

Purchasing Update

Picture By Douglas Pulsipher



Utah Division of Purchasing and General Services

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Division of Purchasing and Qualtrics

By Chris Hughes

The Division of Purchasing has always been committed to understanding the needs of its customers and providing top-notch services. In an effort to continue with this commitment, the Division of Purchasing will be testing a new survey platform to assess our customers' experiences with the Division of Purchasing's services from a customer-centric perspective. The survey platform will be Provo-based Qualtrics. Knowing that each time you interact with the Division of Purchasing is unique and different, we want to hear about these experiences.

By putting you first and creating a direct feedback channel, the Division of Purchasing will be able to understand and act on your feedback and continue to lead in important ways. We are committed to sharing the results of these surveys with you as information is collected so that you can see your voice being heard.

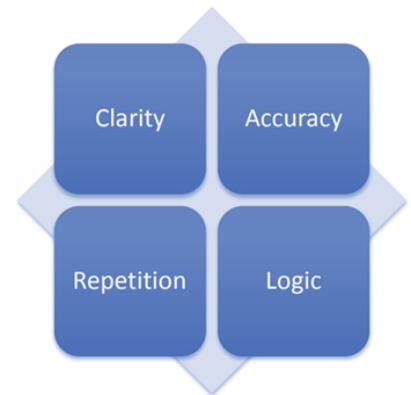
Please be aware, these surveys will not come from a "[@utah.gov](https://www.utah.gov)" domain, but rather from an email address associated with Qualtrics. If you have concerns about a survey that is sent by the Division of Purchasing, please contact us so that we can resolve your concerns.

Remember, your experience matters and Division of Purchasing wants to hear about it so that we stay committed to you.

Writing Specifications

By Solomon Kingston

In order to receive the best responses to a solicitation, specifications must be clear, accurate, avoid repetition, and be logical. To achieve those writing objectives takes time. Remember, there is no such thing as good writing, only good re-writing. The next time that you have to write specifications consider the following:



Clarity.

- Use plain English, avoid legalese and scientific jargon.
- Select commonly used words.
- Avoid using alternatives (like 'excavate' for 'dig') just to make the text more interesting.
- Words should be selected to ensure their meaning is clear and unambiguous.

Accuracy.

- Ensure consistency and accuracy by saying the same thing the same way.
- Employ accurate and consistent phraseology for repeated clauses.
- Avoid generalizations, unclear words or phrasing, acronyms and abbreviations unless very well-known.

Repetition.

- Say everything, but only say it once. Repetition is inadvisable and legally dangerous.
- Avoid erroneous information, such as listing a standard that is not referenced in the text.
- If something applies, include it once. If something does not apply, leave it out.
- If an issue is covered in the Conditions of Contract, don't repeat it in the Specifications.

Logic.

Specifications should:

- Have sub-headings and a logical numbering system for all headings. Cross-referencing within the Specifications is kept to a minimum because of possible future changes.
- Have matters of contract and administration separate from the technical sections of the Specifications, except for specific instructions on quality or for instructing/informing others (such as a sub-contractor).
- Be outcome focused by stating what is to be achieved not how it is to be done.
- Not be written to favor one supplier over another (don't specify brands, unless it's necessary).

Save the Date: Procurement Education Partnership Seminar

- [September 6, 2018](#) (If you did not register in July, use the link to access registration documents)
- December 6, 2018
- March 21, 2019
- June 6, 2019

Changes to School Education Supplies and Athletic Contracts

By Rick Straw and Tinh Doan

The school education supplies and athletics contracts you are familiar with have changed for the better! The contracts that you use to order school planners, supplies, athletic equipment, curriculum materials, athletics uniforms, yearbooks, and performance clothing, etc. now function as normal statewide contracts that do not require quotes. Hooray!!!

You no longer need the Division of Purchasing to be involved with purchases from these contracts. The following is all that you will need to do:

1. Put together an itemized list or scope of work with delivery requirements.
2. Search the State Purchasing website for the company or product or contract # you are looking for.
3. Read the contracts brief scope of work to make sure the vendor is awarded in the proper category.
4. Contact the vendor and order!

