

PURCHASING UPDATE



division of
**Purchasing and
General Services**

Prepayments

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State Purchasing

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 muddy the waters. It's best to get that out in the open right away.

For Executive Branch agencies, prepayment must be authorized by the Chief Procurement Officer ahead of time. 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

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JUST THE FAQs

Automotive Fleet Supplies

By: Tiffany Rydalch, State Contract Analyst

Q: What contracts are available for auto parts?

Q: What specific auto parts are available under each contract?

Q: What is the pricing structure?

A: See the list of contracts below, which is a combination of State of Utah solicited/awarded contracts and NASPO ValuePoint solicited/awarded contracts. Next to each contract it lists what specific auto parts are covered. Each contract pricing structure is a percentage off of current list price. Percentage discounts remain the same throughout the entire term of contract and the list prices are updated annually.

State of Utah solicited/awarded

MA3687 Elliott Automotive Parts Co Inc dba Factory Motor Parts - *Automotive and Industrial Batteries; Automotive Air and Oil and Fuel Filters*
 MA3688 Battery Systems Inc - *Automotive and Industrial Batteries*
 MA3689 Thomas Logistics LLC - *Antifreeze*
 MA3690 Cummins Sales and Services – *Antifreeze; Automotive Air and Oil and Fuel Filters*
 MA3691 Parts Authority LLC- *Automotive and Industrial Batteries*
 MA3692 Kenworth Sales Co – *Antifreeze; Automotive and Industrial Batteries; Automotive Air and Oil and Fuel Filters*
 MA3693 Vehicle Maintenance Program Inc - *Automotive Air and Oil and Fuel Filters*
 PD2978 Crus Oil Inc- *Antifreeze; Automotive Air and Oil and Fuel Filters*

NASPO ValuePoint solicited/awarded

MA3882 Genuine Parts Company dba NAPA Auto Parts – *entire parts catalog*
 MA3889 Parts Authority LLC – *entire parts catalog*

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.



Making the Best of a Small Purchase

Kim Clausing, State Contract Analyst

Making the best of a small purchase. What if only a portion of my procurement is on statewide contract but the rest of my procurement is not? Is that considered knowingly dividing a single procurement? I recently ran into this. Utah Procurement Code states:

63G-6a-506. Small purchases.

(8) (a) 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, if:

(iii) the division is done with the intent to:

(a) avoid having to use a standard procurement process, other than the small purchase process, that the person would otherwise be required to use for the single procurement; or

(b) make one or more of the multiple smaller procurements fall below a small purchase expenditure threshold established by rule under Subsection [\(2\)\(b\)](#) that the single procurement would not have fallen below without the division.

The important thing to remember is the intent. What was

the intent of dividing the solicitation? The intention wasn't to avoid the thresholds for small purchasing, the intent in this procurement was to purchase as much of the small procurement on statewide contract and then go out for quotes on the remaining items not on statewide contracts.

For questions, contact Kim Clausing, kclausing@utah.gov



NARCAN: The Power to Save Lives that You Need to Know About

Nick Hughes, Assistant Director

Benjamin Franklin once said, “an ounce of prevention is worth a pound of cure” this of course being in reference to fire plagued Philadelphia in the early 1700s and their reactionary nature to fires as opposed to addressing fire hazards and safer practices beforehand.

We live in a day and age where we can gather information in a millisecond. You can actually become an expert on the above mentioned quote and history behind it in a matter of minutes and question its authenticity.

Unfortunately, no matter how much action we put into information gathering, research, prevention, etc., accidents will always happen and there will always be a need for a “pound of cure”. The goal is to reduce the need, but have the cure as a last line of defense.

The OPIOID crisis is here, it’s not going away, and it kills. In Utah, ten adults die each week from a drug overdose. Eight of these are due to opioids, and of those eight, four are due to prescription opioids. This is someone’s brother, sister, friend, daughter, son, father, or mother. This is a crisis, so much so that in February of 2022 there was a \$26 billion settlement from major drug companies. Of this money, Utah will receive approximately \$266 million over the next 18 years.

The great news is that we have a cure on our side. Naloxone (Narcan) reverses and stops an opioid overdose. It saves lives, and is legal to possess.

Narcan is offered by a company called Emergent Devices and no other company manufactures this product. Narcan nasal spray is a ready-to-use, needle-free device, which requires no assembly. There is no risk of a needle stick with this formulation (which lessens probability for disease transmission). It is more user friendly and prior medical training is not required in order to administer Narcan nasal spray.

This nasal spray cure, is available on our Statewide

contract with Cardinal Health at a reduced rate. It is contract PD3277 and you may contact the Utah account rep, Janine Collette at janine.collett@cardinalhealth.com or the MMCAP representative at the State of Utah, Nicholas Hughes at nhughes@utah.gov or 801-957-7141.

Even better, if you are part of an educational institution or law enforcement unit, Narcan may be available at no cost to the end user through the Utah Narcan Program, <http://www.utahnaloxone.org/>.



