

PURCHASING UPDATE



division of
**Purchasing and
General Services**

Another View On Small Purchases

Krysta Countryman, State Contract Analyst

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Training

Did you know, that when you make a purchase under the small purchase rules you are, by a small extension, considered a purchasing agent in that moment? Did you know that small purchases are governed by code, rule, and purchasing policies? The Division of Purchasing recommends for any individual who wishes to utilize the small purchase rules to first seek to understand what is required by code and rule. Take time to read the code, rule, and policy to fully understand what is required by law prior to making a procurement. Second, review the process conducted prior to authorizing or completing a procurement under the small purchase rules.

One should read and review all sections under the small purchase code, rule, and policies. However, a few key components to note are:

Procurement Code:

63G-6a-506(1) Definitions for (a) annual cumulative threshold, (b) individual procurement threshold, and (c) single procurement aggregate threshold.

63G-6a-506(8) It is unlawful for a person knowingly to divide a single procurement into multiple smaller procurements, including by dividing an invoice or purchase order into multiple invoices or purchase orders. Knowingly dividing a purchase is a punishable crime, see 63G-6a-2404.3(2)

JUST THE FAQs

Firearms Contracts

By: Laurel DeLagerheim

Q: What types of Firearms are offered in this portfolio?

A: The solicitation was open to include pistols, rifles, and shotguns. The awarded vendors currently offer pistols and rifles. If the need arises, State Purchasing may re-open the solicitation seeking more competition for the rifles category.

Q: Who are the vendors on contract?

A: Glock and Maxim Defense are the awarded manufacturers. Glock is using the following companies as their authorized resellers: Salt Lake Wholesale contract number MA3624SA, LA Action Police Supply MA3624LC, and Proforce Law Enforcement MA3624PR. Maxim Defense authorized reseller is Modern Warriors, LLC contract number MA3626MW.

Q: Can I purchase directly from the manufacturer?

A: The Portfolio is structured so all purchases go through an authorized dealer that the manufacturer has authorized to sell their products.

Q: Can firearm accessories be purchased from this contract?

A: This portfolio is for the firearms only. Ammunition can be purchased from contract PD137. Police Equipment and Supplies can be purchased from contract MA3078.

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Administrative Rule:

R33-5-104

- (3) Individual procurement threshold \$5,000
- (4) Single procurement aggregate threshold \$10,000
- (4)(c) Annual cumulative threshold for purchases made from the same source \$50,000.

R33-5-107

- (1) For procurement item(s) where the cost is greater than \$1,000 but up to a maximum of \$5,000, a procurement unit shall obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.
- (5) The names of the vendors offering quotations and bids and the date and amount of each quotation or bid shall be recorded and maintained as a governmental record.

Policy:

In addition to code and rule, Executive Branch Agencies must also follow Purchasing Policy number 4, Small Purchase Thresholds which sets the following limits;

- Individual procurement item threshold \$1,000
- Single aggregate threshold \$5,000
- Quotes for small purchase \$5,000

Resources available to you:

It is understandable for an individual utilizing their authority under the small purchase rules to feel confused by all the Small Purchase requirements of code, rule, and policy. We have created resources to help, which are available to you on our website.

1. Small Purchase Training – Anyone who seeks to utilize their small purchase authority is recommended to complete the small purchase training. Further information can be found on this [instructions document](#).
2. Purchasing forms – Purchasing forms for Quotes for Small Purchase, Sole Source, and Professional Services have been created to guide you through the processes and help you remain in compliance with the code and rule. The forms are located on [this webpage](#).

Prior to awarding the solicitation to a vendor, the procuring individual should review that the small purchase solicitation process was conducted in accordance with applicable code, rule and policy.



2022 STATE OF UTAH SUSTAINABLE PURCHASING SUMMIT

Date: March 22, 2022

Time: 8:00 am - 4 pm

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

The Spring 2022 Procurement Education Partnership Seminar (PEP Seminar) will be held Tuesday, March 22 from 8 AM - 4 PM.

This seminar is hosted by the State of Utah Division of Purchasing as part of its PEP seminars. The seminar will focus on the expanding arena of Sustainable Purchasing. The Utah Division of Purchasing has aligned top sustainable procurement experts from private industry, higher education, and state government to discuss current best practices, top tools, and leading trends in the sustainable purchasing field. Specific topics of the Summit include:

- Arizona State University's Sustainable Purchasing Initiative, Nicole Darnall
- Amazon and It's Sustainability Initiatives, Anthony Jenkins
- Utah Sustainable Business Coalition, Panel Discussion
- The "Power" of an RFI, Utah Division of Purchasing
- State Facility Energy Efficiency Fund, Sarah Boll, State of Utah, DFCM
- And many more topics...

