

# PURCHASING UPDATE



Utah Division of Purchasing  
and General Services

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## Statewide Cooperative ... Approved Vendor Lists

By Cheryl Hess, State Contract Analyst

Wait, what? Let's take a minute to clarify. Statewide Cooperative Approved Vendor Lists or AVLs are a little different from Statewide Cooperative Contracts. AVLs are part of the Statewide Cooperative Contracts program, available for use by Eligible Users, and they can be found on [statecontracts.utah.gov](http://statecontracts.utah.gov). All the State's terms and conditions are ready to go, so what's the difference?

There is usually no cost component<sup>1</sup> when establishing AVLs, so it requires a secondary standard procurement process to obtain cost.

1. The process to use a Statewide Cooperative AVL is a little different.
2. Executive Branch agencies MUST work with the Division of Purchasing to conduct the secondary procurement process on many of the AVLs.
3. Non-Executive Branch agencies must conduct their own secondary procurement process.

It's important that Eligible Users read the Ordering Instructions on the contract landing pages thoroughly before using any Statewide Cooperative Contract or AVL. The information provided on the Ordering Instructions is available to assist Eligible Users when making purchases and provide any requirements when using a particular contract or AVL.

Additional information regarding Approved Vendor Lists can be found in UCA Section 63G-6a-507. If you have more questions, please contact Cheryl Hess, [chess@utah.gov](mailto:chess@utah.gov).

<sup>1</sup>[§ 63G-6a-507 \(6\)\(b\)](#)

# JUST THE FAQs

## APPROVED VENDOR LISTS

By Cheryl Hess, State Contract Analyst

**Q:** How many vendors on the AVL do I need to contact?

**A:** This depends on each portfolio and the secondary process. Please review the ordering instructions for each AVL as these are specific to the AVL referenced. Secondary processes on AVLs must be a Standard Procurement Process. Those include Request for Proposals (RFP), Quotes, and Professionals Services. A secondary process may not be Sole Source on an AVL as that is an exception to a standard procurement process.

**Q:** What does “establish a scope of work” mean or include?

**A:** The scope of work should include all buyer specific requirements such as schedule requirements, pertinent specifications, etc. On Purchasing’s website <https://purchasing.utah.gov/forms/> under Solicitation Forms you may download a Scope of Work template that can assist you in developing this document.

**Q:** Should I keep a record of which vendors I contacted and how?

**A:** Yes. Make sure to keep a record of who you contacted, what information was sent, and how. This could be email records or other documents.

## Statewide Contracts for - IT Solutions for Innovative Ways to Responding to Pandemics

By Solomon Kingston, Contract Analyst

The COVID-19 pandemic has structurally changed the way we as public entities service the public. Many of us are still assessing the most optimal solutions and technology available to us to continue providing our robust services. In support of that effort the Utah Division of Purchasing conducted a value based Request for Proposals (RFP) seeking Information Technology solutions from vendors for cities, counties, school districts, higher education, the State, and all public entities to most effectively manage their response to the pandemic.

### What are the Results of the RFP?

The RFP resulted in 41 different State Cooperative Contract awards. The awards spread across a variety of industries and solutions, centralizing on the use of Information Technology. There are software applications such as contact tracing, e-learning for online training, election software, hiring applications, healthcare management, pandemic management, remote workforce, virtual communication, and numerous others available through this award. For a complete listing of what is available, please refer to this [linked list here](#).

### How Do I Start Using these Solutions?

With the variety of solutions available, the State has elected to not sign State Contracts with all 41 vendors immediately. Rather, the State is signing contracts where there is an actual need identified by a public entity in the State. This is where we need your help in knowing which vendors your entity needs a contract with from the linked provided. If there are any solutions you would like additional information on or would like the State to pursue a State Contract with an awardee, please reach out to Solomon Kingston (State Purchasing Contract Analyst) at [skingston@utah.gov](mailto:skingston@utah.gov). Solomon Kingston will also work with you to help gather any additional information you would like from any one of these 41 awardees. We are here to help support your efforts in managing your entity’s response to the pandemic.

## New Statewide Contract for Floor Covering and Installation

By Thinh Doan, State Contract Analyst

The State has awarded a multiple award contract for Floorcovering and Installation. This portfolio was created to assist State of Utah eligible users find Floorcovering and Installation solutions. This portfolio will replace the current NASPO contracts. The current NASPO contracts are: MA2279, MA2280, MA2281, MA2282, MA3683, MA2684. They will be ending on 12/16/2020. The new set of contracts have been awarded and almost all have been executed.

These contracts will allow for a Best Value determination in purchasing flooring solutions with a minimum discount off their price list. All vendors will be able to provide turnkey installation through the manufacturer either directly or through an authorized dealer. The floorcovering categories will be Modular Carpet, Broadloom Carpet, LVT or Resilient, and the Remainder of the Catalog.

