



currently doing along the lines of emergency response contracts and planning. Jim passed out information on the University of Utah Disaster Management program ([www.ehs.utah.edu/Disaster.html](http://www.ehs.utah.edu/Disaster.html)) and shared information obtained from LSU concerning their emergency operations lessons learned from the Katrina disaster.

7. Retention of Procurement Documents. Mike led a discussion on how each campus manages their procurement documents. Retention schedules were discussed and Kent provided information on the state retention of procurement documents.
8. Systems Furniture Contract Renewals. Nancy led a discussion on the status of the selection committee for state cooperative contracts covering systems furniture. Kent said the State Purchasing agent managing this area is Terri O'Toole (801-538-3147). This may end up being a WSCA contract. If not a new state cooperative contract will be done. Kent outlines plans for state purchasing to include an administrative fee on certain state cooperative contracts. The fee would be built into the pricing and managed between the vendor's and the state similar to the way current WSCA contracts operate.
9. "Claim of Business Confidentiality" Forms. Nancy led a discussion on the update of state procurement document "Claim of Business Confidentiality" posted on the State Purchasing web site. It does not reflect the new current state procurement code numbering. Other members indicated they have noticed not all state procurement documents reflect the current code numbering. Kent said the documents would be examined and updated as required.
10. American Reinvestment and Recovery Act (ARRA). Jim led a discussion on how each campus is managing and tracking any ARRA funds received. He shared a copy of the U of U "Supplemental Terms and Conditions for Contracts Using ARRA Funds" with members and said an electronic version was available for those wanting one. Contact Jim if anyone wants the electronic version. The importance of tracking ARRA funding to meet federal requirements was discussed.
11. State Government Budget Status and Projections. Jim led a discussion on the impact of the current state finances on each campus and talked about a recent "Salt Lake Tribune" article titled "Government Budgets Worse Than Anticipated." The next state revenue projection numbers will be available after November 17, 2009. Other revenue projections will be used by the State Legislature in the upcoming January 2010 session.
12. Custom Fit Host Institutions Have In-house Trainers/Training. Lois led the discussion on how each campus is managing this professional procurement issue, i.e. having on-campus training versus public solicitations for same

services.

13. Around the Table. Nancy led a discussion on what Higher Education staff members do concerning selection of auto rental insurance if the state auto rental contract is not used. There were different campus policies discussed when independent car rental agreements were used.
14. Next Meeting. The next meeting will be a conference call set up by State Purchasing on February 2, 2010 at 2:00 P.M.. Dan will set up the conference call and advise members accordingly.

## UPAC MEETING MINUTES

**Date: August 3, 2009**

**Location: University of Utah**

**Participants:** Lois Wiesemann (Salt Lake Community College), Jim Parker and Kathy Ingleby (University of Utah), Nancy Emenger (Weber State University), Gene Higham attending for Bud Covington (Utah State University), Robyn Sheriff (College of Eastern Utah), Greg Stauffer (Board of Regents), Ryan Lindstrom (Utah Valley University), Mike Jorgensen (Snow College), Kent Beers, Dan Reisner (State Purchasing) and Brenda Veldevere (State Purchasing Agent).

Meeting Chair: Lois Wiesemann

1. Approval of Minutes. The minutes from the meeting of April 20, 2009 were approved.
2. New UPAC Member. Robyn Sheriff was welcomed as the new Director of Purchasing for the College of Eastern Utah. Members introduced themselves to Robyn.
3. Utah Supplier Development Council Trade Show (USDC. September 17, 2009 at the Wells Fargo Building in Salt Lake City (approx. 200 South and Main). There will be a lunch provided during which UPAC members can take a minute or two to introduce themselves and their organizations. The trade show will follow. The following members indicated they will be attending: Lois and two of her buyers (SLCC), Ryan (UVU), Gene Higham (USU) and Nancy Emenger (WSU). Others planning to attend need to confirm with Nancy Orton (801-538-3148) in State Purchasing.
4. EdPAC Convergence. November 5, 2009 at the Granite School District's Jones Center, 382 East Baird Avenue (3605 South), Salt Lake City. This is the same location as last years conference. Cost to be determined but approx. \$20 per person. Registration material to be sent out at the end of September. Point of contact is Reed Taylor (801-538-3709).
5. State Cooperative Contracts – Copy Machines. Brenda gave an update on the status of the new WSCA copy machine contracts as well as the current statewide copy machine contracts. She distributed a contract matrix and discussed new features in the agreements. New WSCA contract information will be posted on the State Purchasing website once it is received from the WSCA contractors.

Brenda was invited to the next UPAC meeting in November to provide a copier contract update.

6. SB81 Illegal Immigration – E-Verify. Kent handed out a copy of the new

State Standard Terms and Conditions and led a discussion on the changes made to implement SB81 at the state level. This was followed with a discussion about how each campus was incorporating the change.

7. BidSync. Jim led a discussion on the use of BidSync and some challenges experienced at the U of U concerning notification of preferred vendors. BidSync has been bought out by a firm in Chicago and Joe McCaul is no longer with BidSync. WSCA is planning to do an electronic purchasing RFP. Colorado is the lead state and Utah will have a member on the RFP committee (Paul Mash). Utah will file an Intent to Participate in the upcoming RFP and post it in accordance with state procurement requirements.
8. E&I and U.S. Communities. There was discussion concerning the use of E&I, U.S. Communities and WSCA contracts. Higher Education can participate in E&I contracts if they are on the contract sourcing team of the commodity. U.S. Communities generally negotiates their contracts and does not go through a public solicitation process. The State does not participate in their bid process consequently their contracts are not used.
9. Workers Compensation Insurance. Lois led a discussion on what each campus is doing to ensure their rules are applied to independent contractors or consultants. Referees hired for sports contests are an area of concern.
10. Inventory & Fixed Assets. Robyn led a discussion on what others are doing to manage their inventory and fixed assets in Banner. Members provided references for Robyn to contact to assist her with the process.
11. Purchasing Cards. There was a discussion on what each campus is doing with their purchasing card program.
12. Shredding Services. Mike led a discussion on how members are managing shredding services on campus. Images of documents are considered legal documents.
13. Employee Recognition State Cooperative Contracts. Nancy led a discussion about employee recognition awards. The State is currently working on a bid for this area. Brenda Veldevere is the agent who will be managing the bid. Her phone number in State Purchasing at 801-538-3142. There was discussion about a recent KSL report concerning what is being spent in this area as well as what some agencies are doing to purchase promotional items for some of their programs. Kent said the state plans to continue to provide contracts to meet the needs of agencies.
14. Dorm Room Furniture. Nancy said they are planning to furnish about seven buildings with dorm furniture. There was discussion about dorm furniture

short term plans. Dan mentioned state freight contracts are available to benchmark what vendors want for freight. A lot of money has been saved in freight dollars working with school districts to ship new school furniture to Utah. Dan's phone in State Purchasing is 801-538-3216.

15. Background Check RFP. Ryan inquired about a background check RFP. Lois said they have a contract with Lexus-Nexus. She is working with Nancy Orton in State Purchasing to look further into this area for a possible state cooperative contract.
16. CNG Conversion State Cooperative Contracts. On June 1, 2009 the State awarded three new contracts for CNG vehicle conversions to compressed natural gas (CNG). They are MA843, MA844 and MA848. The State Agent managing the contracts is Adrian Ruger. His phone is 801-538-3146.
17. Next Meeting. The next meeting will be held on November 4, 2009 at Salt Lake Community College (Larry Miller Campus, Sandy) at Noon. Lois will be providing further details.

