

PURCHASING UPDATE



division of
**Purchasing and
General Services**

Search Term Suggestions in the State Cooperative Contract Search

Kaitee Hall, Purchasing Agent

State Cooperative Contracts (found on our [State Cooperative Contract search](#)) are a time and money saver for end users. However, finding out what is and is not on contract can sometimes be time consuming. My goal is to give you some ways to engage with our State Cooperative contract search that make the system easier to navigate.

I often engage with State Cooperative Contract users who exclusively use the dropdown suggestions when engaging with the State Cooperative Contract search. See an example of the dropdown suggestions below:

Enter the Keywords

Enter Keywords

janitorial supplies

janitorial cleaning products and supplies

janitorial services

Cleaning And Janitorial Supplies [Portfolio]

Bell Janitorial Supply [Vendor]

supplies

smartphone and c

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JUST THE FAQs

Public Safety Communication Equipment

By: State Purchasing Staff

Q: I am looking at the Public Safety Communication Equipment Portfolio and the Contract/Vendor that I previously used is expired, what should I do?

A: New contracts and participating agreements were put in place in December of 2021 through a NASPO solicitation. Many of the same vendors were awarded new contracts and they can be found by searching our website by using the name of the vendor, or the generic portfolio name.

Q: I previously used contract AR1810 to order a specific radio and this radio is no longer on the pricing sheet on your website, am I able to order it still?

A: Not all vendors were awarded the same categories as before, so there are changes to what can be ordered. There are likely suitable replacements available via a competitor, but if you believe there is justification to continue to use the same equipment, please speak with your agency liaison in Purchasing and they will be able to advise you on how best to proceed.

Q: Can I just place the order with these vendors because this is on SCC?

A: No, all orders must receive authorization from Utah Communications authority prior to being placed. The ordering instructions are up to date for each contract in our website and include explicit instructions for placing your order.

While these suggestions are helpful, *you do not need to use them in order to search*. For example, even though these suggestions are helpful, I can include the results for all of them and more if I just search what I have entered in the screenshot above, “janitorial”.

Using a specific keyword (examples above are janitorial supplies, janitorial cleaning products and supplies, and janitorial services) are useful if I exclusively need that procurement item and *only* want to see contracts that have that keyword included.

Using a portfolio search such as “Cleaning and Janitorial Supplies [portfolio]” is useful if you are familiar with a portfolio of contracts and you only want results to be contracts that are within that specific portfolio.

Vendor searches like “Bell Janitorial Supply [vendor]” are only going to pull up that vendor’s contracts with the State of Utah.

While all of these are methods of searching you want to keep in mind, do not forget that searching a shorter, unsuggested term (“janitorial” in our example) will frequently cast a wider net and result in more contracts that could include what you are looking for.

Please do not forget to keep these searches somewhat broad. For example, searching “pencils” will bring up minimal contracts, as it’s too specific of a search term. Searching “office supplies” is more likely to be a successful search.

“Related Contracts” and “Other Contracts From”

If you are looking for a specific portfolio or if you want to see what other contracts a specific vendor has, you can also go into a contract, scroll to the bottom, and if applicable there will be a “related contracts” and “other contracts from” section.

R33-9-103: Request for Proposals

Brent Bowden, Purchasing Agent

A well thought out Request for Proposals (“RFP”) should be easy for the vendor community to know what is being required to submit a proposal. Mandatory minimums and technical criteria should be concise and leave little room for interpretation. Once proposals are submitted it should also be straight forward for the evaluation team to score. (Part 7 Request for Proposals)

However, what happens if during the evaluation process you realize you may have omitted some important details? There is a solution for that. R33-9-103, Cancellation Before Award But After Opening offers some options.

Spending some time reviewing R33-9-103(1)(a)-(j) offers a myriad of solutions. The options in this section vary from instances where no one met the requirements in the Scope of Work, an infraction of code or rule occurred and so on. Specifically part (c) “Inadequate, erroneous, or ambiguous specifications or requirements were cited in the solicitation” gives you the opportunity to fix what was not concise in the first RFP and re-solicit with updated language. This is a good time to review how the solicitation was interpreted and modify the language to leave little room for misinterpretation. This will ensure that when the RFP is open again for round two the vendor community will be able to answer and respond as was anticipated.

If any questions arise during the RFP process, feel free to contact Brent Bowden at bbowden@utah.gov or 801-957-7144.



Marketing and Advertising Portfolio update

Laurel Delagerheim, State Procurement Manager

We recently provided an update regarding how the Marketing and Advertising Portfolio has changed. The new contracts have transitioned from an AVL to a Multiple Award. Eligible Users may now make a best value determination and directly contact and order from the contractor awarded in their particular category.

The Portfolio is now “For Convenience” which means Executive Branch Agencies are no longer required to use the vendors on contract for Marketing and Advertising Services. The Division of Purchasing is happy to assist your agency with a solicitation process to meet your needs outside of these convenience contracts.

We recognized the changes that have been made impacted not only agencies but the vendors as well and the Division of Purchasing will be re-opening the solicitation to allow for more competition. If you have been contacted by a vendor who is interested in this re-solicitation, please contact me directly so I can ensure they receive and invite to participate in the upcoming solicitation.

