q: I am a salesperson. My company provides services under a specific portfolio. How do I get a state contract?**

A: We cannot reopen RFPs for new responses, but we encourage all vendors to register in U3P to be notified of future opportunities. Visit our website for vendor registration guidance and resources.

**Q: The contract I used previously is now expired. Is there a replacement contract?**

A: The name of the contract portfolio may have changed, or we may have chosen not to re-solicit the portfolio. We can research the reason please reach out to the Division of Purchasing and General Services.

**Q: Do all Utah government entities have to use an SCC contracts?**

A: Executive Branch agencies must use UCI and SCC contracts before seeking a new solution. Non-executive branch are optional to use our SCC contracts.

### **Best Practices for Vendors Responding to Solicitations**

1. **Read All Documents Thoroughly:** Ensure you understand the requirements and ask questions using the Q&A board. All contracts are established under new terms, so both new and existing vendors should submit their strongest proposals.

2. **Be Organized:** Follow the scoresheet structure to ensure your response is complete and easy to evaluate.

3. **Put Your Best Foot Forward:** Never assume past performance guarantees future success. Submit a comprehensive, detailed response.

### **Using the SCC Search Engine**

· **Search for Contracts:** Visit [SCC Search](https://statecontracts.utah.gov/Home/Search) to find your contract.

· **Review Your Contract Landing Page:** Ensure your contact information, ordering instructions, and contract documents are correct. Contact your State Purchasing Contract Manager for updates.

### **Automated Vendor Usage Management System**

· Upload usage reports and pay administrative fees through the [Vendor Usage Management System](https://purchasing.utah.gov/for-vendors/usage-reports/).

· Use supported browsers like Chrome, Firefox, or Safari. Ensure files are saved as CSV to avoid compatibility issues.

· If you're unable to log in, please ensure you're checking your email for the passcode in a separate browser tab—otherwise, the temporary password may reset. Also, check your spam folder.

· If you are not receiving a passcode, contact your contract manager to confirm that your email is authorized to access the contract.

### **Maintaining Contract Information**

· Periodically check your contract page for accuracy.

· Contact your Contract Manager for assistance or updates.

### **Helpful Links**

·  [Vendor Guide to Doing Business with Utah](https://purchasing.utah.gov/for-vendors/)

·  [Sales and Usage Report Requirements](https://purchasing.utah.gov/for-vendors/usage-reports/)

·  [Vendor Training](https://purchasing.utah.gov/training/for-vendors-training/)

Keeping your contract information current and understanding the procurement process can significantly enhance your success as a vendor with the State of Utah.