All of these contracts can be found by typing "education" (among many other terms you can search) on our website. Relevant contracts will begin to auto populate as you type. All of the awarded vendors, categories and respective discounts are located in the charts on the next page and within each contract. Some vendors will have a product catalog attached to their contract, others will simply have a link that you need to follow. All of the contact information for each vendor is located on the website and in the contract.

"The school education supplies and athletic contracts . . . now function as normal statewide contracts that do not require quotes."

See the charts on the next page



School Athletics Equipment, Uniform and Performance Clothing

	MA2942	MA2943	MA2944	MA2945	MA2946	MA2947	MA2948	MA2949	MA2950
	Advanced	BSN	Backstage	ds Dancewear	Eastbay	Hillock	Inked	JMS	MVP
Uniforms		30%	20%		40%	40%	30%	10%	25%
Under Gear		30%	20%	22%	40%	40%		10%	30%
Footwear		30%	20%	22%	25%	35%			
Sports Equipment		15%				40%		10%	10%
Accessories		30%	20%	22%		40%	30%	10%	25%
Letter Jackets			20%						20%
Letter Sweater			20%						
Strength Training	30%	15%						10%	
Cardio		15%						10%	
Athletic Equipment	30%	15%				40%		10%	20%
Costumes			20%	22%					
Dance/Cheer Uniforms			20%	22%					

	MA2951	MA2952	MA2953	MA2954	MA2955	MA2956	MA2957	MA2958	MA2959
	Namify	Pacific	Pickmyknit	Smash	Prophet	Uniformity	Universal	Upper Limit	Varsity Spirit
Uniforms	20%			15%		15%	20%		
Under Gear	20%					10%	20%		
Footwear	20%						20%		
Sports Equipment	10%			15%	10%		5%		
Accessories	20%			15%		10%	20%		
Letter Jackets	20%		5%				10%		
Letter Sweater	20%		10% (6 +Jackets)				10%		
Strength Training	10%	35%					5%	15%	
Cardio	10%	33%					5%	15%	
Athletic Equipment	10%	27%					5%	15%	
Costumes	10%					10%	20%		
Dance/Cheer Uniforms	10%					10%	20%		5%

EDUCATION SUITE AWARDED VENDORS

School Planners	Bell Photographers (MA2918)							
Educational Toys and Games, Curriculum Materials, School Supplies	Artist Corner (MA2919) 35% Off	Dick Blick (MA2920) 20% Off	Discount School (MA2921) 20% Off	Flinn Scientific (MA2922) 5% Off	Kaplan Early Learning (MA2923) 20% Off	Lakeshore Equipment (MA2924) 7% Off	School Specialty (MA2925) 34% Off	
School Pictures	Bell Photographers (MA2926) 15% Off	Inter-State (MA2927)	Lifetouch (MA2928) 10% Off					
School Yearbooks	Herff Jones (MA2929) 20% Off	Jostens (MA2930) 10% Off	Lifetouch (MA2931) 10% Off					
Grad Supplies, School Rings, Championship Rings	Jostens (MA2932)							



Medical Supplies, Goods, and Services: Contracts You Need to Know About

By Nick Hughes

The Division of Purchasing is on a mission on behalf of each public entity within the State of Utah: to provide every possible good and service on contract in hopes that no entity ever need conduct another solicitation. Throughout this process, as entities have started to utilize statewide contracts more and more, they may have noticed an interesting acronym, MMCAP. The Minnesota Multistate Contracting Alliance for Pharmacy, or MMCAP, is a National Group Purchasing Organization (GPO) that specializes in medical products and services solicitations. So unique and specialized is MMCAP that almost all fifty (50) states use their contracts. The State of Utah is no exception. In recognizing this tremendous benefit, Utah has entered into an agreement with MMCAP to allow users within the State of Utah to use these contracts. This benefits a vast number of entities within Utah related to health and human services, veteran's facilities, community health, and patient care.

The Division of Purchasing is in the process of executing four contracts for Medical Products and Services that comprise a wide spectrum of products from body wash, boost nutritional drinks, flushable wipes, hand sanitizer, urine test strips, gauze, and exam gloves. The four contracts and vendors are:

MA2204 Henry Schein Medical;
MA310 McKesson;
MA2914 Concordance; and
MA2916 Premier Medical (Draper based).

