

PURCHASING UPDATE



division of
**Purchasing and
General Services**

Importance of Scope of Work and Specifications

Michael Glenn, Purchasing Agent

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“I needed this yesterday; we have to get it NOW!” Almost everyone has heard this classic line at some point from a project manager/end user. This statement can quickly cause shortcuts to be taken in the forming of the required solicitation documents. It is sometimes easy to overlook the importance of the scope of work/specifications for a solicitation. When done incorrectly, it can drastically slow down the solicitation process. A proper scope of work can ensure we get appropriate vendors responding to solicitations and sets clear expectations from the start that can make the whole project run more smoothly. Whether it is for a rushed solicitation or a bigger project with plenty of lead time, you want to focus on the scope of work.

During the solicitation the scope of work is what really tells the vendors what we are looking for and what they will be doing so they can respond appropriately. After the solicitation, the scope of work is critical in the contract to show what we expect of the vendors and what we are holding them to do. A few questions can help ensure your scope of work has the necessary information without being overly specific (steering) or having excessive information:

- Who, What, When, Where, Why?
- What is my problem?
- To solve this problem what do I need? And what do I want?

JUST THE FAQs

Pest Control Services

By: Division of Purchasing

Q: What services are available under the Pest Control contracts?

A: This contract provides a wide range of pest control services including the following categories: General Pest (beetles, spiders, earwigs, roaches, ants, box elder bugs, basic rodent, etc.), Termite, Mosquito, Wildlife (raccoon, squirrel, bats, rattlesnakes, etc.), and Bird Deterrent. The contractor will supply the necessary equipment, supplies, chemicals and labor to supply users of the contract with a pest-controlled environment. Additional pest control services may be provided as listed in the contractor's catalog.

Q: Are the Pest Control contracts an Approved Vendor List?

A: This contract portfolio was recently transitioned from an approved vendor list to best value contracts. As of July 2021 a secondary procurement process is no longer required to make a purchase from an awarded contractor. Eligible Users will order directly from contractors using a best value determination. Obtaining quotes is not required, but is allowable as a part of a best value determination.

Q: Can I use any of the contractors for any service?

A: There are five separate award categories under this contract portfolio. Contractors may only perform services in the categories for which they were awarded. With a total of eight vendors holding contracts, be sure to reference the award categories prior to making a purchase.

Continued from page 1

The biggest thing is trying to make sure that the scope of work is focused enough to get the item/service that is needed, but not overly specific to the point that it limits competition and/or steers the solicitation. Taking a step back and looking at the problem that needs to be solved instead of what specific item you want, is a great way to begin forming the scope of work.

The scope of work is very important during the solicitation process and has a significant impact on the solicitation and resulting contract. Focusing on the underlying purpose of the solicitation, to define what we need to solve a problem and promoting competition amongst vendors, will help create an effective scope of work.

Scope of Work

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input type="checkbox"/>	_____



STATE OF UTAH



SUSTAINABLE PURCHASING SUMMIT

EVENT DATE: March 22, 2022

TIME: 8:00 AM MST to 4:00 PM MST

LOCATION: Taylorsville State Office Building
4315 S 2700 W, Taylorsville, UT 84129
1st Floor, Tuachan Room

Speakers include recognized private industry leaders in sustainable procurement & higher education SSP experts

In-Person attendance with a virtual option

If you would like to host a Watch Party for the event, email michellebrown@utah.gov



**Utah Department of
Government Operations**

Utah ALC Schools

Cat Turner, Purchasing Agent

We are constantly working to provide our students, teachers, and staff with the highest quality transportation services to ensure safety and stability in all regions of our state. To ensure your students' unique needs are met, we are excited to announce a newly adopted participating addendum with ALC Schools, under an OMNIA Partners master agreement, to help your students get safely to and from school each day.

This ALC Schools contract provides supplemental student transportation to more than 350 school districts in 18 states across the country. Drivers and vehicles meet federal, state, and district-specific requirements along with ALC Schools stringent training and ongoing compliance.

Canyons School District in Salt Lake County has been using the program, and Director of Transportation Jeremy Wardle shared more about their success:

"Providing a good transportation experience for our students and their families who live in our local mountain and canyon areas had become a significant challenge for our district," says Jeremy Wardle, Director of Transportation at Canyons School District. "ALC has expertly solved that particular headache by taking charge and ensuring both the safety of our students, and the satisfaction of their families, with

the transportation of their children to and from school."