## UPAC MEETING MINUTES

**Date:** April 20, 2009

**Location:** Conference Call – Arranged by State Purchasing

**Participants:** Bud Covington (Utah State University), Nancy Emenger (Weber State University), Mike Sorenson (Snow College), Ryan Lindstrom (Utah Valley University), Jim Parker (University of Utah), Lois Wiesemann (Salt Lake Community College), Pete Heilgeist (Southern Utah University), Kent Beers and Dan Reisner (State Purchasing) and Terri O'Toole (State Purchasing Agent).

Meeting Chair: Bud Covington

1. Approval of Minutes. The minutes from the meeting of February 2, 2009 were approved.
2. State Cooperative Carpet Contracts. Nancy led a discussion with Terri O'Toole participating concerning the status of statewide carpet contracts and the new WSCA carpet contract. Nevada is the lead state for the WSCA contract. Terri said she will be rebidding the state cooperative carpet contracts and will compare those results with the current WSCA contract. She is presently looking for sourcing team volunteers.

There was discussion about some poor service received at Weber State including determining if the issues related to the carpet installers or issues with the quality of the carpet provided by the carpet mill.

3. State Cooperative Contract – FedEx. Dan discussed a recent change in the FedEx contract (MA454) wherein he negotiated an early renewal with FedEx to reduce and/or freeze current pricing through August 27, 2010. This was done as a result of the serious condition of our national economy and was only made possible due to the WSCA shipping volume generated by this contract. There are currently 18 states using this WSCA agreement.

Departments on each campus using UPS are encouraged to benchmark the new FedEx pricing, effective April 6, 2009, to ensure UPS is at least matching the new WSCA FedEx pricing. This early renewal eliminated the potential impact of the standard carrier general rate increases sought in January 2009 and January 2010. It is very important that any carrier contract, agreement or quote be in writing. This way each department on campus can document the freight dollar savings per UPS their user account number(s).

4. 2009 Legislative Update. Kent provided a legislative update and there was discussion about the impact on UPAC members. Included in the discussion were House Bill 331 Health Insurance Coverage in State Contracts; Senate Bill 39, Illegal Immigration (E-verify Program) and House Bill 436, State Prohibition of Sudan Related Contracts.

5. Budget Cuts. Jim led the discussion on the impact of budget cuts on each campus. Everyone has been dealing with reduced budgets and staffing. Kent said State Purchasing lost 2 ½ FTE positions so far.
6. Copier Contracts. Mike inquired about the impact of the new WSCA copier contract (Nevada is the lead state) versus the current state cooperative copier contracts. Kent said he will have Brenda Veldevere prepare an update for distribution to UPAC members.
7. P-Card Usage Fees. Mike led a discussion about what members were using in their terms and conditions to avoid P-Card user fees. Companies are not supposed to be charging campus users for the use of their P-Cards. Jim said he would research this issue and advise.
8. Office of Commissioner of Higher Education. There was discussion about providing Greg Stauffer with information on UPAC. Ryan said some information has been provided to Gregg. Pete said he will follow up with Greg to ensure he answers any questions about the role and function of UPAC over the years to present.
9. UPAC Chair Rotation. The traditional changing of our Chair position took place. Lois is our new Chair. Many thanks to Bud for his fine service as our Chair for the past year. It is appreciated.

By way of information the UPAC Chair Rotation schedule began in 1988-89 with Jim Michaelis from then UVSC listed as our first Chair. The rotation for the following three years is:

2010-11	University of Utah
2010-12	Utah Valley University
2010-13	Southern Utah University

10. Next Meeting. The next meeting will be held on August 3, 2009 at the University of Utah at Noon. Jim will be providing further details.



## UPAC MEETING MINUTES

**Date: February 2, 2009**

**Location: Conference Call – Arranged by State Purchasing**

**Participants:** Jackie Freeman (Dixie State College), Bud Covington (Utah State University), Pete Heilgeist (Southern Utah University), Nancy Emenger (Weber State University), Lois Wiesemann (Salt Lake City College), Jim Parker (University of Utah), Mike Jorgensen (Snow College), Ryan Lindstrom (Utah Valley University), Dan Reisner and Brenda Veldevere (State Purchasing). Kent Beers was called to participate in a Legislative Committee meeting and was unable to attend the conference call.

Meeting Chair: Bud Covington

1. Approval of Minutes. The minutes from the meeting of October 29, 2008 were approved.
2. Copiers. Brenda Veldevere gave an update on the status of the WSCA Copier RFP and the planned transition from the current state cooperative copier contracts. The WSCA Copier RFP closes on February 5, 2009. The award winners are planned to be announced by the end of March with contract implementation in June. The lead state is Nevada. Included in the RFP are black and white, color, color production and wide format copy machines. Brenda providing her contact information 801-538-3142 and [bveldevere@utah.gov](mailto:bveldevere@utah.gov) in the event there are future questions.
3. Freight. Dan discussed the WSCA Fed Ex tonnage summary for 2008 shipping reflecting the types of service, i.e. air versus ground, used by the participating WSCA states and the positive trend shown where many states, including Utah, are moving away from express air service (most expensive) toward ground service (least expensive with longer transit time) to save additional transportation dollars. Even changing from Next Day 10:30AM air delivery to Second Day delivery will significantly reduce freight expenses. Utah's participation in the WSCA Fed Ex contract, MA454, continues to save agencies and political subdivisions significant freight dollars.
3. Legislative Session. Jim led a discussion on several bills that are currently being reviewed by the legislature including, SB 18, Utah Transparency Advisory Board Amendments and HB 238, Exemption to University Housing from Eviction Laws. The status of budget cuts was discussed and the impact each campus in the state.
4. UPAC Council Phone Directory. There were some corrections identified that need to be made to the Council Directory. Dan will make the changes.
5. Charter Bus Rental. There was discussion about the rental of charter buses for various campus events. Jim provided links to charter bus information one

of which is a federal web site that allows for the review of professional carrier safety information: <http://www.safer.fmcsa.dot.gov/CompanySnapshot.aspx> and the other a guide to charter bus information: [www.docstoc.com/docs/3416196/A-Guide-to-Chartering-Buses](http://www.docstoc.com/docs/3416196/A-Guide-to-Chartering-Buses).

6. Next Meeting. It was decided the next meeting will be a conference call on April 20, 2009 at 2:00 PM. Dan will set up the conference call through State Purchasing and advise what the bridge line number will be.

## UPAC MEETING MINUTES

**Date: October 29, 2008**

**Location: Utah Valley University**

**Participants:** Bud Covington (Utah State University), Lois Wiesemann (Salt Lake Community College), Ryan Lindstrom and Jenna Miner (Utah Valley University), Mike Jorgensen (Snow College), Nancy Emenger (Weber State University), Jim Parker (University of Utah), Al Johansen (Westminster College), Dan Reisner (State Purchasing) and guest Jim Michaelis (Utah Valley University).

Meeting Chair: Bud Covington

1. Prior Meeting Minutes. The minutes from the meeting of August 11, 2008 were approved.
2. New State Purchasing Director. Kent Beers is the new State Director of Purchasing effective November 3, 2008. A copy of the new listing of staff in the State Division of Purchasing and General Services was distributed to members earlier in the day via email.
3. New Purchasing Agent in State Purchasing. Matt Jenkins was hired to replace Rosalie Nance who retired.
4. Higher Education Budget Cuts. Jim led a discussion on the impact of the national economy on Higher Education. All locations are feeling the impact.
5. Possibility of State Contract for Signage. Jim led a discussion about doing a statewide contract for signs. There was interest expressed by members. Dan will discuss the status of any state contracts for signs with the state purchasing agent (Mike Rigby) and report back to the membership. Nancy said her campus has used the UCI sign contract for inside signs.
6. IRS Audit. There was discussion about a special Higher Education audit of different campus locations across the United States. Bud said USU has received a notice. These IRS audits are slated to begin in January 2009.
7. Security Issues. Jim reported there has been a significant increase at the U of U of on campus car burglaries. There was discussion on the status of security issues on each campus.
8. State Freight Program. Dan distributed copies of part of his freight presentation given at the state of Oregon Procurement Conference in Salem during the week of October 20<sup>th</sup> along with a list of current statewide freight contracts. There was discussion about how the different statewide contracts save transportation dollars. Also, there was discussion on ways each campus mail room could save additional dollars by taking

advantage of different discounts offered by the USPS. Currently the state has several contracts in place used by State Mail for bulk international mail shipments and US mail shipments of flats. Jeff Mottishaw is the State Mail & Distribution Manager (801-323-4302) who has the specific details on how the State saves significant mail dollars.

