



PURCHASING UPDATE

Changes to Purchasing Policies

By Tara Eutsler

A recent review of the Utah Division of Purchasing and General Services Policies has led to a large scale change. The Division has removed seventeen of twenty policies from the Policies page of the Purchasing website. The following three policies remain:

- Emergency Purchase Policy
- Debriefing Policy
- Items That Do Not Require Procurement Policy

The three remaining policies have been reviewed and revised as appropriate. Interested parties can review the remaining policies at this [link](#).

Inside this issue

Energy Performance	2
Inside Story.....	2
Inside Story.....	3
Inside Story.....	3
Inside Story.....	4
Inside Story.....	4
Inside Story.....	4



State Cooperative Contract: Solar Panels Products AVL

By Rick Straw

The Division of Purchasing recently finalized Approved Vendor List Agreements with four photovoltaic (solar energy) companies: Sunworks, Inc., RC Hunt Electric, Inc., Ameresco Inc., and Creative Energies, LLC. All four companies offer a variety of solar energy systems, including: roof mounted arrays, solar building facades, solar car ports, off-grid battery systems, etc. If you are interested in any of these systems you should review each companies' website to get an idea of what they offer (see links below).

These agreements do not contain a list of products as many of our other contracts do. That's because there are no limitations on what kind of system you can purchase. Every system offered by the vendor has a flat percentage discount applied at the time of purchase.

Executive branch agencies are required to use the state cooperative contracts; all other agencies can use them but are not required to. If you are interested in purchasing off of these

contracts, the best steps to follow are:

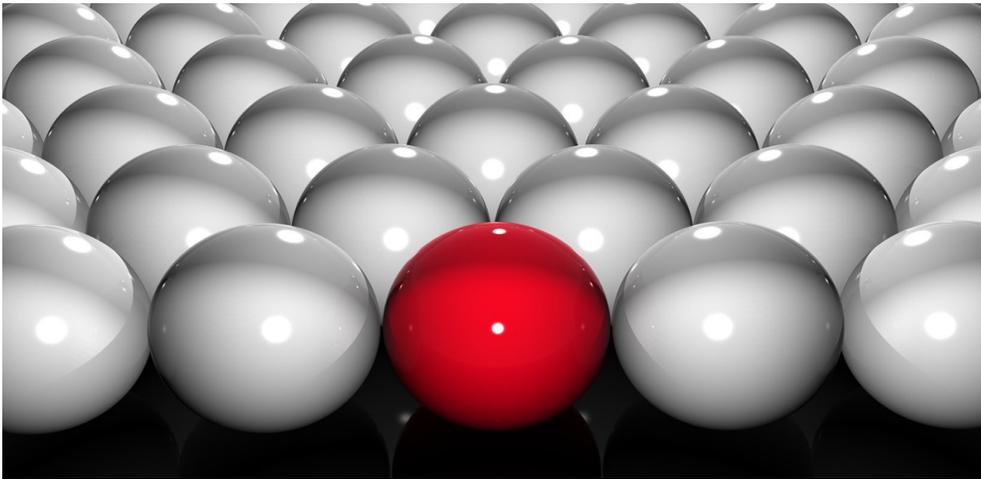
Step 1: Browse the companies' websites

Step 2: Prepare a draft scope of work and cost proposal form that fits your budget

Step 3: Use the contract search function on the state purchasing website to familiarize yourself with the agreements and the detailed ordering instructions

Step 4: Call the state contract manager who will answer any lingering questions you might have and make sure that you are ordering per code and rule.

Contract #	Vendor	Website
AV2805	Ameresco	https://www.ameresco.com/
AV2806	Creative Energies	https://cesolar.com/
AV2808	RC Hunt Electric	https://www.huntelectric.com/
AV2810	Sunworks	https://sunworksusa.com/



Sole Source: Give Me All the Information

By Angela Carlisle

There are three reasons the sole source procurement process can be used: (1) the vendor is the **ONLY** source for the procurement item; (2) transitional cost are a significant consideration and a cost benefit analysis demonstrates that transitional costs are unreasonable or cost-prohibitive; (3) the award of a contract is under circumstances that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit (See R33-8-101c).