ALC Schools' fleet of adaptive vehicles (mini-vans, SUVs, and sedans) deliver safe, reliable, consistent, and cost-saving supplemental transportation for a variety of students:

- Special Needs
- Displaced
- McKinney-Vento
- Hard-to-serve trips
- Out-of-district
- Multi-district coordination

"We knew about ALC's reputation for providing high-quality transportation services to students with special needs," says Wardle. "We had one student with special needs who lived down a private road. It was too narrow for a bus and had a dead end so the bus could not turn around. Because the student was in a wheelchair, the bus had to back down the road, a task that became near impossible on trash day, or days when it had snowed."

To learn more about the new ALC Schools contract, click [here](#). If you have any questions regarding this contract, please reach out to Cat Turner at (801)-957-7128 or caturner@utah.gov.



Transitional Costs

Laurel DeLagerheim, State Contract Analyst

Have you ever completed a Transitional Cost analysis? If you have a legacy system on a contract that is about to expire, there is guidance on what data should be provided for review.

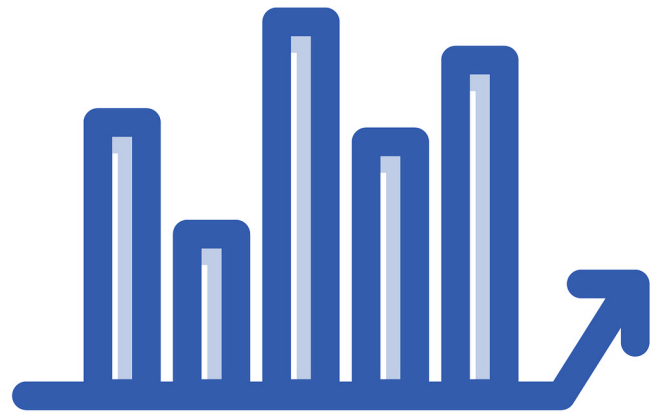
Let's start with where to find Transitional Costs in the Procurement Code. 63G-6A-802(1)(b), Transitional costs are a significant consideration when selecting a procurement item and results of a cost-benefit analysis can demonstrate whether or not transitional costs are unreasonable or cost prohibitive.

What exactly are Transitional Costs? The answer is the cost of changing from an existing provider and an item to another provider of that item, or an existing type of item or service to another.

When completing a transitional cost analysis, here are few items that should be included. Costs that are directly associated with changing from an existing provider or item to a competing provider or item. Training, conversion, compatibility, system downtime, disruption, installation, hardware, construction, and ancillary software to name a few. You must include a full lifecycle cost analysis of the existing type of procurement item and competing type of procurement items in order to determine which procurement item is more cost-effective. This can be

demonstrated by costs offered by a competing provider(s) for a competing type of procurement item in a competitive bid or RFP process conducted within the last 12 months, costs offered by a competing provider for a competing type of procurement item in a competitive bid or RFP process conducted prior to the most recent 12 months, updated using an applicable price index, and written cost estimates obtained by the procurement unit from a competing provider for a competing type of procurement item.

If you have a legacy system and believe that it is cost prohibitive to update the system, providing data based on the information listed above is the best way to start your ACWESPP based on Transitional Costs procurement.



Armored Car Services

Cat Turner, Purchasing Agent

The Division of Purchasing is pleased to announce that we have executed statewide cooperative contract PD3786 with Brinks to provide armored car services. As an Eligible User, please review the master agreement carefully as it differs from our standard statewide cooperative agreement terms and conditions. If your entity is interested in moving forward, reach out to the main point

of contact at Brinks listed on our website to discuss routes, rates, and other relevant information. Once the scope of work is finalized, your entity and Brinks will execute a Participation Exhibit and services can commence.

If you have any questions, please reach out to the contract manager, Cat Turner, at 801-957-7182 or by email at Caturner@utah.gov.

Procurement Education Partnership

SCHOLARSHIP

Are you ready to further your career through certification?

A PEP Scholarship can be the first step in obtaining either a CPPO or a CPPB UPPCC. The scholarship can cover the standard application and test fees (no late fees) and a [CPPB Prep Guide - digital](#).