Dan was requested to send a copy of his Oregon Power Point presentation to members.

There was a request to bring a state purchasing buyer to future meetings to discuss their key statewide contracts similar to the brief freight presentation provided by Dan. One suggestion was copier contracts (Agent: Brenda Veldevere). Dan will discuss the request with the Director of Purchasing.

9. Privatization of Food Service and Bookstores. There was discussion on the status on each campus. Snow College has privatized their bookstore.
10. EdPac Conference on November 17, 2008. The invitation to attend EdPac was sent to UPAC members by Dan. It will be held at the old Granite School District location and not the new location which is on State Street by the I-80 freeway. All are invited to attend. State Purchasing contact: Reed Taylor @ 801-538-3709).
11. P-Cards. There was discussion on how each campus encourages the use of purchasing cards on the state contract. Nancy said they stressed the usage at their recent on-campus vendor fair.
12. RFP Requests. Ryan was seeking copies of RFPs covering athletic corporate sponsorships and athletic clothing. Bud and Jim said they would send copies of their specifications to Ryan.
13. Emergency Notification Contracts. Nancy led a discussion of the status of emergency notification procedures and systems for each campus.
14. Next Meeting. The next meeting will be a conference call on February 2, 2009 at 2:00 PM. Dan will set up the conference call through State Purchasing and advise what the bridge line phone number will be.

## UPAC MEETING MINUTES

**Date:** May 20, 2008

**Location:** State Capitol

**Participants:** Jackie Freeman (Dixie State College), Jim Parker (University of Utah), Nancy Emenger (Weber State University), Ryan Lindstrom (Utah Valley State College), Bud Covington (Utah State University), Pete Heilgeist (Southern Utah University), Lois Wieseman (Salt Lake Community College), Vicki Kulow (College of Eastern Utah), Mike Jorgensen (Snow College), Douglas Richins and Dan Reisner (State Purchasing).

Meeting Chair: Bud Covington

1. Campus Cell Phone Policies. Pete led a discussion on the current status of campus cell phone policies.
2. New State Cooperative Copier Contracts. Information was distributed about seven new statewide color copier contracts. The buyer managing these contracts, Brenda Veldevere, came to the meeting, provided additional facts and answered questions. Regional color copier contract awards are pending.
3. Procurement Rule Changes and Potential Legislation Providing Preference for Health Benefits. Doug gave an update on pending procurement rule changes. He also advised there will be a change in the numbering of state code which will also affect the numbering of the Utah Procurement Code Annotated.

Doug provided information concerning the status of the initial efforts of the Health System Reform Task Force. They will propose a bill in the upcoming 2009 Legislative Session which, if enacted, will require a preference be given to offering bidders that offer qualified health insurance. There was discussion about the potential scope and application of the bill.

4. Emergency Operations Forms. Nancy led a discussion on the development of required forms that must be used to qualify for FEMA reimbursements in the event of an emergency. There was discussion about the importance to properly document emergency expenditures as a result of lessons learned from Katrina.
5. Custom Fit Host Institutions. Lois led a discussion on internal training resources and training programs at individual Higher Education locations. The program is administered by UCAT.
6. Federal Withholding of Vendor Taxes. There was discussion about the potential impact of the federal legislation, slated to become effective in 2011, which would require procurement agencies to withhold a percentage of a vendor payments to make sure taxes are paid.

7. Other Issues.

Bud said he had received a call from a new consortium called Pro Vista. The representative's name is Chris Chitwood. This purchasing consortium will now be making campus calls.

Doug advised progress has been made with the WSCA computer contracts in the area of PC standards. Utah is working with the WSCA lead state, Minnesota, to develop and implement the new PC standards which Dell has recently responded that they will comply with.

8. Purchasing Card Conference. There will be a P-Card conference at the Capitol on May 21, 2008. Mike mentioned he never received notification of the conference. US Bank will be at the conference.

9. Next UPAC Meeting. The next meeting will be held on August 11, 2008 at Snow College at Noon. Mike will be providing additional details.

## UPAC MEETING MINUTES

**Date: March 14, 2008**

**Location: Dixie State College**

**Participants:** Lois Wieseman (Salt Lake Community College), Ryan Lindstrom (Utah Valley State College), Mike Jorgensen (Snow College), Jim Parker (University of Utah), Jackie Freeman and Christie Nielson (Dixie State College), Nate Millward (Board of Regents), Nancy Emenger and Ryan Bouwhuis (Weber State University), Kent Beers (State DFCM), Bud Covington (Utah State University), Al Johansen (Westminster College), Doug Richins and Dan Reisner (State Purchasing).

Meeting Chair: Jackie Freeman

1. Presentation by Kent Beers from State DFCM. Kent led a discussion of required construction documents resulting from HB 216 and its requirements for Higher Education, state agencies and their respective procurement processes. DFCM has additional documentation available (<http://dfcm.utah.gov>). There was discussion concerning when agencies and institutions must follow DFCM's inspection process. Five contract firms are available to be used in the plan review and building inspection process on projects of less than \$100,000.
2. WSCA/State Contracts for Emergency Preparedness/Large Disaster Procurement. Nancy led a discussion about the status of the emergency preparedness at Weber State. Doug said there is state cooperative contract for large scale emergency response – see AR1456. Brenda Veldevere is the state purchasing agent managing the contract.
3. RFP for Promotional Items. Nancy requested a state cooperative contract be developed. There was discussion about some of the problems with fragmented purchasing by some campus departments and related issues. Nancy agreed to chair the committee. Doug said Brenda Veldevere would participate from state purchasing. Randi Ruff from the U of U, Martha Wilding (SLCC) and Kim Flippence (USU) was also nominated to assist. There is a potential that Earl Clegg, Director of the U of U Bookstore and Steve Ferre, Director of the SLCC Bookstore or their designee's may also serve on the committee.
4. Statewide Contract for Water Treatment. Dave Gill (801-538-3254) in state purchasing is looking for people who would be interested in serving on his committee to re-bid the statewide water treatment contracts. Currently there are four contracts covering chemicals and service which expire in September. Carlyle Clarke (U of u) and Gene Higham (USU) were volunteered to assist.
5. State Contract for Car Rentals. Mike inquired about the scope of the current state car rental contract with Enterprise and if he could approach them about locating a store in the Snow College area of the state. There is nothing in the

current contract that would prohibit the contractor from expanding their business to meet this need.

6. Legislative Update from Last Session. Doug provided information pertaining to legislation that passed and the impact on procurement for state agencies and Higher Education. Discussion included, but was not limited to, the following bills: SB45, HB75, HB426, SB38, and SB81.

7. Sole Source Rule R33-3-4. Doug passed out a draft of the proposed rule change for review and discussion. Any input could be given to Lois as she represents Higher Education on the Procurement Policy Board.

