

PURCHASING UPDATE



Utah Division of Purchasing
and General Services

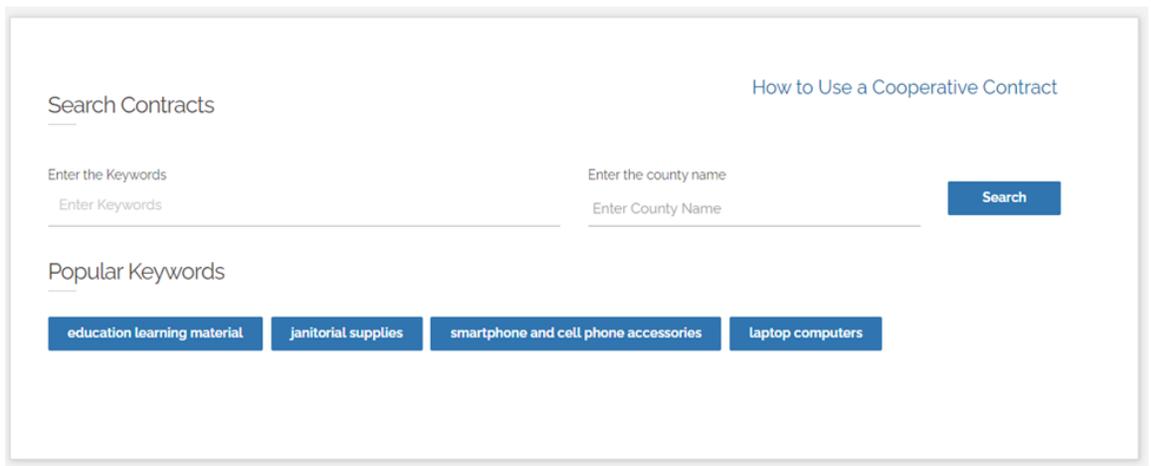
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Best Practices When Using State Cooperative Contracts – Resources for End Users

By Kaitee Hall, Purchasing Agent

With thousands of State Cooperative Contracts at your fingertips on our State Cooperative Contract website, each with their own ordering instructions, attachments, overall purpose, region of service, and contract managers, it is easy to be overwhelmed with information. But never fear, State Purchasing is here to save the day! We have made many developments to make purchasing from our contracts easier. The most recent development is our “Best Practices when Using State Cooperative Contracts” document. This document can be found [here](#) on our State Cooperative Contract search page under the “How to Use a Cooperative Contract” link (see below).



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This document is helpful for users who are less familiar with our contracts and seasoned state contract users alike. It can answer the following questions and more:

- “Am I an eligible user of these contracts/who is an eligible user?”
- “What is the purpose of a State Cooperative Contract and how can using them benefit me?”
- “What best practices should I follow when using State Cooperative Contracts?”
- “There’s so much to read on each contract... what do I really need to know or read?”
- “Do I just need to find a contract available for what I’m buying and purchase from it, or do I need to look at all contracts available for what I need before buying?”

- “What features and discounts are available to me to make sure I’m getting the best available price on state contract?”
- “Do I need to document my State Contract usage? If so, what should I document?”

Between this document, the Get a Quote feature, and helpful contract managers who are eager to make contract landing pages as easy to navigate and informative as possible, State Purchasing is motivated to make purchasing from State Cooperative Contracts as straightforward and simple as possible. We are eager to help you! Always feel free to reach out to your contract managers and liaisons (if applicable) with any questions or feedback you may have. If there is any way we can make the State Cooperative Program better, we would love to hear your feedback. In the meantime, take advantage of this helpful document. Happy purchasing!

Background Investigation Services: New Statewide Cooperative Contract

By Kayla Medina, Contract Analyst

In November of 2019, The State of Utah awarded three contracts to Castle Branch Inc, Accurate Background, and Precise Check for background investigation services under contracts #MA3349, #MA3348, and #MA3319 respectively. These contracts are live and available for use. Please visit the Utah Division of Purchasing & General Services [website](#) to view the full contract and ordering instructions.