In Eligibility requirements for the scholarship:

- Be a member of the Procurement Education Partnership for at least one year.
 - ⇒ Members receive monthly emails from procurementeducationpartnership@utah.gov
 - ⇒ Want to join to be eligible next year—send an email to teutsler@utah.gov
- Show a commitment to deepening your knowledge of public procurement
 - ⇒ Current requirement is to have attended at least 4 of the last 6 monthly Brown Bag Learning Series webinars
 - ⇒ As training moves to in-person, requirement moves to having attendance 75% of the training hours available to members for the previous 6 months
- Ensure eligibility to qualify for the exam
 - ⇒ Scholarship applicant must have gathered the materials for the CPPB/CPPO application and determined that all the requirements necessary to qualify (degree, coursework, training hours, etc.) for the application have been met

UPPCC Certification information; <https://uppcc.org/Certification>

	Spring Examinations	Fall Examinations
Scholarship Application Deadline	20 Jan 2022	20 Jun 2022
Exam Application Window Opens	1 Nov 2021	May 16, 2022
Application Submission Deadline	28 Feb 28 2022	Jul 31, 2022
Application Submission Late Deadline	14 March 2022	Aug 13, 2022
Approved Candidates Schedule Exam By	11 Apr 2022	Sep 19, 2022
Exam Dates	2-14 May 2022	Oct 17-29, 2022

UTAH CORRECTIONAL INDUSTRIES

DID YOU KNOW WE OFFER...



SIGNAGE

UCI produced signs are available in aluminum, wood, or recycled plastic with sign surfaces also available in a variety of materials. From standard road signs to custom vehicle decals, the UCI Sign Shop is the answer to all of your signage needs. Options include:

- Interior Signage
- Road Signage
- Large Format Signage
- Forest Service Signage
- Exterior Signage



EMBROIDERY & SCREEN PRINTING

UCI offers a state-of-the-art, digitized, embroidery service operation. We can embroider your logos, message, images, team name, company name and more onto clothing and apparel or just about any accessory you choose.



****With our move to the new location coming soon, we will not be taking any new orders on furniture and upholstery jobs until after our move is complete. We apologize for the inconvenience.****

MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

VISION

Building a better community through career development.

OUR BUSINESS OPERATIONS

**PRINTING | EMBROIDERY/SCREEN PRINTING
FURNITURE | DOCUMENT SCANNING
SIGNAGE | SEWING**

View the "UCI First" State Use Law (63G-6a-804)

**QUESTIONS? CONTACT US AT 801-576-7700
UCI.UTAH.GOV**

Spotlight Article

Hi, my name is Jennifer Knowles. I'm married and have a son and 3 step-children. I'm from Utah and consider it one of the most beautiful places in the world. I love the mountains and all of the outdoor things to do in our great state. I went to the University of Utah for my undergraduate degree and the London School of Economics for graduate school. I have previously worked for the state and, now, I'm excited to be a on the Utah Division of Purchasing and General Services team.

What is the best vacation you have been on?

A couple of years ago, I went to Amsterdam with my husband and son and rented a house. The house was old and cold; we had to wear coats indoors. We went to the Ann Frank Museum and a couple of art and science museums. We did a river tour and ate yummy apple cinnamon pastries daily. I loved it because we weren't in a rush to see everything and just enjoyed our time together.

What is your biggest fear?

My biggest fear is losing a loved one.



If you could have dinner with one famous person, who would it be?

I'd love to have dinner with Oprah because she has worked hard in her life, and I believe she has a lot of compassion for people, and I respect both of those things about her.



BROWN BAG LEARNING SERIES

PRESENTERS: State Purchasing

TOPIC: TBD

DATE: 2/17/2022

TIME: 12:00 PM—1:00 PM



SUSTAINABLE PURCHASING SUMMIT

DATE: March 22, 2022

TIME: 8 AM—4 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 Jessika Huhnke, jessikahuhnke@utah.gov

Utah Division of Purchasing & General Services

4315 S. 2700 W. FL. 3

Taylorsville, Utah 84129

801-957-7160

Purchasing.utah.gov

Hours: 8:00 am—5:00 pm M-F