The following seven Vendors have been awarded a contract:

- Bentley Mills Inc. (MA3631): Executed. Minimum Percent Off: 48.6% Modular Carpet, 48.6% Broadloom, 48.6% LVT, and 48.6% rest of catalog.
- Engineered Floors, LLC (MA3632): Executed. Minimum Percent Off: 40.0% Modular Carpet, 40.0% Broadloom Carpet,

40.0% LVT, and 40.0% rest of catalog.

- Interface Americas (MA3633): Executed. Minimum Percent Off: 78% Modular Carpet, 78% LVT, and 78.0% off rest of catalog.
- Mannington Commercial (MA3634): Executed. Minimum Percent Off: 30% Modular Carpet, 30% Broadloom, 30% LVT, and 15% rest of catalog.
- Milliken Flooring (MA3635): Awarded. Minimum Percent Off: 41% Modular Carpet, 19% LVT, and 19% rest of catalog.
- Mohawk Carpet Distribution (MA3636): Executed. Minimum Percent Off: 30% Modular Carpet, 30% Broadloom, and 30% rest of catalog.
- Shaw Industries (MA3637): Awarded. Minimum Percent Off: 22% Modular Carpet, 25% Broadloom, 18% LVT, and 24% rest of catalog.

Please contact Thinh Doan, [tqdoan@utah.gov](mailto:tqdoan@utah.gov) with any questions.





## Community Rehabilitation Program

By Cherilyn Hess, State Contract Analyst

The Community Rehabilitation Program is an important program for the state providing opportunities for people with disabilities to find employment in Utah. In this way we are investing in Utahns and our economy. The program is supported by the Utah Office of Rehabilitation and is authorized in UCA 63G-6a-805.

The Statewide Cooperative Contract PD735, in partnership with Utah Works, secures contracts with nonprofit organizations that employ and train people with disabilities. The contracts that are approved are set-aside contracts. A set-aside contract is mandatory use and must first be considered before an agency utilizes UCI and other Statewide Cooperative Contracts. A full listing of statewide set-aside contracts are on Purchasing's website <https://purchasing.utah.gov/statecontractdirectory/set-aside-contracts/>.

These contracts provide collection and shredding of office wastepaper, onsite drug and alcohol screening devices, and temporary employment services. In addition to the contracts posted on our website, Utah Works has secured agency contracts for additional services including janitorial services, ground maintenance services, and laundry services.

Vendors do not have to go through a standard procurement process but can engage with Utah Works to secure contracts. A vendor must meet certain requirements to qualify as a Community Rehabilitation Program. This vendor must be a non-profit organization, have their place of business in Utah, and maintain an employment ratio of at least 75% of program employees that have disabilities. Utah Works will present to the Persons with Disabilities Advisory Board ("PDAB") that they have found a qualified Community Rehabilitation Program to do the work. The PDAB is made up of three board members with a representative from the Division of Purchasing, Utah Office of Rehabilitation, and a representative from the private business community who is appointed by the Governor. PDAB will review the presented contract(s) from Utah Works and determine if the contract will meet program requirements and needs of state.

If your agency is interested in having a Community Rehabilitation Program provide services that may not have been considered for an agency contract before, please contact Utah Works, PD735, to discuss potential opportunities.



## Spotlight Article



**Chike Ogbuehi**

Chike Ogbuehi has been a Contract Analyst at the State of Utah Division of Purchasing since 2018. He is also serving as an Officer in the Utah National Guard. Chike was born and raised in Lagos, Nigeria. He attended BYU-I where he obtained his undergraduate degree in Psychology. Afterwards, he obtained a law degree from the University Of Idaho College Of Law. He is a Big VANDALS fan!

Chike enjoys being around his family and all the joy and laughter that comes from it. He also enjoys running, road trips, coaching his sons' soccer and basketball teams, and reading good books. He is a strong advocate for breakfast, breakfast-for-lunch, and breakfast-for-dinner due to his innate appreciation for scrambled and fried eggs

### Q and A

**Q:** If you were forced to buy a snack from a gas station, what would it be?

**A:** Walkers pure butter shortbread or beef jerky.

**Q:** What is the ideal chip to salsa ratio?

**A:** One dip and one dip only! Whatever the ideal ratio is, get it in one dip. Maybe 70% salsa to one chip, in one dip.

**Q:** What is always a waste of money?

**A:** Speeding tickets and parking violations are always a waste of money.

**Q:** What is your favorite game or sport to watch?

**A:** Soccer and favorite team is Chelsea FC.

**Q:** What hobby would you get into if time and money weren't an issue?

**A:** Without consideration to time and money, I would travel all over the world and maybe live in a different County every year.



**TOPIC:** To Be Determined

**PRESENTER:** Utah Chapter of NIGP

**DATE:** 1/21/21 | **TIME:** 12—1 PM



### 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 send an email to Tara Eutsler, [teutsler@utah.gov](mailto:teutsler@utah.gov).

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Hours: 8:00 am—5:00 pm M-F

