



PURCHASING UPDATE

Independent Does Not Mean Exempt

A misunderstanding exists concerning the rights and requirements of independent procurement units. Some believe that to be independent means that they are free from the Procurement Code. So what does independent really mean?

The Procurement Code defines an independent procurement authority as a procurement unit that may without the supervision, interference, oversight, control, or involvement of the Utah Division of Purchasing or the chief procurement officer, but in accordance with the requirements of the Procurement Code, (i) engage in a standard procurement process; (ii) procure an item under an exception, as provided by the Procurement Code; or (iii) otherwise engage in an act authorized or required by the Procurement Code (63G-6a-106(4)).

When the Legislature grants an entity independent procurement authority, it is granting the right to complete procurements without the Utah Division of Purchasing. It is not granting the right to ignore the Procurement Code. For instance, the Division of Facilities Management is independent from the Division of Purchasing for most of its procurements, but it is not exempt from the Procurement Code. A state institution of higher learning, a school district, or charter school are independent from the Utah Division of Purchasing but they are not exempt from the Utah Procurement Code; the Code must be followed.

Independent does not equal exempt from the Procurement Code.

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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

State Cooperative Contract: Carpet Cleaning

By Cassidee Feinauer

The State of Utah announces the new contracts for carpet cleaning. These contracts were solicited through a Request for Statement of qualifications (RFSQ) and are available as part of an Approved Vendor List (AVL).

When seeking these services, please review the instructions for use of Approved Vendor List of Carpet Cleaning Services. These instructions are as follows:

- Approved Vendor Lists are a Statewide Cooperative Contract and are mandatory use for Executive Branch Agencies. Unless otherwise authorized, Executive Branch agencies shall submit AVL purchases to State Purchasing for processing.
- All questions regarding Approved Vendor List secondary steps should be sent to State of Utah Division of Purchasing. The State of Utah Division of Purchasing may assist Eligible Users in using the open-ended Approved Vendor List.
- Eligible Users cannot use the open-ended Approved Vendor List without awarding a scope of work. Eligible Users shall maintain their records regarding the assignment of work as required by the Utah Procurement Code for auditing purposes.
- In order to maintain fair and equitable opportunity to compete for projects under the open-ended Approved Vendor List, Eligible Users must adhere to the following steps in assigning projects to the vendors:
 - 1) Eligible Users must develop a scope of work and a cost proposal form.
 - a. Purchases under \$1,000 do not require any additional quote collection - agency may make the purchase from any vendor on the Approved Vendor List
 - b. Purchases between \$1,001 and \$5,000 may be made by the agency if a minimum of two (2) quotes are collected and the scope of work is awarded to the vendor with the low bid (unless there are other requirements, such as delivery dates, that are noted in instructions). Rule R33-5-107 Quotes for Small Purchases requirements must be followed.
 - c. Purchases over \$5,000 dollars:
 - I. Executive Branch agencies who do not have authorization to conduct their own quotes will need to coordinate with State Purchasing for all subsequent stages above \$5,001.
 - II. Purchases between \$5,001 and \$50,000 require non-Executive Branch Eligible User to collect a minimum of two (2) quotes and award to the vendor with the low bid, in accordance with R33-5-107 Quotes for Small Purchases.

Carpet Cleaning Contracts

AV2706	Abacus Carpet & Upholstery Cleaning
AV2707	AJS Carpet Cleaning
AV2708	All Clean, Inc. DBA; Mr. Chem-Dry
AV2709	
AV2710	Business Cleaning Systems, Inc., dba BCS Cleaning Specialists, Inc.
AV2711	Double Take Advertising, DBA Double Take Carpets/RBM Services
AV2712	Wasatch Property Services, Inc.

Recommendations for a State Cooperative Contract?

Do you have a goods or service that you frequently use that would be easier to buy from a contract? Or do you have items or services that you would like to see on a State Cooperative Contract?

If you do, we invite you to share those ideas with us. Send them to christopherhughes@utah.gov

Potential Cooperative Contract

The Division of Purchasing is advertising a potential pilot contract.

Arch provides term based network and server storage support agreements with original equipment manufacturer (OEM) level expertise, faster response times and significantly reduced costs. These agreements are designed to eliminate frustrations with strictly OEM only support including; slow response times, clunky initial troubleshooting tiers, unresolved cases, dead-on-arrival parts and high and ever raising support costs. Arch service agreements typically represent a minimum of a 30-50% cost savings while reducing response times by 50% to the highest OEM level of expertise, as well as increasing the useful life of equipment by 10 years by increasing the support milestones.

If any eligible users would be interested in using the contract please contact Christopher Hughes, christopherhughes@utah.gov.