8. RFP Depot. Jim led a discussion on the status of Higher Education use of RFP Depot. Doug asked if there was a need for more training sessions. RFP Depot was reported to be very proactive in this area with each campus. The question will be asked again as an agenda item at the next UPAC meeting.

9. UCAT. Doug led a discussion on UCAT procurement and possible way in which to assist as required.

10. Mac/Apple Computer Purchases. Lois led a discussion about recent sales trends at the SLCC Bookstore. Others discussed the status of these computer sales at their respective institutions.

11. Budget Related Issues. Jim led a discussion on Higher Education funds budgeting. Issues were discussed as they relate to the academic side of business versus the procurement side.

12. GRAMA Requests. Jim led a discussion on how each campus responds to GRAMA requests.

13. Signature Authority. Bud led a discussion covering models used at each Higher Education campus. Nancy will send members a copy of her WSU policy.

14. On-Campus Freight Deliveries (Fed Ex, DHL, etc). Bud discussed a recent series of events that led to a meeting at USU with Fed Ex to clarify campus pick-up and delivery locations and service to university departments. Progress was made to streamline this process. Using both state cooperative carriers will, in itself, provide a compensating control to ensure carriers provide services as stipulated in the state cooperative contracts. Dan Reisner offered to assist with any freight related issued as required.

15. P-Cards. Bud led a discussion on the status of purchasing card use on each campus with regard to high dollar procurements. It was noted that Qwest will accept the P-Card for utility payments.



16. Contract for Background Checks. Ryan led a discussion on the need for an RFP for a contract covering background checks. The U of U and SLCC currently have contracts in place. It was decided a new state cooperative contract would be a benefit. Lois agreed to chair the committee and Nancy Orton from state purchasing will also participate. Lois said she will send members a copy of her current contract. Jim will benchmark the SLCC contract with his U of U contract and provide the results. Sandy Gundersen, U of U, was also nominated be on the committee.

17. Dell Computers. Mike led a discussion on the status of Dell Computer sales at Higher Education locations.

18. Office Depot. Doug led a discussion on the state cooperative contract with Office Depot. The State of Georgia recently cancelled their single source contract with Office Depot. Larry Thacker is the state purchasing agent managing this contract, and does a good job auditing contract compliance.

19. New UPAC Chair. Bud agreed to serve as the new UPAC Chair for 2008 - 2009. He is the next member in the UPAC Chair Rotation.

Many thanks are in order to Jackie Freeman and the excellent job she has done during this past year as our UPAC Chair.

By way of information the future UPAC Chair rotation is as follows:

<u>Year</u>	<u>Institution</u>
2009-2010	SLCC
2010-2011	U of U
2011-2012	UVU
2012-2013	SUU

20. Next UPAC Meeting. The next meeting is planned for May 20, 2008 and will be hosted by State Purchasing. A tentative tour of the new capitol building is planned as well as additional potential training from DFCM. Doug and Nancy will provide more details in the near future.

## UPAC MEETING MINUTES

**Date: January 17, 2008**

**Location: Conference Call – Arranged by State Purchasing**

**Participants:** Nancy Emenger (Weber State University), Bud Covington (Utah State University), Jackie Freeman (Dixie State College), Pete Heilgeist (Southern Utah University), Lois Wiesemann (Salt Lake Community College), Jim Parker (University of Utah), Ryan Lindstrom (Utah Valley State College), Mike Jorgensen (Snow College), Doug Richins, Dan Reisner and Jared Gardner (State Purchasing).

Meeting Chair: Jackie Freeman

1. New State Cooperative Contract for Shredding and Recycling. Effective April 1, 2008 a new statewide contract for document shredding with Columbus Shredding will go into effect. This service will include confidential document shredding, destruction of hard drives, and other media. The new contract cost will be lower than the existing contract and will employ persons with disabilities. This will be a set aside contract. The state purchasing agent managing the contract is Terri O'Toole at 801-538-3147. The current contract with Certified Shred will not be renewed.
2. Team Members Sought for Re-Bid Contract. The current state cooperative contract covering aircraft parts and consumables (MA1708) will need to be re-bid this summer. Bud Covington and Ryan Lindstrom both volunteered to be on the team.
3. WSCA PC Standards. Doug and Jared led a discussion informing the group that of the WSCA PC Standards Program developed by the Division of Purchasing in cooperation with the Department of Technology Services (DTS) and the Western States Contracting Alliance (WSCA\*). Under this program a number of standard configurations for PC's, laptops, and monitors have been created and competed among our current contractors (Dell, Gateway, and HP) for special pricing. The standards pricing from Gateway and HP were competitive and have been awarded until June 2008. Dell's pricing was not competitive. The standard configurations will be revised semi-annually and re-competed among the WSCA contracts. The HP standards price when compared to the single unit pricing from the contracts offer a **savings of up to 42%**, and all PCs come with a three year warranty. All agreed that this presented a great value.
4. Sustainability and Energy Star Compliance. Jim led a discussion on the scope and impact of Energy Star compliant procurements. Jim indicated that he did not believe that all copiers on state contract were Energy Star (Note – following the call, Jim call Doug to correct his statement. All copiers are Energy Star compliant. There was discussion about the wording of Item 10 in

the State Standard Terms and Conditions which is the Energy Star compliance requirement and the need to be specific in relation to electrical purchases.

5. DFCM Delegation. Jim led a discussion on DFCM procedures on his campus versus State DFCM procedures. There was discussion about the impact of state DFCM requirements on Higher Education institutions.
6. HB216 – DFCM Construction Documents. Nancy led a discussion on the use of DFCM documents and value based purchasing without having to award to low bidder. A good source of information on DFCM documentation is Ken Nye (University of Utah) at 801-581-4525. Nancy will talk with Ken and provide information at the next UPAC meeting. It was suggested Kent Beers at State DFCM be contacted to determine if he would be available to do a half-day training prior to the UPAC meeting in St. George in March. Nancy said she would talk with Kent and advise accordingly.
7. Henrickson Butler. Nancy led a discussion on quality and service issues recently experienced at her campus. Ryan indicated they experienced some issues approximately six months ago but service had improved. Doug recommended the issues be elevated up to the president of the company for review and resolution.
8. Upcoming Legislative Session. The 2008 session begins on Monday, January 21<sup>st</sup>. Doug provided information on bills of interest to be watched. They include, HB75, HB76, HB253, HB257 and SB38. Doug provided the link to a state website to allow them to track the progress of bills during the session.
9. Employee Background Checks. There was discussion on the status of contracts at Higher Education locations. It was recommended a state cooperative contract team be formed to review doing a statewide contract. Nancy Orton from state purchasing along with Lois Wiesemann will be on the team. Jim said he will appoint a person from his staff to participate also.
10. Employee Notification Systems. Jackie led a discussion on the status of RFPs and/or contracts. Lois said they were in the process of reviewing two companies who responded to their RFP. There was discussion on the progress of different employee notification systems around the country.
11. Next Meeting. The next meeting will be held at Dixie State in St. George on March 31, 2008 at Noon. Jackie will be providing additional details.

## UPAC MEETING MINUTES

**Date: November 1, 2007**

**Location: Salt Lake Community College – Miller Campus**

**Participants:** Bud Covington (Utah State University), Mike Jorgensen (Snow College), Jim Parker (University of Utah), Lois Wiesemann (Salt Lake Community College), Vicki Kulow (College of Eastern Utah), Jackie Freeman (Dixie State College), Nancy Emenger (Weber State University), Ryan Lindstrom and Jenna Miner (Utah Valley State College), Al Johansen (Westminster College) Doug Richins and Dan Reisner (State Purchasing).