This seminar is designed to be in-person with an option to join remotely as individuals or as a group. The Division of Purchasing wants to hold a few Watch Parties outside the central Wasatch front. Watch Parties would allow participants to learn, eat, and network with procurement professionals a little closer to home. The Division of Purchasing would supply lunch and a purchasing employee to help host the event. If you are interested in hosting a Watch Party at your entity or participating in one in your region, note your interest during the registration process or contact Solomon Kingston at skingston@utah.gov. Please note that if you would like to host a Watch Party, a member of the Utah Division of Purchasing will attend your event to assist you.

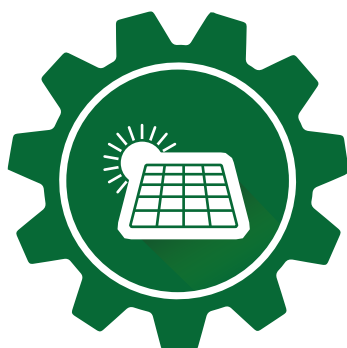
A light breakfast and full lunch will be provided at the main event location and at the Watch Party sites.

Register for In-Person attendance [HERE](#)

Register for Webinar (Google Meet) attendance [HERE](#)

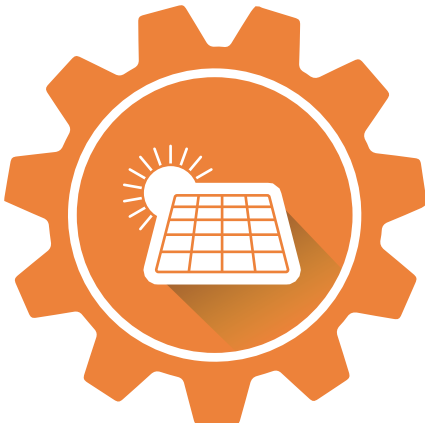
Register to attend at a Watch Party -- see the next page

If you have any questions about the Summit, please contact Solomon Kingston at skingston@utah.gov.



**Utah Department of
Government Operations**

STATE OF UTAH



SUSTAINABLE PURCHASING SUMMIT

NORTHERN UTAH WATCH PARTY at Davis School District

EVENT DATE: March 22, 2022

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

LOCATION: Freeport Center
Building F-3
Clearfield, UT 84016

Lunch will be provided | Register [HERE](#)

SOUTHERN UTAH WATCH PARTY at Washington County School District

EVENT DATE: March 22, 2022

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

LOCATION: Coral Cliffs Professional
Learning Center
2060 N 2100 W
St George, UT 84770

Lunch will be provided | Register [HERE](#)

For additional information:

Solomon Kingston | skingston@utah.gov



**Utah Department of
Government Operations**

Tips and Tricks to Running a Solicitation

Cat Turner, State Procurement Manager

Code, Rule, and Policy are the bedrock of formulating and running a solicitation, but here are a few tips and tricks that also help to ensure a smooth solicitation.

Before Posting:

1. Consider posting a Request for Information before you post the solicitation in the procurement portal. A lot can change in a year or five years. It may also be worth asking about any shortages or supply chain issues. Unfortunately, those seem to be the norm lately and not the exception.
2. Research any data that may be requested by vendors during the Request for Proposals or Invitation for Bids process relating to the prior contract such as spend, users, quantities ordered, service hours, and any other pertinent data that will allow vendors to give a better response and include the data in the background section of your solicitation. Also make sure to include any information such as if the entity is moving to a new location which could affect the vendor being able to provide the goods and/or services.
3. Title all of your documents to make them easier to direct vendors to if any questions are received during the Question and Answer Period. Before posting the event, double check the titles of the solicitation documents and any references to the documents throughout the posting. For example, if Attachment B is the scope of work document and it is referenced in Attachment C, make sure that reference is correct.
4. Review the prior solicitation as well as the Question and Answer board. There may be some valuable questions and answers that give you insight into your new solicitation.

5. Get buy in from those who use the contract the most before posting the solicitation and ask if they know of any vendors who should be invited.

Posting:

1. Invite the incumbent vendor (if any) via email so they are aware of the new solicitation.
2. Do not close events on a holiday, on a weekend, or when you might be out of the office unless you have proper coverage with an out of office email and voicemail set up.
3. Research other vendors in the industry and find emails – it may require a phone call as many websites no longer post email addresses. Again, invite these vendors through email so they can find and respond to the solicitation.
4. Respond to questions asked in the Question and Answer board as soon as possible in case your answer requires a follow up question from a vendor (if the deadline for questions allows).