State Cooperative Contract: Carpet Cleaning

Continued from page 2

- 2) Repeated Purchases using an Approved Vendor List-Rotation Required — refer to the contract summary document on the Division of Purchasing's [webpage](#) for information.
- 3) Purchases over \$50,000—Eligible Users must follow the requirements in the Procurement Code Part 6 Bidding with award to lowest bid that meets all Eligible User requirements.

Vendors will not be allowed to negotiate additional terms and conditions based on the scope of work and the project assigned.

Note: Eligible Users cannot use the open-ended Approved Vendor List without awarding a scope of work.

For detailed instructions, please visit the statewide website and view any of the contracts. If you have additional questions, please contact Zac Christensen, zchristensen@utah.gov

Contract Creation Assistance

By Tara Eutsler

It is over, the solicitation is complete and the award has been made. But is it over? A contract coversheet and terms and conditions have been proved to you, but now you face the daunting task of creating a contract including a scope of work that will allow both parties to know exactly what is expected for the term of the contract. But where to start?

The image shows a screenshot of a questionnaire form from the State of Utah, Department of Administrative Services, Division of Purchasing & General Services. The form includes contact information, instructions for completion, and a section for providing background information about the procurement item. The form is partially filled out with redacted information.

STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES
Division of Purchasing & General Services
3150 State Office Building, Capitol Hill, Salt Lake City Utah 84114-1061
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 purchasing solicitations@utah.gov once you have entered in a Standard Requisition (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/18LFV1CwJWSAynf1768yR1Jkpl1zSA4eAA5PRHy9Cz/edit?usp=sharing>

The answer is here.

First, the Division of Purchasing has developed a Scope of Work (SOW) template and made it available on the Division's [website](#). The template was developed to help agencies create a strong scope of work each agency contract. The template contains a suggested outline, things to consider during the writing of

each section, and it even contains a few examples. When creating a SOW, the Division always encourages agencies to consult with their legal representation.

As secondary assistance, the Division of Purchasing offers state agencies the option of having the completed contract reviewed by a State Purchasing agent prior to sending it to the vendor for signatures. The review can help catch errors that might otherwise stop the contract during the final review process and require a re-write and new signatures.

With the new Scope of Work template and the option of contract review by a State Purchasing Agent, the question on where to start just became less stressful.

Administrative Rule R33

The Administrative Rule R33 changes approved by the State of Utah Procurement Policy Board were effective on June 21, 2017.

The Administrative Rules website has been updated. Entities which are subject to R33 are encouraged to download a copy from this webpage <https://rules.utah.gov/publicat/code/r033/r033.htm>.



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 (NASPO)

The registration for this seminar was provided in a previous mailing. If you are registered, you do not need to register again. If we have your registration, you will have received an email from teutsler@utah.gov on August 24. If you are registered and can no longer attend, please cancel your reservation.

DATE:

Thursday, September 14, 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

Time	Topic
9:00 - 9:15	Welcome & Housekeeping
9:15 – 9:45	Audits
9:45 – 10:15	Introduction to Purchasing’s Contract Administration Guide
10:15 – 10:30	State Cooperative Spotlight – Industrial Equipment & Supplies Portfolio of Contracts
10:30 – 10:45	Break
10:45 – 12:00	Importance of Buying from State Cooperative Contracts
12:00 – 1:00	Lunch in Rotunda
Break Out Session 1 1:00 – 1:45	LPD Training: Only Executive Branch LPD holders are eligible to attend
	Contract Basics: Developing a Contract from an Awarded Solicitation
	Session Closed—Capacity Reached
1:45 – 2:00	Break – Move to next session
Break Out Session 2 2:00 – 2:45	Development of Vendor Performance Ratings/ Scorecards
	Session Closed—Capacity Reached
	Sciquest Training
2:45 – 3:00	Break – Return to Auditorium
3:00 – 4:00	Surplus Property Process

Registration closes September 6, 2017 or sooner if 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

Class Topics

General Sessions

Audits

Kent Beers will be discussing audits.

Introduction to Purchasing's Contract Administration Guide

The training will cover the Contract Administration Guide, which is intended to cover most of the activities associated with contract management from the establishment of the procurement item need, to the solicitation through contract administration including relationship management to the review of contract performance.

The Contract Administration Guide is generic in that its principles are intended to be applicable to all contracts from a simple order, through framework contracts to complex construction or service contracts.

Importance of Buying from State Cooperative Contracts

The training will cover the advantages of using State cooperative contracts, including: savings in time, resources, and money; preservation of competition and fairness to State contractors; prevention of fraud; and compliance with statutory and contractual obligations.

Surplus Property Process

Dan Martinez from Surplus Property will share with us the ends and outs and rules surrounding of getting rid of your surplus items.

Break Out Session #1 Choices

Contract Basics: Developing a Contract from an Awarded Solicitation

The training will cover best practices in developing a contract and scope of work from a successful solicitation award. The differences between IFB and RFP awards will be discussed and focus will be on

creating a scope of work that works for all parties to the contract.

