



PURCHASING UPDATE

May 2017

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UPDATED POLICIES NOW AVAILABLE

The time had come for two divisions to review their purchasing policy for relevance to current procedures and conformity to the Procurement Code and Rule.

Recent updates have given the Division of Purchasing Policies now have a new look and feel. The policies are housed on the Division's Code and Rule webpage located [here](#).

Some changes included:

- Code and Rule references were updated throughout the Policies.
- 001.1 & 001.2 & 001.3 were combined into one policy;
- 005, 009, 015 were deleted;
- 003, 006, 012, 014 had wording updated to coincide with current

Procurement Code, Administrative Rule, and best practice.

The Division of Purchasing anticipates a few new policies to be added in the next few months. Agencies should check the website link later in the summer for those policies.

The Division of Finance's updated purchasing policies are located by clicking the "Accounting Policies & Procedures" link on this [webpage](#). The February 2017 Fineline Newsletter, published by the Division of Finance, outlines some of the changes made to their purchasing policies (see 3 & 4).

Agencies should review the updated policies to determine relevance to them.

PROCUREMENT CODE AT LE.UTAH.GOV

The Legislature has updated their website with the Code changes brought about by the passing of Bills in the 2017 Legislative session. Notable items are:

- Legislative bills made changes to Parts 1, 3-10, 12, 14, 16-18, and 24 of the Procurement Code.
- Some areas of the Code have

future effective dates. This is true in 63G-6a Part 1.

- Links to the Procurement Code are on the Division of Purchasing Code and Rule webpage.
- The Legislature has PDF or RTF (rich text version viewable in Word) for download on their [website](#).

**SAVE THESE 2017
DATES**

PEP SEMINARS

JUNE 15, 2017

SEPTEMBER 14, 2017

DECEMBER 7, 2017

YEAR END & NEW YEAR PURCHASING PROCESSES

As year-end approaches state agencies need to be aware of one important Division of Finance policy which guides the purchases for the State of Utah at year end. The policy states the "goods and services must be paid for in the same year in which they are received" (FIACCT 04.16.00),

Before entering a solicitation request into FINET, an agency must ask, "Is this a one-time purchase or will the purchases/payments be made over a duration of years?" If it is a one-time purchase, then an RQS is the standard request entered into FINET.

When entering an RQS in FINET, the agency should determine if the product or service will be delivered or completed by June 30. Requisitions received prior to April 14 are being given the first priority; those received after that date are second priority. While every effort will be made to process a FY17 procurement sent in after April 14, workloads at year end are heavy and "the Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end." (Memo from Kent D. Beers, Director, dated February 20, 2017, February Purchasing Newsletter).

If it is determined that the goods and services can be completed prior to June 30, then the agency should use the FY17 numbering for the RQS. If the goods and services will be delivered after June 30, the agency should use FY18 numbering for the RQS. FINET is now able to create FY18 RQS, RQM, and PO.

It is important to ensure the goods and

services on a purchase order are paid for in the same year that they are received; otherwise, the payment is subject to audit findings. When an agency has questions on how to pay an FY17 PO when items were received after June 30 or questions regarding a FY17 PO with partial payment, the agency has the option of contacting the Utah Division of Finance for instructions.

For purchases which will be made over a period of years, an RQM is entered into FINET. While the fiscal year of the solicitation is not as vital, it is recommended that agencies begin using the FY18 Period 1 for RQMs when they know that the contract will not be in place until FY18. When sending FY18 RQM specifications to State Purchasing's purchasingsolicitations@utah.gov during FY17, agencies should mention that requisition is for FY18. This will signal the State Purchasing agent to use the FY18 solicitation numbering system. As a reminder, the entire RQS/RQM number must be the subject of emails to purchasingsolicitations@utah.gov.

No later than June 15, every RQM should have the FY18 numbering.

Each year, State Finance sends out information about year-end activities in their newsletter, *FineLine*. The January 2014 Newsletter contains an article called "Avoiding Audit Findings and Problems during Closeout." Any questions about FINET payments should be directed to the Division of Finance.

