

# Purchasing Update

May 2019



## Utah Division of Purchasing and General Services

### INSIDE THIS ISSUE

1. “A Form, A Form! My kingdom for a Form!”
2. Old Year versus New Year Requisition Numbers
3. Statewide Construction Contracts
4. Spotlight—Ann Schliep

### Purchasing Top Priorities 2019

*By Cassidee Feinauer, State Contract Analyst*

As mentioned in the March 2019 newsletter, the Division of Purchasing is continuously trying to improve our methods in order to better serve our clients. We have a list of top priorities for 2019 on our website [here](#). In the March newsletter, the priority of agency relations and customer service was addressed. The second priority of continuous improvement methodologies was and is a major focus this year.

First, the Division worked to make our office more efficient. The digital routing process for all contracts was implemented to move contracts from the agency through all the reviews and e-signature without the need to print. Because of this improvement, we are a more paperless office and embrace easier methods for disbursing information.

Next, when Division of Purchasing participated in the teleworking pilot program, we further embraced improved methodologies. Processes were standardized so that all work followed the same process no matter the location of the staff member. With the new soft phone application, the staff were equally accessible to clients while working at the office or telecommuting. The Google Suite tools, such as Google Meets, were implemented for virtual meetings and screen sharing with fellow staff or clients.

The Division of Purchasing looks to constantly improve our office and methods. If you have any suggestions on how to improve our office, please reach out to your purchasing agent or Windy Aphayrath, [waphayrath@utah.gov](mailto:waphayrath@utah.gov), 801-538-3097.

## "A Form, A Form! My kingdom for a Form!"

By: Timothy Hodges, State Contract Analyst

We, in the procurement world, know all too well the value of a good standardized form. The right form can mean the difference between hours of drudgery or a streamlined job complete. However, no matter how infallible our hoard of forms may seem to us, they are not immune to the constant changing atmosphere of public procurement.

The State of Utah's Procurement Code, internal processes/policies, and personnel are forever being tweaked, updated, and leaving for other pastures, which we hope are greener. That being the case our forms can become outdated and out of touch with what is happening in public procurement. Who hasn't been the one to fill out and submit a saved form to an agency for signature, only to have it "kicked back" due to inaccurate Code citation or incorrect signatory information? To that end, the Division of Purchasing is constantly maintaining an array of useful standardized forms that can aid you in your day-to-day

task, so that you can accomplish your workload as efficiently and accurately as possible.

There are numerous standardized forms on our website that deal with the following procurement topics: Solicitation Forms, Contracts, Amendments, Purchase Orders, Terms and Conditions, Department of Technology Services, and Travel Expenses. In order to locate them, simply visit the Division of Purchasing's website at <https://purchasing.utah.gov/forms/>. The forms are always the most up-to-date and should be seen as your one-stop procurement shop for all your form needs.

So next time before you hit "save as", why not pay a visit to the Division of Purchasing's "Form Emporium" and free up some hard drive space by getting rid of those dusty, old, and outdated forms. You'll come for the forms but you'll stay for the memories.



Forms make life easier.

# Old Year versus New Year Requisition Numbers

By Tara Eutsler, State Contract Analyst

The FY19 and FY20 requisitions standard requisitions (RQS) and master agreement requisitions (RQM) are now both available for use in FINET. But determining which one to use can be stressful? The answer comes in the requisition type, the delivery date, and how the FINET system works.

The standard requisition (RQS) generally becomes a purchase order usually for the one time delivery of goods or services. Finance policy requires that the goods or services received in a fiscal year be paid using that fiscal year’s money. Thus, determining when the goods or services will be delivered can help determine which FY to use on the RQS.



Why must the RQS and the PO fiscal years match? A PO is created by copying forward from the RQS. The FINET system will not create an FY20 purchase order (PO) from a FY19 RQS requisition. Nor will it FY19 PO from an FY20 RQS.

What if the agency creates an FY19 RQS and no vendor can make the June 30, 2019 delivery date? The agency has two options.

Prior to the PO being cut, work with Sheila Bird at the Division of Purchasing to cancel the FY19 requisition. Replace it with an FY20 RQS from which an FY20 PO can be cut.

After the PO has been cut, work with your finance group to roll the PO into FY20 so that payment

can be made using FY20 funds.

The Master Agreement Requisition (RQM) does not have the same FY restrictions in the FINET system. The RQM does not copy forward to the contract which means an FY19 RQM can become a contract in FY20. However, due to solicitation and contracting times, the

Division of Purchasing recommends that by June 17, agencies use FY20 for all RQMs.