The purpose of these new contracts is to provide users with background investigation services and reporting services. All the contractors are NAPBS accredited, and held to a thorough set of professional standards. The vendors offer several options for conveniently ordering reports through online portals or similar practices. There is a wide range of additional services available in the awardees catalog.

Services covered in this portfolio include:

Social Locator (Name/Identity SSN): which may include verification of identity, current and previous residences, social security number, and citizenship.

Country Criminal/Federal Criminal: Including convictions for each of the following: felonies, aggravated misdemeanors,

driving while intoxicated (DWIs).

Sex Offender Registry: Sex Offender Registry, Violent Sex Offender Registry, Sexual Predator Registry, and/or similar registries.

Driving Records: Driver’s license status, including suspensions and revocations, Traffic citations, Vehicular crimes, Accident reports, Driving record points (if resident state uses a point system).

Employment History and Verification: Verification of Credentials relating to Employment History, Education, and Academic credentials.

Contract Information:

Castle Branch - MA3349

Accurate Background - MA3348

Precise Check - MA3319

Please contact kaylamedina@utah.gov or trydalch@utah.gov with any questions about these contracts.

Equitable Treatment of All

By Garret Johnston, Purchasing Agent

Sunday night the wife and I watched the musical Hamilton. For those of you who have not caught the live musical “Hamilton” or watched the streamed recording of it on Disney Plus, it is singing dialog between George Washington, Alexander Hamilton (the protagonist), and Aaron Burr debating political actions to be taken and the values behind those actions to some pretty catchy rapping.

Being more of a sci-fi reader, I do not claim to be any kind of authority in history, but I do recall from school that the real Alexander Hamilton, critical of public reliance on “good natured” people to govern, published this opinion in a local newspaper (Federalist Paper no. 6 published 1788ish) “we must not forget that men are ambitious, vindictive and rapacious [means aggressively greedy or grasping]” (via my pristine, purchased for school, copy of the Federalist Papers). And that to forget this “would be to disregard the uniform course of human events, and to set at defiance the accumulated experience of ages” (e.g., The History Of The Decline And Fall Of The Roman Empire by Edward Gibbon published 1776–1789 and which I took a whole summer to read, it being the last and final history book I will ever need to read).

The musical, too, seems to echo this belief when the fictitious “I’m not throwin’ away my shot” Hamilton dies at a pivotal moment in the musical when he throws away his shot in a gun duel, forsaking for a moment his ambitious nature, to spare a political opponent. His opponent, unfortunately for Hamilton, lived the normal, ambition-driven, vindictive, and rapacious motivated life.

Fast forward to Monday morning during my daily 10-minute read of the Procurement Code, beginning at 63G-6a-102, which is the section on procurement standards. The standard is a tad more elevated than the norm describe by Hamilton in the Federalist papers. Section 63G-6a-102 requires public transparency, fair and equitable treatment of all, promoting activities that increase economy, and engaging in acts that foster effective broad-based competition. Aspiring to a higher standard in order to deliver best value to the communities we serve may require frequent review of section 63G-6a-102. But that is ok because it is kind of nice to have as a job requirement to be fair and equitable to all.



UTAH AGRC
Automated Geographic Reference Center

Do you have a database full of house addresses?

By Automated Geographic Reference Center (AGRC)

You can learn so much from a house address once it has been geocoded. When you geocode, you unlock the ability to visualize your data in a different way. And you can use our search endpoint to answer endless questions about your addresses:

- How close is the nearest fault line?
- What school district will the kids be in?
- What is the broadband availability in my area?
- Where do I go to vote?
- What Census tract or Block am I in?

- Where is the closest post office?

This list could go on and on.

The Automated Geographic Reference Center (AGRC) is the State of Utah’s map technology coordination office. The AGRC creates, maintains, and stores geospatial data in the State Geographic Information Database (SGID), a one-stop shop to hundreds of data layers developed, aggregated, or acquired by state government. [AGRC’s Web API](#) is an http-enabled service for accessing this valuable geospatial data.

Contact AGRC at agrc@utah.gov and visit the website <https://gis.utah.gov> for more information.

