



PURCHASING UPDATE

Vendor Name Changes

Executive Branch Agencies—Have you ever had a contracted vendor notify you that they are changing their name, merging with another company, or are being bought out? If this or other similar discussions occur with a vendor, stop! Contact the Utah Division of Purchasing. If the vendor holds a contract, more is required than completing a quick Vendor Change/Modification (VCM) in FINET.

To protect the State, there are processes that must be followed to ensure that the “new” vendor is under contractual obligation and that the State and the executive branch agency are protected.

As each name change, merger, or buy out is different, the process will be based on the situation. The best protection for the State may be an assignment form but it may also be an amendment to the contract. If the Tax Identification Number (TIN) changed, the company will always be required to provide a W-9 form. A letter on company letter head explaining the situation is very beneficial and occasionally required for record purposes.

If you are confronted with a vendor name change, remember, stop! Call the Utah Division of Purchasing for guidance.

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Save These Dates

- **September 14, 2017**
Procurement Education
Partnership Seminar
9:00 AM—4:00 PM
- **December 7, 2017**
Procurement Education
Partnership Seminar
9:00 AM—4:00 PM

MMCAP: PURCHASING PHARMACEUTICALS, MEDICAL EQUIPEMENT, AND DENTAL EQUIPMENT FOR YOUR FACILITY IS EASIER THAN YOU THINK

By Nick Hughes

When most individuals think of a Group Purchasing Organization (GPO) the State of Utah Division of Purchasing belongs to, most recognize NASPO ValuePoint. NASPO ValuePoint is an integral part of purchasing across the United States as it allows states to combine their purchasing power to get more favorable terms and conditions, prices, and many other benefits. However, there is another integral GPO that the State of Utah belongs to that has provided thousands of benefits to Eligible Users within the State of Utah that you may be unaware of.

Drumroll please.....

The Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP) is a GPO that has met the necessary standards within section 63G-6a-2105 of the Utah Procurement Code and as such, the State of Utah has signed Member Participating Agreements (MPA) with awarded vendors. These vendors provide a wide array of services including but not limited to: 1) pharmaceutical products and distribution 2) medical equipment, products and services 3) dental equipment, products and services and 4) drug test kits and blood testing. The State of Utah currently has nine (9) active MMCAP contracts available for use. These contracts are listed at the right.

Active MMCAP contracts

MA264 with Medline Industries;
MA310 with McKesson Medical;
MA2162 with Dental Health Products;
MA2163 with Darby Dental;
MA2164 with Henry Schein Dental;
MA2204 with Henry Schein;
PD611 with Amerisourcebergen;
PD2196 with FFF; and
PD2430 with Diamond Pharmacy.

To begin making purchases from these contracts, you will need to complete an MMCAP membership application for each “ship to” facility. This is to comply with MMCAP agreement and regulations which require these type of purchases to be tracked by each ordering facility. Receiving an MMCAP ID is a simple process, one which only requires a simple form to be filled out. If your facility is interested, please contact the State of Utah Division of Purchasing MMCAP State Contact, Nicholas Hughes, at 801.538.3148 or nhughes@utah.gov for any questions on how to begin the process.

These contracts are available to all Eligible Users within the State of Utah so take advantage of the State of Utah’s membership in MMCAP and consult with your facility to see how you could start using these contracts today.

Streamlining the Solicitation Questionnaire

By Tara Eutsler

Recently, the Utah Division of Purchasing developed a new solicitation questionnaire that will be used for all solicitation types. It is anticipated that the new Solicitation Questionnaire will alleviate confusion and streamline the process for the agencies.

With the new document, agencies will no longer will need to determine which solicitation type they will be using before they can choose the appropriate Invitation for Bid (IFB) or a Request for Proposal (RFP) questionnaire; instead, an agency will download and complete the only questionnaire, the Solicitation Questionnaire. This document is located on the [Division of Purchasing's forms page](#).

Before contacting the Division of Purchasing, individuals should complete the internal approval process required by their agency. Once internal approvals have been given, the questionnaire is completed and an RQS or RQM is entered into FINET. The agency will then send the questionnaire and any backup documentation to the Division of Purchasing's email purchasingsolicitations@utah.gov. The agency will include the entire RQS/RQM number as the subject line of the email.