In conclusion, determining which FY to use on the requisition requires a review of the requisition type, the delivery date, and how the FINET system works.

## Definitions

**RQS** – Standard requisition that generally results in a purchase order (PO) but can create a master agreement (contract). An RQS will encumber funds. It should be used when the purchase will not require more than three payments and generally not extend over a fiscal years. A PO that is closed in error at the end of a fiscal year cannot be reopened by the Division of Purchasing.

**RQM** – Master agreement requisition. This requisition can only become a master agreement. RQM should be used when a contract is needed to provide a scope of work and stronger terms and conditions and/or the time frame for payments extends over more than one fiscal year.

## Statewide Construction Contracts

By Chike Ogbuehi, State Contract Analyst

*Construction Joke: What are the only two seasons in Utah?*

*Answer: Winter and Construction seasons*

As the construction season kicks off, it is pertinent to highlight the State contracts relating to construction. A simple search of the term “Construction” on the Division of Purchasing website pulls up about 50 contracts, ranging from the Job Order Contracts to the Heavy Equipment Rentals.

The newest of our statewide contracts that relates to construction is the asphalt/slurry/crack seal contracts.

MA3180: Advanced Paving LLC

MA3181: Sumsion Construction dba Eckles Paving

Furthermore, the statewide JOC, or Job-Order-Contracting are readily available to eligible users to meet most construction needs, subject to limitations expressly provided in the contract. Under these contracts, contractors are able to provide services such as roofing, drywalls, plumbing, concrete, electrical, and so on. These contracts includes:

MA2638: Diversified Maintenance Systems Inc.

MA2637: Commercial Services Unlimited Inc.

MA2643: Northern Construction LLC

MA2634: AJ Construction LLC

MA2645: Spindler Construction Corporation

MA2635: Xcel General Contracting

MA2642: Landmark Companies Inc.

MA2636: CRC Construction Inc.

MA2641: HK Consulting Inc.

MA2646: Wadman Corporation

MA2639: Grand Enterprises Inc.

MA2644: SIRQ

Those who are not familiar with these contract but intend to use one of it are encouraged to call

Mark Bagley  
Gordian Account Manager  
801-372-3120  
m.bagley@gordian.com.

For questions regarding these contracts, please contact Chike at cogbuehi@utah.gov.



Registration for the June Procurement Education Partnership was sent out on May 8, 2019. If you missed the email, please go to our website at: <https://purchasing.utah.gov/for-agencies/training/>



Ann Schlep

Ann was born and raised in St. Ignatius in Western Montana. She grew up in the country where she enjoyed the outdoors and riding horses. Ann is not sure why she moved to Utah, other than a friend said, "Let's move to Utah" and so she did. Ann has been here for over 28 years. Someday, she hopes to move back to Montana.

Ann has been with State Purchasing for just over 5 years now. Like many other in the purchasing profession, she kind of "fell" into the job not really knowing what it was really about. As the Department of Natural Resource liaison, she has visited many places in Utah that she would not have had the opportunity to visit. She enjoys the site

visits and getting to know so many great people throughout the State.

Ann has a variety of hobbies: reading, sewing, stained glass, being outdoors and having fun with friends and family.

**Q:** What would be the most amazing adventure to go on?

**A:** I have always wanted to go on a hot air balloon safari in Africa. It is on my bucket list.

**Q:** What's the best way to start the day?

**A:** Being from the country, I have always loved waking up to the irrigation sprinklers or the smell of fresh cut hay. That is pretty hard to find living in the city.

**Q:** What's the farthest you've ever been from home? T

**A:** The farthest I have been away from home is Dubrovnik, Croatia. I love to travel and have been to many places in Europe. The longest I have been away from home is seventeen months. I lived in England and that is where I developed my love of England and Europe.

**Q:** If you suddenly became a master at woodworking, what would you make?

**A:** I have seen some amazing carvings. I want a cabin in Montana and I would love to carve some great doors for my home.

## 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

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](mailto:teutsler@utah.gov).

Utah Division of Purchasing & General Services

3150 State Office Building

Capitol Hill Complex

450 North State Street

Salt Lake City, Utah 84114

801-538-3026

[Purchasing.utah.gov](http://Purchasing.utah.gov)

Hours: 8:00 am—5:00 pm M-F