Meeting Chair: Jackie Freeman

1. Disaster Planning. Jim discussed the steps taken at the U of U towards disaster planning. He shared information obtained as a result of a recent trip to LSU to learn how they dealt with the Katrina disaster in Baton Rouge. Having contracts in place with vendors was found to be a great benefit. He will send a summary of the lessons learned to members.
2. Bid Net/Prime Vendor, Inc. Jim shared information concerning a recent request from Prime Vendor, Inc (also used Bid Net as a company name) and their issues with making U of U bids available through RFP Depot. He distributed a copy of their General Counsel letter sent to Prime Vendor stating the University's position. Prime Vendor is a reseller of bids.
3. RFP Depot . There was discussion from each of the Higher Education locations currently using RFP Depot. They are making good progress with use of electronic bids. To date the following are using the RFP Depot system: University of Utah, Utah State University, Salt Lake Community College and Utah Valley State College. There was additional discussion about solicitations under \$100,000 using DFCM documents. It was suggested that DFCM (Kent Beers) might be invited to provide training on this issue.
4. Campus Sustainability Issues. There was discussion about progress made by by each campus towards "Green Procurement." The U of U has recently hired a Director of Sustainability and his initial focus has been on U of U purchasing.
5. State Contract Usage Reports. In recent years State Purchasing has been requiring vendors to provide quarterly sales usage reports. Doug indicated that State Purchasing would discontinue having each institution compile and send in a annual report on State Cooperative Contract purchases as has been requested in the past. No one seemed disappointed in this change.
6. Building Hardware Contract. State Purchasing is forming a sourcing team for a new state cooperative contract for new construction building door hardware as well as replacement parts. Two people were recommended: Marsha

Howell (Utah State University) and Ryan Bowhuis (WSU). Other institutions were invited to suggest sourcing team members.

7. Travel Procedures. At the request of Pete (SUU) there was discussion on how each campus deals with travel. Most indicated usage of the State Travel Contract. There was discussion including the advantage of potentially booking flights out of southern Utah locations through Las Vegas. There may be a possibility of linking with the state of Nevada to take advantage of lower travel rates.
8. Potential State Contract for Commencement Regalia. Via letter, Pete asked to have a discussion, i.e. pros and cons, of doing a joint UPAC or state contract to purchase commencement regalia. After initial discussion it was decided to discuss this area as an agenda item in a future meeting.
9. Chartwell Cost Recovery Case Study. Bud led a discussion about the potential of using Chartwell, or a similar company, in the area of recovery of contract overcharges for such areas as telecom services. It was agreed Bud would will consider doing a pilot study in this area and advise UPAC members of the results.
10. Hosted Emergency Notification System. Jackie led a discussion about the status of Higher Education locations and their review or procurement of emergency notification systems.
11. Coordination of Cooperative Contract Purchasing by Higher Ed. Lois led a discussion about all Higher Education locations coordination of future RFPs and the current status of several RFPs.
12. US Bank and WSCA Contract. There was discussion about the Participating Agreement signed by the State and the availability of the US Bank contract for use. California is the WSCA Lead State. Doug indicated that each participant needed to sign the participating agreement accepting responsibility for payment of their purchases.
13. DRAM Litigation. There was discussion about the current status of DRAM litigation.
14. Donated Labor for Construction under \$100,000. Lois led a discussion on some contractors offering to donate all or part of their labor on some construction contracts. The donation must be 100% of the labor and not a part of the contract.
15. On-Campus Credit Unions, Banks, Financial Institutions. Lois led a discussion on which campus locations had banks or credit unions on campus. UVSC, U of U and SLCC currently have credit unions on campus.

16. Next Meeting. The traditional winter meeting will be a teleconference coordinated through State Purchasing on Thursday, January 17, 2008 at 2:00 p.m.. Dan will make the conference call arrangements and advise.

## UPAC MEETING MINUTES

**Date: March 12, 2007**

**Location: Dixie State College**

**Participants:** Jim Parker (University of Utah), Mike Jorgensen (Snow College), Nancy Emenger (Weber State University), Vicki Kulow (College of Eastern Utah), Bud Covington (Utah State University), Lois Wiesemann (Salt Lake Community College), Al Johansen (Westminster College), Ryan Lindstrom and Jenna Miner (Utah Valley State College), Pete Heilgeist (Southern Utah University), Greg Fisher (Utah College of Applied Technology -UCAT), Doug Richins and Dan Reisner (State Purchasing). Jackie Freeman was excused due to the illness of her father.

Meeting Chair: Vicki Kulow

1. Welcome and Roll Call. Greg Fisher represented UCAT on behalf of Kirk Michaelis was welcomed and members did self introductions. Kirk has become a UPAC member and we look forward to his participation.
2. Approval of Minutes. Minutes of the meeting of January 12, 2007 were approved.
3. Residence Hall Furniture and P-Card RFP. Al Johansen led a discussion on procurement of residence hall furniture. Several potential sources were provided in addition to Utah Correctional Industries. Al requested copies of RFPs from members. Jim Parker and Bud Covington said they would be sending copies to Al.
4. Bid Responses from unknown firms. Jim Parker led a discussion on how to evaluate a significant number of bid responses, for each bid, in order to ensure responsible and responsive bidders were identified and considered. Some entities are searching the web and then transmitting bid information, increasing the number of unknown bidders. This can create a challenge to know the ability of the supplier to meet the needs of the institution.
5. New State Cooperative Contracts.

Interstate and Internatinal Household Goods Moving Contract. A new re-bid household goods moving services contract was awarded to Allied Van Lines. The new contract number is PD 098. Thanks to Marsha Howell, Utah State University and Paul Simmons, University of Utah, who served on the RFP Committee. This state cooperative contract is used almost exclusively by Higher Education institutions.

New Tire Contracts. New statewide contracts were awarded to three companies: MA 165 – Michelin, MA 331 – Bridgestone Firestone, and MA 540 – Goodyear. These contracts are a result of a WSCA RFP. If any questions call Frank Volk in

State Purchasing at 801-538-3707.

Bid Committee Members Sought. The state cooperative contract for Cylinder Gasses and Welding Supplies (PD 1728) will be re-bid this summer. Quarterly usage reports show purchases off this contract by state colleges and universities. Member are being sought to participate on the bid committee. Anyone interested should contact Dan Reisner in State Purchasing at 801-538-3216. Bud said Gene Higham from USU Purchasing would be on the committee.

Electronic Issuance and Receipt of Bids. Doug Richins expressed appreciation to Lois Wiesemann (SLCC) and Randi Ruff (UofU) who represented higher education on the RFP evaluation committee that resulted in the recent contract award for a system to electronically distribute and then receive bids/quotes/RFPs. The contract was awarded to RFP Depot. The new contract will be for five years with a renewal option of an additional five years. This system is now available to all UPAC members as well as all state and local governments in Utah. The Division of Purchasing will pay RFP Depot for hosting the solicitations. There is no cost either to the institutions or to the suppliers. Doug distributed information to enable the institutions to begin using the system, and noted the RFP Depot is ready and willing to do training necessary for new users of the system. He also shared the positive aspects of the Division of Purchasing's use of the electronic system during the past year. Doug provided a link to members to use to further review RFP Depot's capabilities. The user id is: *Guest* and the password is: *Utah*

PurchasingCard Contract. The State of Utah will join the WSCA contract (California is the lead state) for P-Cards. The contract is with U.S. Bank (the state's current provider). There was discussion about use of the contract and level of discounts available. Under the new contract the rebates will increase about 13% on average and rebates will be made quarterly.

Legislative Updates. Doug led a discussion on the results of the last legislative session. There were no new laws enacted that impacted the state purchasing process.