MMCAP Medical Products Contracts are available to all Eligible Users within the State of Utah that have an MMCAP Membership ID. For information on receiving an MMCAP Membership ID or even questions on whether a product is available through one of the four vendors please contact Nick Hughes at the Division of Purchasing at 801-538-3148 or nhughes@utah.gov.



*Utah Division of Purchasing Leadership
Windy Aphayrath, Christopher Hughes,
and Chris (CJ) Jennings*

With the retirement of Kent Beers, a new Chief Procurement Officer (CPO) took the helm for the State of Utah. With the promotion of Christopher Hughes, an assistant director position was opened. When Assistant Director Terri O'Toole accepted a position with the University of Utah, she left a second vacancy.

Enter Windy Aphayrath and Chris (CJ) Jennings, the new assistant directors.

Both Windy and CJ began working for the Division of Purchasing in June 2015. Each bring with them unique talents and experience.

Many will recognize Windy as the SciQuest Super Admin who pulled the new system into functioning order. Her other major accomplishments include working with the Lt. Governor's office and representative public entities to solicit the new state voting systems contracts, soliciting the Learning Management System, and soliciting the Amazon Business License.

CJ has served as Lead Records Officer (GRAMA) and the point of contact for the Department of Health. CJ was also assigned to be Utah's representative on the NASPO ValuePoint Wireless sourcing team and in 2017 became the lead for the first re-solicitation in 6 years. This contract portfolio is the largest for all of NASPO ValuePoint and is used in all 50 states.

We look forward to years of leadership from the new management team.

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.

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State Cooperative Contract Update

August 30, 2018

Report #1: New and Renewed State Cooperative Contracts

The report provides information concerning all state cooperative contracts that were renewed or created in the previous approximately 45 days. Some contracts may have been listed in the previous report.

Report #2: Status of Expiring Cooperative Contracts & Solicitations for New Contracts

This report provides public entities information pertaining to the Division of Purchasing's decisions concerning state cooperative contract portfolios which will expire in the next 60 days. The column labeled "Contract Activity" provides information pertaining to the progress of state cooperative contract solicitations. Entities should be aware that a proposed solicitation in this chart can be dropped from this list without completion if it is deemed inappropriate for a cooperative contract.

New and Renewed State Cooperative Contracts since July 1, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
AV2900	Video Production and Editing Services	7/6/2018	10/31/2021	Circa3 Llc	Thinh Doan
AV2903		7/6/2018	10/31/2021	Jordan Ballam	Thinh Doan
Av2904		7/6/2018	10/31/2021	Pow Creative Inc	Thinh Doan
MA2883	Air Filter Products	7/11/2018	7/10/2023	Kenworth Sales Company	Kraig Brinkerhoff
MA2884	Automotive Air And Oil And Fuel Filters	7/11/2018	7/10/2023	Vehicle Maintenance Program Inc	Kraig Brinkerhoff
PD441		7/11/2018	7/10/2023	Crus Oil Inc	Kraig Brinkerhoff
MA323	Industrial Equipment & Supplies	7/13/2018	6/30/2019	MSC INDUSTRIAL SUPPLY CO, INC	Ann Schliep
MA2914	Medical Hospital And Personal Care Items MMCAP	7/15/2018	4/9/2020	Concordance Healthcare Solutions	Nick Hughes
MA2916		7/15/2018	5/31/2020	Premier Medical Distribution	Nick Hughes
AV2912	Aerial Lidar	7/19/2018	5/31/2021	Woolpert	David Bundy
AV2960	Aerial Lidar Services	7/19/2018	5/31/2021	Kucera International Inc	David Bundy
AV2913	Digital Orthophotography Services	7/19/2018	5/31/2021	Surdex Corporation	David Bundy
AV2961		7/19/2018	5/31/2021	Kucera International Inc	David Bundy