OCMS

Melanie Dijkstra, *Contract Analyst*

Is your procurement alphabet soup currently leaving you unsatiated and hungry for more? You are in luck; the Division of Purchasing is adding an additional hearty OCMS acronym in order to increase satisfaction. The Office of Contract Management Support, or OCMS, is an initiative with the Governor's Office to support State Executive Branch agencies in actively managing contracts while providing additional insights into overall contract performance and effectiveness.

This will include various levels of support related to contract development, escalation resources, contract performance analytics, and preparation for future solicitations. This, combined with the existing Pre-Solicitation and Solicitation services will allow the Division of Purchasing to provide full process support for the entire life-cycle of procurements much like a complete well-balanced meal.

Please keep in mind, contract ownership, payments, and final decisions remain with the agencies. In preparation, you may have noticed complimentary appetizer-sized 'surveys'

arriving at agency tables. Please participate in responding to these monthly surveys. The questions may be the same, but your contract use and communications with the contractors may be different each month.

Additionally, you can help us help you by ensuring the surveys are arriving at the table of the correct customer. It is our intent for these surveys to reach the agency's contract manager—the person who is defined as the end user responsible for day-to-day oversight of contract.

Please be patient with us as we roll out the program. If you are not the correct contact, notify OCMS and we will work to get the information updated. Information gathered from the surveys will be used to develop vendor scores and enhance contract management support moving forward.

At this time the OCMS is only available for State Executive Branch agencies, but will be reviewed for additional eligible users as it ramps up. If you have any questions, we can be reached at: contractmgmtsupport@utah.gov



UCI

UTAH CORRECTIONAL INDUSTRIES

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NEW LOCATION. SAME HIGH QUALITY PRODUCTS.

FURNITURE

Our products range from simple items like coin holders and toy boxes to premium pieces that can be found in the Governor's Mansion and the State Capitol. We produce furniture for various state and local agencies, local colleges and universities, and a number of other entities.



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Whether you are looking for task chairs, lounge seating, sofas, love seats, or benches - UCI has your solution. Our objective is to help you enhance your office environment. Seating produced by UCI is stylish, modern, comfortable, and reasonably priced. They're constructed with high-quality components, woods, and fabrics and are designed to withstand heavy use.



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 CAN OFFER...

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SIGNAGE | SEWING

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

QUESTIONS? CONTACT US AT 801-522-7931
UCI.UTAH.GOV

Spotlight Article



Melanie Dijkstra

I was born and raised in Michigan and have graduated from both Michigan State and the University of Illinois. I got hired for my first job after college with the State of Utah Division of Wildlife over the phone and moved here without ever having visited and only seeing Utah in photos. It proved to be just as amazing as the pictures and aside from 2 years spent in New Hampshire, I have lived in Utah for the past 22 years. My alternate professional career personality is that of a yoga therapist and I hold certifications in yoga, yoga therapy, trauma therapy, kids yoga, paddle board yoga and acroyoga. In my free time I enjoy any outdoor adventure which involves hiking, camping, paddle boarding, mountain biking, yoga, snowboarding, and rock climbing. I have a dog named Justice and two wonderfully sassy children, ages 18 and 13. And yep, having successfully completed raising one human to 'adulthood' is somewhat surreal. I am

excited to be working with the division of Purchasing and look forward to working with all of you.

Q and A

Q: What is the best vacation you have ever been on?

A: I would have to say it is tie between Croatia and France.

In Croatia, I met some locals on the island of Hvar who took my friend and I sailing and kayaking, as well as rock climbing on cliffs alongside the ocean.

In France a few years ago, I was in a park in Paris practicing partner acrobatic skills with my friend, when two "real acrobats" who performed for a living invited us to come train with them for a few sessions at the Paris National Circus School. I have loved acrobatic and circus arts since I was a kid. Many of my Halloween costumes were of tightrope walkers, trapeze artists and gymnasts. So, this was a bit of a dream come true. The school is actually housed in a giant circus tent and I had so much fun performing circus tricks in an actual circus tent with actual circus people. Take that mom, who said I could not run away and join the circus! Haha.

Q: What is your biggest fear?

A: Being paralyzed by fear.

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

A: I do not know about dinner, but I would like to travel through the wilderness for a week with Ansel Adams taking nature photos.

PROCUREMENT TRAINING

DATE CHANGE

EDPAC BUYER'S WORKSHOP

DATE: November 18, 2022

TIME: Multi-hour

TOPICS: Multiple

PLACE: TSOB

Procurement training geared toward School Districts

Registration begins in October

NIGP-UT CHAPTER MEETING & TRAINING

DATE: December 1, 2022

TIME: Multi-hour

TOPICS: Multiple

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

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Taylorsville, Utah 84129

801-957-7160

Purchasing.utah.gov

Hours: 8:00 am—5:00 pm M-F