6. Board of Regents "System Purchase & License Agreement" with TouchNet. Lois led a discussion about the current contract with TouchNet and sought input from any member users.

7. Miscellaneous Items.

Ryan led a discussion about the upcoming IRS audit of UVSC. Other Higher Education institutions around the country, and Utah, have been audited by the IRS who are looking for proper documentation compliance for business payments to campus employees, W-9 use, etc.



The next NIGP chapter meeting will be held on March 20<sup>th</sup> from 9:00 AM to Noon at the Murray City Hall (5025 S. State). Doug Richins and members from the AG office will be discussing specification writing and appropriate sole source purchases.

USDC will be holding a vendor fair at the Student Union building (Olpin Center) at the University of Utah on May 10<sup>th</sup>. Contact Randi Ruff with the U of U Purchasing Department.

Also on May 10<sup>th</sup> at the U of U will be P-Card training provided by the U of U Purchasing Department at 8:00 AM.

8. UPAC Chair Rotation. Jackie Freeman will be the UPAC Chair for the upcoming year. Many thanks to Vicki for serving as UPAC Chair for the past year.
9. Next Meetings. The next meeting will be held at Snow College on May 14, 2007 at Noon. More information will be forthcoming from Mike.

The meeting following the May meeting is planned for Southern Utah University on August 6, 2007. More information will be coming from Pete.

## UPAC MEETING MINUTES

**Date: January 12, 2007**

**Location: State Division of Purchasing, Capitol Hill**

**Participants:** Lois Wiesemann (Salt Lake Community College), Bud Covington (Utah State University), Jim Parker (University of Utah), Ryan Lindstrom (Utah Valley State College), Jackie Freeman (Dixie State College), Nancy Emenger (Weber State University), Doug Richins, Dan Reisner and Dave Gill (State Purchasing).

Meeting Chair: Doug Richins (standing in for Vicki Kulow)

1. Approval of Minutes. Minutes of the meeting of October 26, 2006 were approved.
2. Dave Gill Introduction. Dave Gill, Purchasing Agent with the Division of Purchasing was introduced to the group and answered questions concerning the procurement of athletic trainer supplies in relation to new state cooperative contracts for medical supplies with Cardinal Health (MA 477) and Physician Sales and Service (MA 2013). Dave said that it appeared that these contracts should adequately provide for the athletic trainer suppliers. If not, he requested input.
3. P-Card Meeting. There was discussion about the meeting held prior to the UPAC meeting at the Division of Purchasing. Those UPAC members who attended the meeting said there was a lot of positive input received from the meeting participants.
4. State Cooperative Contract for Household Goods Moving Services. The closing date for the RFP will be January 17, 2007. Members of the RFP committee are Paul Simmons (U of U), Marsha Howell (USU) and Dan Reisner (State Purchasing).
5. New PC Stores Contracts. Four new contracts were awarded effective 1/16/07. MA 362 - Valcom, MA 1448 - CDW-G, MA 134 - Bridge Technologies, and MA 135 – Software House International. If any questions contact Jared Gardner in State Purchasing.
6. Sourcing Team for New Door Hardware State Cooperative Contract. There was discussion concerning the AG investigation with architects and door lock companies and related issues. There was a need identified for a state cooperative contract for door hardware. Proposed sourcing team was established including Marsha Howell (USU), Carlyle Clarke (U of U), Ryan Boulwuis (UVSC), buyers from school districts and Terri O'Toole from State Purchasing.
7. Utah Procurement Policy Board. Input was provided to Lois, who is a member

of the Board, relative to a modification to the State Procurement Rules pertaining to sole source purchases. The Notice of Proposed Sole Source will be placed on the agenda of the next Board meeting.

8. State Cooperative Contract for Web-based ASP-hosted Electronic Procurement System. There was an update provided on the current RFP (PM7010) on the street which closes next week. The electronic procurement program used by State Purchasing for the previous year has been a great success. There was interest expressed by members about potential use of the new state cooperative contract.
9. Legislative Update. The 2007 Legislative session begins on January 15, 2007. As of the day of the UPAC meeting there were no numbered bills introduced having a direct impact on the state procurement process. There is one bill which is un-numbered filed by Representative Sandstrom concerning the employee verification of citizenship to mirror the current national federal employee pilot program that was discussed. The intent of this bill is to verify workers are U.S. citizens.
10. Dunn & Bradstreet Reports. Jim led a discussion concerning the types of reports available from D & B.
11. Ryan led a discussion about different departments on campus requesting listings of vendors doing business with the college and typed of related contract expenditure information requested. Several other members have received similar requests at their locations as well.
12. Lois led a discussion about flexible spending plans. Each campus has put their respective contracts out for bid recently. The next re-bid of these agreements may lead to a collective bid by Higher Ed locations.
13. There was discussion about providing a list of janitorial and grounds contracts to Doug as potential set-asides for review by the purchasing People with Disabilities advisory board.
14. Next Meeting. The next meeting will be held on Monday, March 12, 2007 at Dixie State College. Jackie said the meeting will be held at Noon on the third floor of the Udvar-Hazy Business Building on campus. This is the same location where the meeting was held last year.

## UPAC MEETING MINUTES

**Date: October 26, 2006**

**Location: Weber State University**

**Participants:** Mike Jorgensen (Snow College), Lois Wiesemann (Salt Lake Community College), Bud Covington (Utah State University), Jackie Freeman (Dixie State College), Jim Parker (University of Utah), Nancy Emenger (Weber State University), Ryan Lindstrom (Utah Valley State College), Douglas Richins and Dan Reisner (State Purchasing).

Meeting Chair: Nancy Emenger (standing in for Vicki Kulow)

1. Approval of Minutes. Minutes of the meeting of August 14, 2006 were approved.
2. P-Card Audits. There was discussion about what each Higher Education campus is doing to train supervisors who manage p-card users. Jim offered the U of U site: [www.purchasing.utah.edu](http://www.purchasing.utah.edu) (use all 9s for the password) as a training tool. Some findings from the State P-Card audit were discussed.

It was decided to hold a P-Card administrator meeting in conjunction with the upcoming UPAC meeting on January 12, 2007. Bud agreed to coordinate this meeting with the P-Card administrators and their directors.

3. State Cooperative Household Goods Contract Re-bid. The current state contract PD-098 will expire on April 1, 2007. As it is into its fifth year there are no renewal options. Higher Education is the primary user of the interstate and international household goods contract. Members for the RFP team were sought. Paul Simmons (U of U) and Marsha Howell (USU) will be on the team with Dan Reisner.
4. EdPac Conference. The EdPac conference will be held on November 17, 2006 in Ogden. UPAC is invited and more details will follow. Lois is the UPAC liaison with EdPac.
5. New State Cooperative Contract for Employee Assistance Program. The award of this new state contract is in progress. It will include services to full and part-time staff. Details will be posted on the State Purchasing web site.
6. Utah State Building Board. Proposed changes to Utah Code 63A-5-104 were discussed. The proposed legislation will be monitored in the upcoming legislative session beginning in January 2007.
7. Bonds. There was discussion on how each campus handles refinancing of bonds. Jim said he would send out a copy of the U of U RFP and vendor list to UPAC members.

8. Sole Source Contracts. There was discussion on how single source contracts and awards are done where it is recommended to award only to the contractor who is the “authorized dealer in the state.”

Doug discussed the State Purchasing policy of posting of distributing “Notice of Proposed Sole Source” to relevant potential suppliers and posting the notice on the division’s web page via RFP Depot for 5 days. These special postings are listed with a “SS” preceding the bid number. State Purchasing has been doing this for the past three years with great success. Doug is planning to make a proposal to the State Procurement Policy Board to make this practice a rule. He will send out a link to a template the state uses for these postings and a link to the state’s “Sole Source Request Form” to UPAC members.