To be compliant with FIACCT 04.16.00, each agency must be conscientious at year end to prevent error and to insure that goods or services are paid for in the same fiscal year in which they are

"It is important to ensure the goods and services on a purchase order are paid for in the same fiscal year in which they are received. otherwise, the payment is subject to audit findings."



DIVISION OF
PURCHASING & GENERAL
SERVICES

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2017 *Summer Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, June 15 from 9 AM—4 PM. This seminar is jointly hosted by the State of Utah Division of Purchasing and the National Association of State Purchasing Officials (NASPO).

The PEP seminar includes lunch for those who register and attend the full-day session. There is no cost to attendees for the seminar or the lunch.

Items to Know About Registration

Registration ends on June 7; however, registration for individual classes may end sooner if capacity for the room is met. Click the link to register for [on location attendance](#) for the seminar.

Google will send you an email containing your responses to the registration. After registration, if you do not receive an email, you either did not finish the registration process or your email address was not typed correctly.

A week prior to the seminar, you will receive an event reminder. If you cannot attend, send an email immediately to teutsler@utah.gov so that your meal can be canceled and save the State the expense. If you do not receive an email by March 9, a step was missed during your registration and your registration was not received.

Webinar

The seminar sessions held in the Auditorium will be broadcast via webinar. Breakout sessions held in other rooms will not be broadcast. It is not known at this time which breakout session will be in the Auditorium. Click the link to register for [webinar attendance](#).

Information for how to join the webinar will be sent out by March 9. We have moved to the SABA Learning System for Meetings. When you get the information, we ask that you complete a trial run in the SABA system and call if you have problems. As this is required training for the Division of Purchasing and we are all at the training, it will be almost impossible to contact someone to troubleshoot on the day of the seminar.

General Sessions:

Updates to Administrative Rule R33

This training is to outline the new subsections that will become effective June 21, 2017 if pass the public posting period without comment.

Best Practices in Design Professional Procurements & Construction

DFCM and a representative from the American Council of Engineering Council will present

GRAMA Law 101

Assistant Attorney General, Paul Tonks, will share with us the GRAMA law and our responsibility.

Break Out Session #1 Choices:

Award of a Contract without Engaging in a Standard Procurement Process due to Transitional Costs

The training will cover best practices for awarding a contract without engaging in a standard procurement process due to transitional costs. The presentation will also include a short discussion on awarding a trial use contract without engaging in a standard procurement process.

Approved Vendor Lists--Process & Procurement

Zac Christensen will teach Executive Branch Agencies the process for using the Approved Vendor Lists that are Best Value State Cooperative Contracts. He will also address when and how vendors can be added to the list.

SciQuest—Creating and Managing Templates

Learn how to create a template in the SciQuest and increase your efficiency in the system. This session is geared toward entities which post solicitations in SciQuest. [Note: Repeated in Break Out Session #2]

Break Out Session #2 Choices:

Award of a Contract without Engaging in a Standard Procurement Process due to Transitional Costs

Refer to the description in Break Out Session #1.

New Solicitation Questionnaire

John Palmer and Fay Tan will be going over the new solicitation questionnaire, the replacement for the IFB, RFP, and RFSQ questionnaires. They will describe, question-by-question, what information should be included in the questionnaire and will share tips for ensuring the questionnaire provides a good foundation for a strong solicitation.

SciQuest—Creating and Managing Templates

Refer to the description in Break Out Session #1.



DIVISION OF
PURCHASING & GENERAL
SERVICES

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING AND NATIONAL ASSOCIATION OF STATE PURCHASING OFFICIALS

Time	Topic
9:00 - 9:15	Welcome
9:15 - 10:30	Updates to Administrative Rule R33
10:30 - 10:45	State Cooperative Spotlight:
10:45 - 11:00	Break - Move to next session
Break Out Session 1 11:00 - 11:50	Award of a Contract w/o Engaging in a Standard Procurement Process due to Transitional Costs
	Approved Vendor List – Processes and Purchases
	SciQuest – Creating & Managing Templates
11:50 - 1:00	Lunch in the Rotunda
1:00 - 2:00	Best Practices in Design Professional Procurements & Construction
2:00 - 2:15	Break - Move to next session
Break Out Session 3 2:15 - 3:10	Award of a Contract w/o Engaging in a Standard Procurement Process due to Transitional Costs [same as session 1]
	New Solicitation Questionnaire
	SciQuest – Creating & Managing Templates [same as session 1]
3:10 - 3:20	Break - Return to Auditorium – Chocolate Break
3:20 - 4:00	GRAMA Law 101