After the Event Closes:

1. If you do not receive any responses to your solicitation, reach out to the vendors after the solicitation to see why they did not respond. Maybe the event was not open long enough or was confusing – you may need to circle back and complete a Request for Information.
2. If you are cancelling, make sure to post any necessary documents in accordance with Code and Rule.

Hopefully these tips and tricks will be helpful and please feel free to share any tips and tricks that you may have or learned as you have posted solicitations.

For more questions, contact Cat Turner, caturner@utah.gov.

Prepayments

Michael Glenn, Assistant Director and Nick Strautins, State Contract Analyst

There are many instances where a prepayment is necessary during the solicitation process. A common one can be professional services wanting partial payment upfront and the rest after the services have been completed. Other situations could be paying for services upfront to receive better pricing and save money overall. Both of these scenarios are reasonable reasons to prepay, but there are a few steps that need to be followed.

The first thing that should be done is making sure there is open communication with the vendor to see if there is any expectation of a prepayment. The last thing you want is to finish up the solicitation and suddenly receive an invoice for some payment upfront. This can lead to delays and muddies the waters. It's best to get that out in the open right away.

For Executive Branch agencies, the next step is authorization. A prepayment must be authorized by the Chief Procurement Officer ahead of time as well as the agency's Executive

Director. To do this, agencies can fill out the Prepayment Form from the Purchasing website (found here: <https://purchasing.utah.gov/forms/>) and submit it to purchasingsolicitations@utah.gov along with members of their supporting Pod. This form asks for all the information needed in order to get a prepayment approved.

The approved form should then be used for supporting documentation for the payments in case they are pulled during an audit.

In the end, prepayments are something that can come up frequently in some industries, but they aren't a problem when handled in the correct order. Like most things, effective communication with the vendor can help identify when a prepayment might be needed and then getting Purchasing involved early can help alleviate and further delays. Additional information can be found in Code 63G-6a-1208.



PREPAYMENTS

UTAH CORRECTIONAL INDUSTRIES

DID YOU KNOW WE OFFER...



EMBROIDERY & SCREEN PRINTING

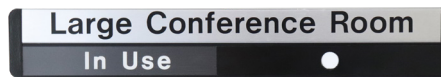
UCI offers a state-of-the-art, digitized, embroidery service operation. We can embroider your logos, message, images, team name, company name and more onto clothing and apparel, ppe items, or just about any other accessory you choose.



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



Aluminum American Flag



****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.

DID YOU KNOW UCI ALSO OFFERS...

**PRINTING | EMBROIDERY/SCREEN PRINTING
FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | 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



James Andrews, Intern

Hi I'm James Andrews. I was raised in Sandy Utah. I started here with the Division of Purchasing this year in August as an intern working part-time while going to school. I've enjoyed the work here with the kind and friendly environment. I am currently pursuing my Bachelor's degree in both Accounting and Finance at the University of Utah. I will be graduating next fall with a double major. I enjoy spending time outdoors playing sports, hiking, and camping. I'm really excited to continue working with the Division of Purchasing this next year and also get another semester closer to graduating.

Q and A

Question: What's the best vacation you have ever been on?

Answer: A couple years ago I went to Florida and went on a cruise in the Caribbean islands with some friends. Also, in the summer of 2019 with some friends we hiked up to King's Peak the highest peak in Utah.

Question: What is your biggest fear?

Answer: Spiders

Question: If you could have dinner with any famous person, who would it be?

Answer: Tony Robbins. I've read some of his books and watched some of his seminars and found them really fascinating.

TRAINING



PEP SEMINAR:
SUSTAINABLE PURCHASING SUMMIT
DATE: 22 Mar 2022
TIME: 8 AM—4 PM
PLACE: Taylorsville State Office Building
 4315 S 2700 W, 1st Floor
Northern Utah Watch Party:
 Davis School District
Southern Utah Watch Party:
 Washington County School District



UT CHAPTER OF NIGP
DATE: 10 March 2022
TIME: 9:00 AM —11:30 AM
TOPIC: Chapter Meeting & Training
PLACE: Taylorsville State Office Building
 4315 S 2700 W, 1st Floor
Login & register through nigputah.org



BROWN BAG LEARNING SERIES
DATE: 21 April 2022
TIME: 9:00 AM —11:30 AM
TOPIC: Amazon Business
PLACE: Webinar
Registration begins in April

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