9. Persons with Disabilities Set-asides. Doug is a member of the board established by the legislature along with a person from the Division of Rehabilitation and a Governor appointee. He is authorized to delegate his place on the board in the event a UPAC member is interested. The primary areas currently being studied for set-aside are contracts for custodian and grounds keeping services. There was discussion on UPAC members developing a listing of contracts in place for these services that may be considered for the set-aside program.
10. State Cooperative Contract Purchase Reports. There was discussion about each campus sending in usage reports to Reed Taylor in State Purchasing. Not all UPAC members have received the request for the report. Some members said they had already sent theirs in.
11. RFP Depot Re-bid. Doug announced the RFP Depot contract for state electronic bid processing will be expiring in February, and will be rebid prior to that. It is the intent to make the new contract available to state political subdivisions and potentially the expense to manage the site will be paid for by State Purchasing. Doug asked for volunteers to represent higher education on the RFP evaluation team. Jim volunteered Randi Ruff (U of U), Bud (USU), Lois (SLCC) and Nancy (WSU) all expressed a willingness to participate, if needed.
12. Acceptable Gifts. Jim let the discussion concerning the zero tolerance of the acceptance of gifts from suppliers of any kind. There was agreement with this by all UPAC members but problems still persist at some campus locations with some people interpreting the law differently.
13. E-Waste Recycling. There was discussion about an upcoming item for the next legislative session concerning additional costs for electronic waste. The proposed assessment is intended to cover recycling costs and may be charged to the producer and/or users. The proposal is similar in wording to those in

place in California, Maine and Washington. Senator Scott McCoy is sponsoring the bill in Utah.

14. Next Meetings. The next meeting will be held at the State Capitol and will be a joint meeting with P-Card administrators from each campus. The P-Card portion of the meeting will begin at 10:00 AM followed by lunch and then the regular UPAC meeting will be held. The date is January 12, 2007.

March 12, 2007 Meeting. The meeting following the January UPAC meeting will be held at Dixie State College in St. George. More details to follow from Jackie Freeman.

## UPAC MEETING MINUTES

**Date: August 14, 2006**

**Location: Utah State University, Logan**

**Participants:** Bud Covington (Utah State University), Mike Jorgensen (Snow College), Lois Wiesemann (Salt Lake Community College), Nancy Emenger (Weber State University), Ryan Lindstrom (Utah Valley State College), Jim Parker (University of Utah), Douglas Richins and Dan Reisner (State Purchasing).

Meeting Chair: Mike Jorgensen (standing in for Vicki Kulow)

1. Approval of Minutes. Minutes of the meeting of May 22, 2006 were approved.
2. New State Cooperative Contracts for Small Package Delivery. There was discussion about the recent RFP solicited by the State of Utah in behalf of WSCA and the subsequent awards for small package delivery service to FedEx and DHL. The favorable pricing covers intrastate, interstate and international shipping into and out of Utah points. One advantage of the joint WSCA procurement process is being able to leverage the total volume (tonnage) of shipping from the participating states. The new contracts will result in savings averaging 17% over the current contract.
3. Potential New Contracts for Door Hardware and Locks. Doug led a discussion on challenges with procurement of door hardware and locks as a sole source in the past and an investigation by the Attorney General. He suggested putting together a sourcing team to solicit competitive bids for state cooperative contract(s) for these products. It was decided to table further discussion until the next meeting to allow all members to consider development of contracts and who the team members will be.
4. Emoluments. Lois led the discussion on emoluments as defined in Utah Code Section 63-56-1001 and its application to local public units. There have been discussions at different Higher Education locations about whether or not this statute applies to local public procurement units (ie. institutions of higher education). It was pointed out that Section 1001 has application to procurement officers for the state of Utah or any political subdivision. Both Jim and Bud pointed out that Federal procurement regulations have a zero tolerance for receiving anything of value. It was also discussed the purchasing officers are not limited to employees in the purchasing offices. The statute extends to anyone who in their official capacity participates in a procurement. Employees using a institution purchasing card are purchasing people when using the P-card. There was further discussion about the impact of the Ethics Act and Utah public employees.
5. Potential Microsoft Class Action Lawsuit. A question was asked about whether or not there is a class action lawsuit against Microsoft. No one was

aware of a current lawsuit or of a pending lawsuit against this company.

6. P-Cards. There was an open discussion on current campus purchasing activity and the ongoing state legislative audit of state p-card use. The discussion included how different campus locations monitor p-card transactions. The Legislative Auditor General is currently conducting an audit of the state purchasing card program. A draft legislative audit report is due out soon. It was suggested that a meeting of High Education p-card coordinators, as well as Public Education and state p-card coordinators would be useful.

7. Enrollment Impact/Budgets. Jim led the discussion on the impact to Higher Education budgets and any hiring freezes due to lower student enrollments. There was discussion on how contract savings are tracked and recorded. Procurement is a savings center not a cost center. The student enrollment projections across the state for the next decade are flat.

8. Policies for Reimbursement of Internet Charges. Bud led the discussion on how Higher Education locations reimburse staff who are paying for their own home internet service and working at home. There are some policies in place but not at all campus locations.

9. Other Items. Lois led a discussion about how different locations hire “Custom Fit” instructors to teach classes requested by corporations. Corporations pick the instructors or trainers and there is not always the opportunity to bid out the instructor job. One option is to deal with the small purchase (cost for trainer for one class) by obtaining quotes rather than putting a bid out on the street. Due to the relatively low cost of the instructor informal quotes could be obtained.

Nancy led a discussion concerning some medical supply companies requesting copies of licenses to purchase pharmaceutical supplies such as syringes, etc. Federal law requires a license to control the purchase of syringes.

10. Next UPAC Meeting. The next meeting will be held at Weber State University in Ogden on October 26, 2006 at Noon. Nancy will be providing campus location and related details at a later date.



## UPAC MEETING MINUTES

**Date:** May 22, 2006

**Location:** College of Eastern Utah, Price

**Participants:** Vicki Kulow (College of Eastern Utah), Mike Jorgensen (Snow College), Ryan Lindstrom (Utah Valley State College), Al Johansen (Westminster College), Nancy Emenger (Weber State University), Jim Parker (University of Utah), Bud Covington (Utah State University), Lois Wiesemann (Salt Lake Community College), Doug Richins and Dan Reisner (State Purchasing).

Meeting Chair: Vicki Kulow

1. Approval of Minutes. Minutes of the meeting of March 6, 2006 were approved.
2. State Cooperative Contracts. The annual computer Big Buy is underway. Information about the Big Buy is on the State Purchasing web site.

PD-136 for Less-Than-Truckload services. UPS has purchased Overnite Transportation Company. Overnite was awarded the state LTL contract which was re-bid in April. On May 1, 2006 UPS changed Overnite's name to UPS Freight in a strategic move to remain competitive with FedEx. There is no change in contract pricing, terms or conditions.

Doug advised that State Purchasing is beginning to load the complete state cooperative contracts on the Purchasing web site.

3. State Purchasing Electronic Bids. Doug did a presentation on RFP Depot, Inc that the Division of Purchasing is using to release and award State solicitations. The pilot program will run through February 2007. Prior to that time an RFP will go out for a long term contract for this service.
4. Request for Solicitation/Documentation Information. Lois led a discussion to seek solicitation and related documentation to track software purchases. There was concern not all purchases with P-cards were being tracked to ensure the institution was not purchasing software already covered by an existing contract or perhaps a license was purchased that the IT people were not aware of.