Small Purchase Professional Services Providers & Consultant

Session is closed as room capacity has been reached.

LPD Training

(Only Executive Branch LPD holders are eligible to attend)

The training will include a description of what an LPD is and how delegates are to use the authority in accordance with the Utah Procurement Code and Administrative Rule. We will briefly discuss the process of gathering quotes for small purchase, sole source process, and professional service solicitations. Also a discussion of the standard terms that must be followed in order to maintain an LPD. A tentative audit and training schedule for FY18

Break Out Session #2 Choices

Development of Vendor Performance Ratings/Scorecards

Are you tired of vendors who don't perform? Do your vendors struggle with the simplest of tasks? Learn how to solve this and more by using the patented protected and all new Vendor Performance Rating/Scorecards procedures, developed exclusively for us by NASA scientists. Bonnie from Buena Vista raves "By using this new system, my vendors went from zero to hero!"

Tips for Solicitation Research and Development

Session is closed as room capacity has been reached

Sciquest Tips and Basics

This training will cover some tips on using SciQuest, finding training materials, and using the Solicitations Posting template.

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 Two New Contract Analysts

The Utah Division of Purchasing is pleased to welcome Mike Long and Michael Iwasaki.

Mike Long comes to State Purchasing after working over seven years with the State at DNR, including the last five with Parks and Recreation, working in procurement and contracts among other responsibilities. Mike received his BA, MPA, and JD degrees from BYU and is a lifelong Cougar fan. Other than the Cougars, he enjoys cheering for the San Francisco Giants and Denver Broncos. Or at least, he tries to cheer for his sports teams when not wrangling his five kids.

Michael Iwasaki received his Juris Doctor degree from the S.J. Quinney College of Law. Immediately prior to coming to State Purchasing, he worked for the Tax Commission routinely drafting tax forms, policies and procedures, and other technical documents. In his spare time, he enjoys traveling, dining out, and going to Jazz games.

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Salt Lake City, UT 84114

Phone: 801-538-3026
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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
Concrete Vaulted Toilets	PD2665	CXT Concrete Building	07/27/2017— 07/26/2022	
Public Safety/Law Enforcement Video and Vehicle Mounted Equipment	MA2658	Applied Concepts Inc., dba Stalker Radar	02/21/2017— 02/20/2022	Watch which products are allowed through the contract
Propane Fuel, Tanks, and Delivery Services	MA2667	First Call Propane, Inc	07/25/2017— 07/25/2022	
Carpet Cleaning Services	AV2706	Abacus Carpet & Upholstery Cleaning	08/01/2017— 07/31/2022	State Executive Branch agencies shall submit AVL purchases to State Purchasing for processing.
	AV2707	AJS Carpet Cleaning		
	AV2708	All Clean, Inc. DBA; Mr. Chem-Dry		
	AV2709			
	AV2710	Business Cleaning Systems, Inc., dba BCS Cleaning Specialists, Inc.		
	AV2711	Double Take Advertising, DBA Double Take Carpets/ RBM Services		
	AV2712	Wasatch Property Services, Inc.		
SECURITY/PROTECTION SYSTEMS Access Control Systems, Burglar Alarms, & Closed Circuit Television (CCTV)	MA2705	AlphaCorp Security	07/31/2017— 10/31/2017	
Pepperball Products and Accessories	PD2675	United Tactical Systems, LLC dba Pepperball Technologies	08/15/2017— 08/14/2022	

Extended State of Utah “Best Value Cooperative Contracts

Automated External Defibrillators	MA2261	Physio-Control Inc.	Thru 11/30/2017	
	MA196	Cardiac Science Corp	Thru 11/30/2017	
	MA200	Defibtech, LLC	Thru 11/30/2017	
Dump Body labor and material to equip tandem axle trucks with dump bed, hitch and hydraulic system	MA277	Legacy Equipment, LLC	Thru 09/04/2017	
Police Radar, Lidar, Parts and Accessories (NASPO Valuepoint)	MA558	Decatur Electronics, Inc.	Thru 10/31/2018	
	MA1771	MPH Industries, Inc.	Thru 10/31/2018	
	MA1772	Kustom Signal Inc.	Thru 10/31/2018	
Computers—PC Stores	MA256	Valcom Salt Lake DBA VLCM	Thru 08/31/2017	
	MA257	SHI International Corp	Thru 08/31/2017	
	MA258	En Pointe Technologies Sales, LLC	Thru 08/31/2017	
	MA259	GovConnection, Inc.	Thru 08/31/2017	
MMCAP DENTAL PRODUCTS (NO SERVICES)	MA2162	Dental Health Products, Inc. (DHPI)	Thru 09/30/2018	
	MA2163	Darby Dental Supply, Inc.	Thru 08/31/2018	

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 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.

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

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