State Mail & Distribution Services

By State Mail

State Mail & Distribution Services provides mail services to state agencies and other government entities in the greater Salt Lake area. In return they charge their customers per piece of mail, per type of mail and per service such as standard mail processing, custom work orders, and courier pick up. The two primary advantages for customers are reduced postage rates and convenience. In FY20 State Mail realized almost 2 million dollars in postage cost avoidance for their customers.

State Mail & Distribution Services and Print Services are currently working with a developer in creating a new invoicing software platform called “CAM” - Copier and Mail. CAM will interface with the postage meters, generate work orders, and import third party data files in order to improve automation, add new rates and combine rates to create custom tasks.

- CAM will be capable of handling the rate calculation, summing up the entries and producing the invoices for customers.
- Customers will have the ability to go online to view/export invoices in a PDF or CSV format.
- CAM will be capable of producing batch files that are in a format acceptable by FINET, applying the same or very similar logic as that in the current interface.
- Customers will be able to go online and create a new SMAC.
- The interface will send an IET file to FINET for state customers.
- The interface will send an RE file to FINET for non-state customers.

State of Utah — Print Services and Secure Printing

By Print Services

Print Services

Print Services is a part of State Purchasing and has a unique program to accommodate lease and maintenance of copiers for your office or copy center.

Digital Copier Lease and Maintenance Program offers zero percent copier lease to state agencies, cities, counties, education and non-profit organizations. Using the national NASPO ValuePoint contracts we are able to get very competitive pricing for your copier or multifunction needs. If you don't have a budget for your copier we can help. If you don't want to deal with sales reps and you want to make sure you get a great deal. This program is put into place to help make it easier for you.

As you may know, we are in the process sun setting the Stoutware system. We are building a new system that will make the process more streamlined with up to date reporting and billing. This new system will be more automated but we will be here to help with any of your needs or questions. The new system will be a great tool for keeping all our State agencies, cities, counties, education and other end users, up to date with invoicing and reporting on your copiers. No need to worry about the how and why, just know that the Print Services team is here for you if you have any questions.

Secure Printing

We also have a contracted Print Shop for sensitive document Printing and related publishing services. The State Copy Center provides high quality digital printing and related services for high demand black & white and color impressions. They are equipped with many additional finishing products such as: binding, laminating, folding. etc and mailing through State Mail.

State Print Shop

6770 S. 900 E. Midvale, UT 84047
801-538-8631
statecopycenter@utah.gov
digitalcopierservice@utah.gov

Larry Harston – Program Manager
801-957-7153
lharston@utah.gov

Heather Stevens
801-957-7152
hstevens@utah.gov

Spotlight Article



Rick Straw

Rick was born and raised in Evanston, Wyoming. He is the youngest of a combined family of six kids, and the only boy to boot. He survived his sisters long enough to move out and get some bathroom counter space in college.

Rick has been with State Purchasing for almost 3 years. After graduating law school in 2015, he worked in transactional real estate, specifically, reverse §1031 exchanges. The contract drafting and client focus he gained in this position fit naturally into purchasing. Though to say he knew what purchasing was before accepting the job would be an overstatement. Rick is the

liaison for the Department of Health and enjoys the nuances in contracts that come through State Purchasing.

He really enjoys the people, the work, and feels pride in knowing that he is providing an amazing service to the State of Utah. Rick has a variety of hobbies: soccer, reading, hot yoga, watching football, and devising booby traps to keep his dog Wanda from escaping the yard.

Q and A

Q: What is always a waste of money?

A: Frozen organic burger patties. They don't ever taste as good as you want them too.

Q: Why does your dog Wanda always try to run away from you?

A: Wanda is a free spirit that likes to explore and wants to be friends with every person she meets. Not unlike many teenagers. But, there are so many things she doesn't know. It's my job to keep her safe and I do that with garbage can booby traps, new fences, and zip lines.



TOPIC: Amazon Business Account and Statewide Contract | **PRESENTER:** Blake Theo Porter

DATE: 9/17/2020 | **TIME:** 12:00 - 1:00 PM

SUMMARY: If you have questions about how using Amazon fits into your procurement strategy (and to ensure you follow the Procurement Code) please join us for a discussion about the State of Utah's Amazon Business Account and statewide contract.

REGISTRATION: A link will be emailed out.



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.

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Hours: 8:00 am—5:00 pm M-F