Often, after reviewing a sole source request, I will contact the agency and request additional information. Most of the time the agency replies with information that proves the sole source or gives sufficient reason to indicate a sole source. When this happens I wonder why they didn't provide that information with the request. When requesting a sole source, it is vital to include in the request all of the information that you used to determine it was a sole source.

Is it a sole source because there is a law or grant specifying where you can buy the item? Make sure you reference that law or grant in the request. Is it a sole source because it is the only equipment that is compatible with equipment you already possess? Make sure you explain that compatibility issue. Do not say it is the "only" compatible equipment. Explain why the item is the only compatible equipment. Is it a sole source because training provided by other companies is insufficient for your department's needs? List the companies you researched. Tell me why those trainings are insufficient. Is it a sole source but you are unsure of which section to use? Give me the information on both sections. It may be determined that under one section a sole source is questionable but under another section the sole source is obvious.

The sole source request form is just the beginning. If you have additional information as to why the procurement is a sole source remember to include that information in the request or as your math teacher said show your work.

Sole Source Form

The Award of Contract Without Engaging in a Standard Procurement Process (ACWESPP) Form is the form used for sole source requests. The form is available at this link:

<https://purchasing.utah.gov/forms/>

Procurement Code & Administrative Rule R33 for Sole Sources

[63G-6a-802](#)

[63G-6a-802.3](#)

[63G-6a-802.7](#)

[Administrative Code R33-8](#)

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.

PPPC Exam

The Utah Public Procurement Professional Certification Exam (PPPC) specific to executive branch procurement professionals is now available on SABA, the State's Learning Management System. This version of the exam has questions specific to the Chief Procurement Officer and to the agencies which are required by statute to complete solicitations through the Utah Division of Purchasing. Individuals with SABA access may log in at any time and take the "Public Procurement Professional Certification Exam." Executive Branch employees that do not have SABA access should reach out to teutsler@utah.gov and request a link to the PPPC Exam for Executive Branch.

The PPPC Exam for Independent Entities should be available by May 7. The questions in the test will be specific to the head of the procurement unit with independent procurement authority. When the test becomes available, procurement professionals can reach out to Tara for the link to the PPPC Exam for Independent Entities.

The open-book exam covers the material in Parts 1, 3, 4, 5, 6, 7, 8, 9, 15, 21, and 24 of the Procurement Code and contains 119 questions. Exam takers should read the instructions prior to taking the exam in order to learn helpful hints.

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
purchasing.utah.gov



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 Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Computer Equipment	PA2847	Pure Storage Incorporated	03/31/2020	
Online Computer Application Training	MA358	Pluralsight, LLC	03/11/2023	
Golf Carts	MA415	GoHigh LLC	04/12/2023	
Commercial Food Service Equipment Repair & Maintenance	MA424	Utah Commercial Services LLC	04/30/2023	Secondary Contractor
Commercial Food Service Equipment Repair & Maintenance	MA2846	Commercial Service Pros	04/30/2023	Primary Contractor
Energy Performance Contract Services	AV2726	Johnson Controls	12/28/2022	Please see the summary document for secondary procurement process for this AVL list
Marketing And Advertising Services	AV2823	GrahamSpencer LLC	06/30/2021	Please see the summary document for secondary procurement process for this AVL list
Marketing And Advertising Services	AV2758	NORESKO LLC	12/28/2022	Please see the summary document for secondary procurement process for this AVL list
Public Safety Communications Equipment	AR2837	Ceragon Networks Inc	06/30/2021	
Electric Vehicle Charging Station equipment, installation, supplies and services	AR2840	LilyPad EV LLC	03/31/2023	
Electric Vehicle Charging Station equipment, installation, supplies and services	AR2841	National Car Charging LLC	03/31/2023	
Auto Glass Replacement And Rock Chip Repair	PD2838	Techna Glass, Inc	04/01/2023	
State Mail Services	PD1212	State of Utah Mail Services	04/30/2023	

Extended State of Utah Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION

Expired or Canceled State of Utah 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 by reviewing the contract on the State Cooperative Contract webpage.</p> <p>As part of our SUCCESS initiative, the expiring contracts inactivate on the search engine; thus 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: https://statecontracts.utah.gov</p>				