The procurement clock starts when the RQS/RQM is received from FINET and the questionnaire is received by email by the Division of Purchasing. With both documents in hand, the solicitation request will be assigned to a State of Utah purchasing agent. The purchasing agent will reach out to the point of contact listed on the RQS/RQM and use the questionnaire as a discussion starting point to understand what the agency needs and to make recommends for the best procurement process for the situation. After discussion, the purchasing agent will work with the agency to create a strong solicitation.

It is anticipated that having a single Solicitation Questionnaire will clear away misunderstanding and serve as a valuable tool for agencies and the Division of Purchasing to procure goods and services for the State of Utah.

STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Purchasing & General Services
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Phone: 801-538-3026 Fax: 801-538-3882 www.purchasing.utah.gov

Before completing this Questionnaire your agency must search the State of Utah Cooperative Contracts to see if the procurement item listed in this Questionnaire is already under contract. State Cooperative Contracts can be found at <http://purchasing.utah.gov/purchasing/statecontractssearch.html>

This Questionnaire has been prepared to ask for key information to help State Purchasing develop a solicitation that complies with the Utah Procurement Code. Please complete as much of this Questionnaire as you can, as State Purchasing will assist with any of your questions once it has received your Questionnaire. Please submit the completed Questionnaire to purchasingsolicitations@utah.gov once you have entered in a Standard Acquisition (RQS) transaction entered in FINET.

Upon receiving this Questionnaire, State Purchasing and your agency will review and discuss each element of the solicitation document and make appropriate changes and additions. State Purchasing will also help your agency select the best procurement process available to your agency in order to get the procurement item in a timely manner.

Contact Information: The contact person should be available during the issuing of the solicitation to assist with answering any questions that the vendor community may have about the solicitation. Agencies may identify as many people as they want in this section.

Requesting Department:	
Contact Person:	
Email:	
Phone:	

The following questions represent the key information to create the appropriate solicitation documents. Please complete each question with sufficient detail.

Thoroughly describe the procurement item that you are looking to purchase, include background information about the need, problem, or issue the item is intended to address. In addition, providing background about your agency will assist the vendor community to have a better understanding of your agency mission and how they should respond to the solicitation.

YES NO
If yes, please attach them as a separate document.

Does the procurement item that you are purchasing contain any IT component? Certain IT procurements will need to go through the Department of Technology Services in order to get an exception or a business case. State Purchasing will help your agency with procuring an IT procurement item.

A list of IT products that can be purchased without the involvement of DTS are listed at: https://docs.google.com/document/d/131F3KncpWxVnqf17053WV_Hq7f75444eA459J16PC/edit#u=1baring

The Utah Division of Purchasing is recognized as one of the best managed public procurement agencies in the nation. Annually, the division manages over \$2.0 billion in public spend for goods and services. State Purchasing manages over 800 cooperative contracts for goods and services used by state agencies, local governments and educational entities across the State. Cooperative contracting brings together the buying power of all government entities resulting in lower prices through volume discounts, higher quality goods and services, and stronger contract terms and conditions.

Welcome to the Division of Purchasing

The Division of Purchasing welcomes our new contract analysts, Justin Dalton. Justin brings to the team his experience as an IT Project Manager and his Bachelor of Science degree declared major of Information Systems from the University of Utah, David Eccles School of Business. He is excited and happy to help with the IT contracts that are currently in place and looks forward to soliciting new IT products and services in the future.

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DIVISION OF
PURCHASING & GENERAL
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.

