



State of Utah

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Lieutenant Governor

Department of Government Operations Division of Purchasing and General Services

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Vendor Guide to Doing Business with the State of Utah

Dear Vendors,

Thank you for considering the opportunity to do business with the State of Utah. This guide is intended to provide you with essential information about the procedures and processes involved in selling commodities and services to the State of Utah. We value your interest in becoming a supplier for the state and want to ensure you have a smooth experience.

Competitive Procurements

The State of Utah, in compliance with the Utah Procurement Code 63G-6a, primarily conducts competitive procurements for products and services required by state agencies. These agencies, not the Division of State Purchasing, decide which products and services they require and request the Division of Purchasing to manage the procurement process.

Accessing Opportunities Online

The State of Utah has partnered with Jaggaer, an online e-procurement bidding service, to facilitate the distribution and receipt of bids, RFPs, and other solicitations. This partnership has led to the creation of the Utah Public Procurement Place (U3P), where sourcing events are posted.

To participate in state procurements online through U3P, you must register as a vendor on the U3P website [here](#). If you need assistance during the registration process, you can contact the U3P Admin Team at sciquestadmin@utah.gov or call Jaggaer Supplier Support at 1-800-233-1121 (please specify that you are registering under the State of Utah's Supplier Portal). Registration, email notifications, and electronic responses for all sourcing events are free and limited to procurements conducted by the State of Utah and its political subdivisions.

Registration and Notifications

During the U3P registration process, you can select categories for products and services that match your company's expertise. While you can also register for NAICS codes to make your business visible to Jaggaer customers outside of the U3P site, your responses to those customers are governed by their individual configurations. Once registered, you will automatically receive email notifications about sourcing events relevant to your registered categories. Enrolling in U3P is not the same as possessing a

contract. Registration implies that you possess the access to submit a response to a sourcing event, and if you are successful, it will result in the issuing of a contract.

Viewing Sourcing Events

Whether registered or not, you can view all sourcing events hosted by the State of Utah and its participating political subdivisions at purchasing.utah.gov/currentbids.

Submitting Responses

Registered vendors can securely submit online responses to sourcing events. You will also receive automatic updates regarding amendments to sourcing events and answers to questions you may have.

Your Contributions are Welcome

We appreciate your interest in doing business with the State of Utah and look forward to future interactions. We encourage all qualified vendors to offer their products and services to the State. Should you have any questions or comments, please don't hesitate to reach out.

Sincerely,

D. Windy Aphayrath

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Chief Procurement Officer and Director of Purchasing & General Services

A VENDOR'S GUIDE TO DOING BUSINESS WITH THE STATE OF UTAH

What is Purchased?

The State of Utah is one of the largest consumers in the state, annually procuring supplies, equipment, services, and construction exceeding \$1 billion. The Division of Purchasing serves as the state's centralized procurement arm, assisting agencies in obtaining the resources they need. The aim is to ensure fairness, economy, and broad-based competition in procurement activities, in line with Utah State law (UCA 63G-6a-102).

The Division of Purchasing coordinates all procurements for all state executive branch agencies with the following exceptions:

- State highway design and construction projects are procured by the Utah Department of Transportation (UDOT). www.udot.utah.gov
- Major building design and construction projects are procured by the Utah Division of Facilities Construction and Management (DFCM). <http://dfcm.utah.gov>
- Purchases for the Utah State Board of Education are procured by their internal purchasing group (USBE). www.schools.utah.gov/financialoperations/purchasingcontracts

Small Purchases

State agencies can make small purchases of less than \$10,000 without involving the Division of Purchasing, provided the items are not available through state cooperative contracts. If your firm can supply small purchases for items that are not available on a state cooperative contract, you can contact the relevant agencies directly.

Procurement Methods

The Division employs five competitive solicitation types:

- Request for Quotation (RFQ): For small purchases under \$50,000.
- Invitation for Bid (IFB): For purchases exceeding \$50,000.
- Request for Proposal (RFP): When factors other than cost are significant.
- Request for Statement of Qualifications (RFSQ): Used in multiple-stage bidding or design professional procurements.
- Professional Services: For service providers and consultants, up to \$100,000 can be obtained through direct negotiation.

Electronic Issuance of Solicitations & Electronic Receipt of Responses

The State of Utah partners with Jaggaer to distribute and receive bids and proposals electronically. To access state bids, register as a vendor on the Utah Public Procurement Place (U3P) [here](#). Registration, email notifications, and electronic bid response for state sourcing events are free. Registering in U3P is not the same as possessing a contract. Registration implies that you possess the access to submit a response to a sourcing event, and if you are successful, it will result in the issuing of a contract.

Sourcing Event Instructions and General Provisions

Sourcing events are solicitations initiated by the Division in U3P. They are initiated when a state agency needs to procure goods or services which exceed \$10,000 and which are not available on a state cooperative contract. The sourcing event specifies the requirements, and potential vendors are invited to participate. Vendors who wish to participate in the sourcing event prepare and submit their

responses. These responses typically include details about their products or services, pricing, terms and conditions, and any other information requested in the sourcing event documents. Each sourcing event comes with instructions and general provisions. It's crucial to follow these instructions to ensure your bid or proposal is responsive. As late bids and proposals are not accepted, you must allow enough time to ensure the response is completely submitted prior to the sourcing event's closing time.

Specifications

Specifications in a sourcing event are designed to invite open competition. Unless specified, merchandise must be new, with first-class workmanship. IFB/RFPs may specify a different level of quality, including standard specifications, purchase specifications, or brand name or equal specifications.

Bid Opening and Award

Formal bids/RFPs are opened at specified times and places. Bids are evaluated based on the "lowest responsive and responsible bid" principle. Awards on RFPs consider price and other evaluation criteria.

Award of Contract

The vendor responses to a sourcing event are evaluated based on the criteria stated in the solicitation, or sourcing event. After the evaluation process is complete, awards are publicly disclosed on U3P for transparency. Awarded vendors will be contacted directly about the award

Protests

If you have concerns about a sourcing event, specifications, or an award, discuss them with the sourcing event's purchasing agent. If unresolved, you can formally protest to the State's Chief Procurement Officer.

Contract Types

The Division uses three main contract types: Purchase Order, Agency Contract, and State Cooperative Contract, depending on the nature of the procurement. Vendors and contractors obtain contracts by responding to a sourcing events in U3P and being awarded.

Cooperative Purchasing

State cooperative contracts administered by the Division may be used by all Utah public entities, nonprofit organizations, and, as permitted, federal agencies. A state cooperative contract is only obtained by responding to a sourcing event in U3P and being awarded a contract.

Standards of Conduct

Utah law strictly prohibits gifts, kickbacks, or gratuities from suppliers to procurement officers, maintaining integrity and fairness in procurement.

We hope this guide helps you navigate the process of doing business with the State of Utah effectively. If you have further questions, feel free to reach out to us. We look forward to working with you.