New and Renewed State Cooperative Contracts since July 1, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
MA2919	School Supplies - Curriculum - Games	7/23/2018	7/22/2020	Andy Bird Dba Artist Corner Distribution	Thinh Doan
MA2920		7/23/2018	7/22/2020	Blick Art Materials Llc	Thinh Doan
MA2921		7/23/2018	7/22/2020	Discount School Supply	Thinh Doan
MA2922		7/23/2018	7/22/2020	Flinn Scientific Inc	Thinh Doan
MA2923		7/23/2018	7/22/2020	Kaplan Early Learning Company	Thinh Doan
MA2924		7/23/2018	7/22/2020	Lakeshore Learning Materials	Thinh Doan
MA2925		7/23/2018	7/22/2020	School Specialty Inc	Thinh Doan
MA2927	School Picture Services	7/23/2018	7/22/2020	Inter-State Studio And Publishing Company	Thinh Doan
MA2932	School Graduation Supplies - Class Rings - Championship Rings	7/23/2018	7/22/2020	Jostens Inc	Thinh Doan
AV2935	Grounds Maintenance Services	7/27/2018	7/26/2023	Green Acre Landscape Services Llc	Laurel DeLagerheim
MA2942	School Athletics Uniforms Equipment Performance Clothing	7/31/2018	7/30/2020	Advanced Healthstyles Fitness Equipment	Rick Straw
MA2943		7/31/2018	7/30/2020	Bsn Sports Llc	Rick Straw
MA2944		7/31/2018	7/30/2020	Backstage Inc Dba Empire Active	Rick Straw
MA2947		7/31/2018	7/30/2020	Hillock Sports Llc	Rick Straw
MA2948		7/31/2018	7/31/2020	Inked Wear Llc	Rick Straw
MA2949		7/31/2018	7/30/2020	Jms Industries Dba Robbins Sports	Rick Straw
MA2950		7/31/2018	7/30/2020	Mvp Sports Inc	Rick Straw
MA2951		7/31/2018	7/30/2020	Namify	Rick Straw
MA2952		7/31/2018	7/30/2020	Pacific Fitness Products Llc	Rick Straw

New and Renewed State Cooperative Contracts since July 1, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
MA2953	School Athletics Uniforms Equipment Performance Clothing	7/31/2018	7/30/2020	Pickmyknit	Rick Straw
MA2954		7/31/2018	7/30/2020	Smash Athletics	Rick Straw
MA2955		7/31/2018	7/30/2020	The Prophet Corporation	Rick Straw
MA2956		7/31/2018	7/30/2020	Uniformity Apparel Llc	Rick Straw
MA2957		7/31/2018	7/31/2020	Universal Athletic Services Inc	Rick Straw
MA2958		7/31/2018	7/30/2020	Upper Limit Inc	Rick Straw
MA2959		7/31/2018	7/30/2020	Varsity Spirit Fashion	Rick Straw
MA2908	Court Reporting Services	8/1/2018	7/31/2023	Advanced Reporting Solutions	Cassidee Feinauer
MA2909	Court Reporting Services	8/1/2018	7/31/2023	Citicourt, Llc	Cassidee Feinauer
MA2910	Court Reporting Services	8/1/2018	7/31/2023	Q&A Reporting, Inc.	Cassidee Feinauer
PD2911	Ready-To-Eat-Cereal	8/1/2018	7/31/2023	Sysco Usa DbA Sysco Intermountain	Nikki Sanchez
MA2882	Industrial Equipment & Supplies	8/1/2018	6/30/2019	Noble Supply And Logistics	Ann Schliep
PD2940	Certification And Repair Services To Police Radar And Lidar Equipment	8/8/2018	8/7/2023	Premier Vehicle Installation	Tim Hodges
MA2933	Scientific And Laboratory Equipment	8/17/2018	1/2/2020	Nikon Instruments Inc	Cat Turner
MA2452	Towing And Wrecker Services	8/23/2018	8/22/2021	FREEDOM TOWING	Michael Glenn

Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
School Athletics Uniforms Equipment Performance Clothing	7/30/2018	MA2944	Backstage Inc DbA Empire Active	EXECUTED CONTRACT	Rick Straw
Ready-To-Eat-Cereal	7/31/2018	MA448	National Food Group Inc	EXPIRED	Nikki Sanchez
Freight And Shipping Contract Compliance And Cost Recovery	7/31/2018	PD2611	GTMS FRIEGHT ANALYTICS	EXPIRED	Vinessa Dudley
Hazardous Waste Removal And Disposal	8/28/2018	MA1603	Clean Harbors Environmental Services Inc	ACTIVE SOLICITATION	Kraig Brinkerhoff
Hazardous Waste Removal And Disposal	8/28/2018	MA1604	VEOLIA ES TECHNICAL SOLUTIONS	ACTIVE SOLICITATION	Kraig Brinkerhoff
Medical Hospital And Personal Care Items MMCAP	8/28/2018	MA2204	Henry Schein Inc	CONTRACTING	Nick Hughes
Medical Hospital And Personal Care Items MMCAP	8/28/2018	MA310	Mckesson Medical-Surgical	CONTRACTING	Nick Hughes
Food Service Industrial Paper Products	8/31/2018	PD509	Nicholas And Company	CONTRACTING	Nikki Sanchez
Child Safety Seats	9/1/2018	MA1157	Evenflo Company Inc	ACTIVE SOLICITATION	Vinessa Dudley
Soft Drinks Fountain Syrups And Dispensers	9/5/2018	PD094	Swire Coca-Cola Usa	ACTIVE SOLICITATION	Nikki Sanchez
Printing Of State Of Utah Warrants	9/9/2018	AR502	IC Group	ACTIVE SOLICITATION	Cassidee Feinauer
Antifreeze	9/9/2018	PD498	Kenworth Sales Company	CONTRACTING	Kraig Brinkerhoff
Standard Traffic Signal And Luminaire Poles	9/17/2018	MA507	Valmont Industries Inc	PRESOLICITATION	Garret Johnston
Cylinder Gas And Welding	9/22/2018	MA1728	Airgas Intermountain Inc	POSTED SOLICITATION	Rick Straw
Cylinder Gas And Welding	9/22/2018	MA287	Air Liquide America Specialty Gases Llc	POSTED SOLICITATION	Rick Straw

Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	CONTRACT ACTIVITY	Point of Contact
Snow Plows And Spreaders	9/22/2018	MA508	SEMI SERVICE INC	PRESOLICITATION	Chike Ogbuehi
Fertilizer Products And Grass Seed	9/22/2018	PA344	Green Source, Llc	PRESOLICITATION	Tim Hodges
Fertilizer Products And Grass Seed	9/22/2018	PD553	Intermountain Farmers Association	PRESOLICITATION	Tim Hodges
Pharmaceutical Distribution For Correctional Facilities MMCAP	9/30/2018	PD2430	Diamond Pharmacy	CONTRACTING	Nick Hughes
Disaster Cleanup	10/3/2018	MA555	UDK Solutions Inc DbA Utah Disaster Kleenup	ACTIVE SOLICITATION	Laurel DeLagerheim
Disaster Cleanup	10/3/2018	MA556	Alpine Cleaning And Restoration Specialists Inc	ACTIVE SOLICITATION	Laurel DeLagerheim
Disaster Cleanup	10/3/2018	MA557	PHIPPS ENTERPRISES DBA SERVICEMASTER BY PHIPPS	ACTIVE SOLICITATION	Laurel DeLagerheim
Disaster Cleanup	10/3/2018	MA562	BOUNTIFUL DISASTER CLEANUP INC. DBA SERVPRO OF BOUNTIFUL	ACTIVE SOLICITATION	Laurel DeLagerheim
Disaster Cleanup	10/3/2018	MA563	Certified Disaster Services Inc	ACTIVE SOLICITATION	Laurel DeLagerheim
Automatic External Defibrillators	10/4/2018	MA196	Cardiac Science Corporation	PENDING MA RENEWAL	Nick Hughes
Automatic External Defibrillators	10/4/2018	MA198	Zoll Medical Corporation	PENDING MA RENEWAL	Nick Hughes
Fuses And Flares	10/22/2018	PD1730	Standard Fusee Corp DbA Orion Safety Products	PRESOLICITATION	Kraig Brinkerhoff
Police Radar And Lidar	10/31/2018	MA1771	Mph Industries, Inc.	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA1772	Kustom Signal Inc.	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA1867	Laser Technology, Inc	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA546	Applied Concepts Inc DbA Stalker Radar	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA558	Decatur Electronics, Inc.	PENDING MA RENEWAL	Tim Hodges