If you have any questions regarding these contracts, please reach out to Laurel deLagerheim at (801) 957-7121 or ldelagerheim@utah.gov



State Cooperative Contract Payments: GMA vs PRC

Jessika Huhnke, Purchasing Agent

State Cooperative Contracts (SCC) are allowed to be paid one of two ways: GMA or PRC. While each payment method is valid, the agency should review the pros and cons for each method before deciding which to use.

General Master Agreement Payment Request (GMA)*

While a GMA is freeing, it is also problematic. The freedom can lead to error. Why? It is how FINET is built. A GMA is built from the bottom up. The user **references** a cooperative contract by typing in the number and other relevant information; however, the GMA is **not linked** to the contract so the system does not check the contract for user error.

First, a GMA does not check if a contract is expired. Some agencies have mistakenly paid on an expired contract for a year before realizing the contract no longer exists. The FINET Users utilizing GMA documents to pay on a State Cooperative Contract **must** go to statecontracts.utah.gov to check the effective dates of the contract for the payment. If the contract has expired, no payments should be made. An exception allows for payment IF a late invoice arrives which proves that the work was performed or the items were purchased prior to the end of the contract. Verification that the work or purchase was within the effective dates of the contract is the responsibility of the agency making the purchase. An audit finding can result if a payment is made for

work performed or items purchased outside of the effective dates of an SCC.

Another issue with a GMA is that the user adds the vendor code by hand. As the GMA is not linked to the contract, FINET will not warn the user if the wrong vendor code is applied and FINET will not warn the user when a vendor has been locked or discontinued on the contract.

Payments after contract ends and the ability to add any vendor to a GMA can cause fraud. We recommend that users make payments through a PRC.

Payment Request (PRC)

A PRC is created directly from the contract which makes it the best choice for state cooperative contract payments. FINET checks the expiration date, provides the correct vendor code, and prevents payments to vendors whose contracts have expired. PRC instructions (to the right) are provided on each State Cooperative Contract's landing page (statecontracts.utah.gov). By utilizing a PRC payment requests instead of GMA requests, an agency will ensure payments are only requested on active vendors and active State Cooperative Contracts.

Agencies need to be aware of the differences between GMA and PRC, where things can go wrong, please choose accordingly.

If you have questions regarding the FINET instructions or creating a PRC, please contact financesupport@utah.gov.

PRC Order Instructions located on State Cooperative Contract Landing Pages:

PRC: "Eligible Users using FINET are recommended to use a DO to PRC or a stand-alone PRC to request payments on purchases from a State Cooperative Contract in order to effectively track payments against the contract in FINET and Data Warehouse. If a DO to PRC or a stand-alone PRC is not possible, Eligible Users using FINET may also use a GMA. Eligible Users shall utilize the vendor code provided on the contract in FINET when making either PRC or GMA payment requests. If you receive an invoice that does not match the vendor information on the contract, please notify the Division of Purchasing prior to processing your payment request."

Dept #: FY23 & Beyond

With FY23, the Department of Government Operations was assigned the department number 150. All SCC created prior to FY23 use the department number 100 in the FINET search engine. After FY23, the department is 150. Because of the department change, we recommend not using a department number when using the document search catalog in FINET.

1) Finance policy does not allow GMA requests for payments against agency contracts.

Spotlight Article



Marci Woodward

Marci Woodward is a State Contract Analyst with the State of Utah's Division of Purchasing and General Services. Marci has worked in government for 17 years and has extensive experience in accounting, procurement, and contract management. She has worked for the Utah State Tax Commission, the Utah Department of Corrections, the Utah Division of Child and Family Services, and the Salt Lake County Sheriff's Office.

In addition to her career in government, Marci also has experience in veterinary care, elderly care, and the non-profit sector. She has an Associate's degree from Salt Lake

Community College. Marci was born in Utah and has spent much of her life in Salt Lake County. In her high-school years, she lived on the island of Guam for 9th and 10th grade and in Houston, Texas for 11th and 12th grade. She is happily married and has one child.

In her free time, Marci enjoys volunteering, singing karaoke, doing puzzles, attending on-stage theatre performances, listening to audiobooks, watching television, playing old-school video games, and spending time with family, friends, dogs, and cats.

Q and A

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

A: It's a tie between Bali and Japan. They were both amazing experiences.

Q: What is your biggest fear?

A: Spiders

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

A: Author Brené Brown

TRAINING

NIGP MULTI-STATE MEETING

DATE: September 7-8, 2022

TIME: 8:00 AM —2:00 PM

TOPIC: Agenda to be provided

PLACE: In Person/Webinar

*Log in as NIGP member to register.
Sep 7 In person at TSOB or webinar
Sep 8 Webinar*

PEP SEMINAR

DATE: October 13, 2022

TIME: Multi-hour

TOPICS: Multiple

PLACE: TSOB/Watch Party/
Webinar

Registration begins mid-Sep

EDPAC BUYER'S WORKSHOP

DATE: November 18, 2022

TIME: Multi-hour

TOPICS: Multiple

PLACE: TSOB

*Procurement training geared toward
School Districts
Registration begins in Oct*

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