NEW State of Utah “Best Value” Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Janitorial Supplies/Products	MA338	Brady Industries	06/01/2017 – 05/31/2022	Retained contract number as the same vendor won the new contract.
Plumbing Supplies	MA678	Peterson Plumbing Supply	06/29/2017 – 06/30/2022	Retained contract number as the same vendor won the new contract.
Hosted Professional Learning Management System for Educational Entities	MA2660	Scenario Learning, LLC	05/26/2017 – 05/25/2027	
Cloud Solutions	AR2490	Strategic Communications LLC	9/30/2016 – 9/15/2026	
Detroit Diesel Engine & Allison Transmission Parts & Services	MA1703	Smith Power Products, Inc.	07/12/2017 – 07/11/2022	Retained contract number as the same vendor won the new contract.
Detroit Diesel Engine & Allison Transmission Parts & Services	MA275	Freightliner of Utah DbA Warner Truck Center	07/12/2017 – 07/11/2022	Retained contract number as the same vendor won the new contract.
Janitorial Supplies/Products	MA2663	Staples Business Advantage	06/01/2017 – 05/31/2022	
Garaventa Evacuation Chair and Accessories	MA2668	Garaventa Ltd. dba Garaventa Lift	07/10/2017 – 07/09/2022	
MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)	MA2194	Francotyp Postalia dba FP Mailing Solutions, Inc	04/20/2015 – 10/11/2017	ADDRESSING SYSTEMS, TABBING & LABELING SYSTEMS, METER RENTAL, INTEGRATED MAILING & ACCOUNTING SOFTWARE, SCALES, FOLDERS, INSERTERS, LETTER
Propane Fuel, Tanks, and Delivery Services	MA2666	Ferrellgas, LP DBA Propane Advantage	07/25/2017 – 07/25/2022	

Extended State of Utah “Best Value Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
SNOWPLOW BLADE CUTTING EDGES	MA2263	Ironhawk Industrial Distribution LLC	Thru 06/30/2018	
SNOWPLOW BLADE CUTTING EDGES	MA2264	Chemung Supply Corporation	Thru 06/30/2018	
COMPUTERS - PC STORE	MA256	Valcom of SLC dba VLCM	Thru 07/31/2017	
COMPUTERS - PC STORE	MA258	En Pointe Technologies Sales, LLC	Thru 07/31/2017	
COMPUTERS - PC STORE	MA259	GovConnection Inc.	Thru 07/31/2017	
COMPUTERS - PC STORE	MA257	SHI International Corp.	Thru 07/31/2017	
Large Vehicle and Auto Body Repairs (Wasatch and Summit County)	MA1988	Robarge Collision	5/1/2016 – 4/30/2021	This is a vendor name change
Vehicle Rental (WSCA)	MA985	Enterprise Holdings	12/2/2009 – 10/18/2018	
Mail Room Equipment, Supplies, & Maintenance (WSCA)	AR174	NEOPOST USA, Inc	Thru 10/11/2017	
Internet USPS Postage Software License & Subscription	AR177	Stamps.Com, Inc	Thru 10/11/2017	
MMCAP Dental Products	MA2164	Henry Schein Dental, division of Henry Schein, Inc	Thru 09/30/2017	
Vehicle Rental (WSCA)	MA985	Enterprise Holdings	12/2/2009 – 10/18/2018	
Mailroom Specific Furniture (WSCA)	PD226	Versia Storage Systems	Thru 10/11/2017	
Mail Room Equipment, Supplies, & Maintenance (WSCA)	MA2194	Francotyp Postalia dba FP Mailing Solutions, Inc	Thru 10/11/2017	
Mail Room Equipment, Supplies, & Maintenance (WSCA)	AR175	Bell & Howell, LLC	Thru 10/11/2017	

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SNOWPLOW BLADE CUTTING EDGES	MA2264	Chemung Supply Corporation	Thru 06/30/2018	
SNOWPLOW BLADE CUTTING EDGES	MA2265	Winter ® Equipment Co. Inc	Thru 06/20/2018	
COMPUTERS - PC STORE	MA256	Valcom of SLC dba VLCM	Thru 07/31/2017	
COMPUTERS - PC STORE	MA258	En Pointe Technologies Sales, LLC	Thru 07/31/2017	
Dump Body labor and material to equip tandem axle trucks with dump bed, hitch and hydraulic system	MA1387	Williamsen-Godwin	Thru 09/04/2017	
Dump Body labor and material to equip tandem axle trucks with dump bed, hitch and hydraulic system	MA276	Semi Services, Inc	Thru 09/04/2017	

Expired or Canceled State of Utah “Best Value Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
<p>Prior to purchase, end users must check the contract online to determine if a contract is still active. As part of our SUCCESS initiative, the contracts expire and automatically are removed from the search engine. The Division of Purchasing no longer has a paper trail with which to enter expired contracts in this table.</p> <p>State of Utah “Best Value” Cooperative Contracts Search Engine location: http://purchasing.utah.gov/statecontractdirectory.html</p>				