DATE: Thursday, June 15, 2017
 TIME: 9 AM – 4 PM (Sign-In from 8:30-9:00 AM)
 LOCATION: State Office Building; 1st floor Auditorium
 450 North State Street, Salt Lake City, Utah

Registration closes June 7, 2017 or when capacity is reached

On Location Attendance Registration ►►► [On Location Registration Link](#)

Webinar Registration ►►► [Webinar Registration Link](#)

NOTE: This training qualifies as “instructor-led” procurement training for the CPPB & CPPO certification requirements

UPDATES TO STANDARD TERMS & CONDITIONS

The Division of Purchasing updated many of the standard terms & conditions for contracts and purchase orders. Links to the terms and conditions below are contained below.

Agencies and entities can also view the updated versions of the Standard Terms & Conditions on the [Division of Purchasing Forms webpage](#). The webpage regularly be check for updates in the future.

Agency Contracts

- [Standard Terms and Conditions for Goods – Agency Contract](#)
- [Standard Terms and Conditions for Services – Agency Contract](#)
- [Standard Terms and Conditions for Goods and Services – Agency Contract](#)
- [Standard Information](#)

[Technology Terms and Conditions](#) (For DTS Related Contracts Only)

- [Utah Department of Health General Provisions](#)

Attachment B – Additional Terms and Conditions for IT Related Contracts

- [Additional Standard Terms and Conditions for IT \(Attachment B\)](#)
- [Instructions for Contracts with IT Components that are non-DTS Contracts](#)

Purchase Orders

- [Purchase Order Terms and Conditions for Goods](#)
- [Purchase Order Terms and Conditions for Services](#)
- [Purchase Order Terms and Conditions for Goods and Services](#)

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 follow the appropriate steps below.

(A) Individuals who have a State Google email account:

Step 1: Enter into GROUPS in the State Google email account

Step 2: In the new window's search field, type PURCHASING NEWSLETTER

Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.

Step 4: Click JOIN GROUP.

Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

(B) Individuals that do not have a State Google email account:

Please send an email to Tara Eutsler, teutsler@utah.gov.

STATE OF UTAH

Division of Purchasing
3150 State Office Building
Capitol Hill Complex
PO Box 141061
Salt Lake City, UT 84114

Phone: 801-538-3026

**We're on
the Web !**

purchasing.utah.gov

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Cloud Solutions	AR2488	SHI International Corp.	09/30/2016 — 09/15/2026	Multiple award
Merchant (Credit Card Acceptance) and EFT Services	PD1896	JP Morgan Chase Treasury Services	03/17/2017— 03/16/2027	
Air Filters/Filter Media	MA2083	American Air Filter Company INC	05/08/2017 - 05/07/2022	
Floorcovering and Installation Services	MA2684	Shaw Industries Inc.	2/29/2016— 2/28/2021	This contract is a Merger of three contracts together MA2284, MA2285 and MA2286

EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Medical, Hospital and Personal Care Items (MMCAP)	MA264	Medline Industries	Thru 02/28/2018	
	MA310	McKesson Medical-Surgical	Thru 02/28/2018	
	MA2204	Henry Schein, Inc	Thru 02/28/2018	
Breast Pumps, Kits, Adaptors and Battery Packs (WSCA)	MA036	Ameda Inc	Thru 06/30/2018	
	MA322	Medela, Inc	Thru 06/30/2018	
CARPET AND UPHOLSTERY CLEANING SERVICES (WASATCH FRONT COUNTIES ONLY)	MA250	RBM Services Inc	Thru 07/31/2017	
	MA251	AJS Carpet Cleaning Inc	Thru 07/31/2017	
	MA252	Business Cleaning Systems Inc	Thru 07/31/2017	
	MA247	Abacus Carpet & Upholstery Cleaning	Thru 07/31/2017	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
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Prior to purchase, end users need to check the contract online to determine if a contract is still active.

State of Utah “Best Value” Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>