There was discussion about doing a state cooperative contract for software to be used for background checks on new staff which included, criminal checks, personal history, professional certification verification, etc. A committee was formed consisting of Lois, as the Chair, Roselle Miller (State Purchasing agent), Jim, Ryan and Bud. Either the foregoing people or their designees from each campus will work with Lois.

5. Staff Performance Evaluations. Jim led a discussion on what each institution is doing by way of staff performance evaluations.

P-card Use. There was discussion about purchasing cards and their uses for various services including hotel room purchases. Some institutions were required to issue a purchase order and not use their p-card to obtain tax exempt room pricing.

Conflict of Interest Information. Jim passed out copies of what the U of U are using to document conflict of interest issues. There was a discussion about how each institution is dealing with various questions from department on how to deal with actual or potential conflict of interest issues.

Gifts to Institution Department Staff. There was discussion about what each institution is doing to educate staff and, in some cases, management about state procurement code provisions concerning what can or cannot be received from vendors. Sometimes new department staff need to be educated about state statutes, procurement policies and procedures in addition to any additional institution requirements or restrictions. Some departments have different interpretations of what can be received as gifts from vendors.

6. Campus Cell Phone Policies. Ryan led a discussion on what each institution was doing concerning cell phone stipends, usage for business, etc.
7. Student Funds Used to Purchase Tobacco. There was discussion about use of student funds to purchase tobacco products.
8. Next UPAC Meeting. The next meeting will be held at Utah State University in Logan on August 14, 2006 at Noon. Bud will be providing campus location and related details at a later date.

## UPAC MEETING MINUTES

**Date: March 6, 2006**

**Location: Dixie State College**

**Participants:** Vickie Kulow (College of Eastern Utah), Lois Wiesemann (Salt Lake Community College), Jim Parker (University of Utah), Mike Jorgensen (Snow College), Ryan Lindstrom and Jena Miner (Utah Valley State College), Park Romney (Brigham Young University), Jackie Freeman and Christie Nielson (Dixie State College), Al Johansen (Westminster College), Nancy Emenger (Weber State University), Bud Covington (Utah State University), Doug Richins and Dan Reisner (State Purchasing).

Meeting Chair: Mike Jorgensen

1. Approval of Minutes. Minutes from the conference call meetings of January 12 and 26, 2006 were approved.
2. A welcome was extended to Park Romney (BYU) and to Jackie's new assistant Christie Nielson, Purchasing Specialist.
3. Legislative Update. Doug provided an update on the legislative session concerning bills that passed and did not pass:

HB79 did not pass. It pertained to pharmacy benefits for state employees. The area of medical and dental benefits packages for UPAC members was discussed as a potential future UPAC study area.

HB179 Utah Employment Act did not pass.

SB175 to privatize part of the Department of Corrections did not pass.

SB59 did pass. It provides a set aside for certain products and services provided by community rehabilitation programs. There was discussion on how to effectively implement the legislative intent of the statute. There is a \$5 million dollar cap per year requirement. This will also be a future agenda item.

SB220 did pass. This bill gives preference to suppliers of products produced in Utah in the event of tie bids. The intent was to have a Utah statute to mirror similar statutes in states like Colorado.

Doug said he will email links to members.

4. EdPac Conference. The next EdPac conference will be held on Friday, November 3, 2006. The location is yet to be determined. Lois volunteered to be the UPAC representative to work with EdPac. The State Purchasing EdPac Coordinator is Reed Taylor at 801-538-3709.

New Industrial Supplies and Equipment Contracts. Information was passed out concerning three new contracts: MA049 Codale Electric, MA1949 Industrial Supply and PA7066 Grainger Industrial. The Grainger price agreement is a WSCA contract. The WSCA lead state for this contract is Nevada. If any questions about these contracts contact Larry Thacker at 801-537-9242 in State Purchasing.

5. Cell Phone Policies. Jim led a discussion on member cell phone policies. Each Institution as well as state agencies have an allowance program for qualified staff.

Non-winning RFPs. Effective February 20, 2006 state procurement rules changed to require disclosure of non-winning proposals as well as winning proposals. At State Purchasing this policy was implemented with RFPs issued after February 6, 2006. There was discussion about retention schedules. There are instances where the state retention schedule will not apply. One example is federal grant money distributed based on a federal retention schedule of seven years.

Conflict of Interest. Disclosure requirements were discussed. Jim said he will email a copy of the U of U's latest disclosure form to members.

P-Card Issues. Jim said there is a meeting with he and the Board of Trustees to discuss the University P-card program. The legislative auditors are currently conducting an audit of the state P-card program. There was further discussion.

Emergency Operations. There was discussion about campus emergency operations plans.

6. 501 (c) (3). There was discussion about the application of 501 (c) (3). It was mentioned the AGs office cautioned to not convey the appearance of giving tax advice to vendors. It would do for Institutions to just state they are 501 (c) (3) organizations and tell vendors it is their responsibility to be "up to speed" on their responsibilities. Jim said he would e-mail members information he had relating to this area.

SLCC Small Dollar Purchase Policy. Lois said they have revised their policy. Members were interested in seeing the policy. Lois will e-mail it to members.

Affinity Cards. Lois led a discussion on campus affinity card policies and a desire to obtain any RFPs that may have been issued in this area.

7. Gifts, gift certificates, flower purchases, holiday parties, retirement functions. Bud led a discussion on Institution policies and procedures.

8. Procurement Policy Board Change. Jim nominated Lois as his replacement on the Policy Board. All members voted in agreement. Mike, as UPAC Chair, will send a written recommendation to the Commissioner of Higher Education requesting the change accordingly.
9. UPAC Chair Rotation. Vickie Kulow will be the new UPAC Chair.
10. Next UPAC Meeting. The next meeting will be held at CEU in Price on May 22, 2006 at Noon. Vickie will be providing campus location details at a later date.

## UPAC MEETING MINUTES

**Date: January 12 and 26, 2006**

**Location: Conference Call**

**Participants:** January 12<sup>th</sup>: Pete Heilgeist (Southern Utah University), Nancy Emenger (Weber State University), Jim Parker (University of Utah), Lois Wiesemann (Salt Lake Community College), Mike Jorgensen (Snow College), Jackie Freeman (Dixie State College), Douglas Richins and Dan Reisner (State Purchasing).

Note: The conference call of 1/12/06 was cut short due to bridge line time restrictions. A second conference call was scheduled to conclude business accordingly.

January 26<sup>th</sup>: Mike Jorgensen (Snow College), Bud Covington (Utah State University), Ryan Lindstrom (Utah Valley State College), Nancy Freeman (Weber State University), Lois Wiesemann (Salt Lake Community College), Jackie Freeman (Dixie State College), Douglas Richins and Dan Reisner (State Purchasing).

Meeting Chair: Mike Jorgensen

1. Approval of Minutes. Minutes from the October 14, 2005 meeting were approved.
2. State Purchasing Newsletter. Doug discussed information available through the Division of Purchasing newsletter.
3. Legislative Updates. The Legislative session (beginning 1/16/2006) will include the following:
  - Sheltered Workshops – Senator Kilpack sponsor – a 5% preference to certified sheltered workshops is replaced by a committee that establishes products and prices and mandates usage. This set aside is proposed for services performed by community rehabilitation programs -- SB59.
  - Prescription Drugs – Representative Bradley Last sponsor – HB79 – pertains to the formation of a pharmacy drug committee to review prescription drug costs and related areas.
4. State Contracts.
  - Electronic Surplus: GL6026 opened on 12/21/05 and five responses were received. They are currently being reviewed by the bid committee. It is anticipated the resulting contract will include a wide range of electronic waste besides old computers. David Gill is the buyer managing this contract.
  - Less-Than-Truckload (LTL) Trucking: Dan is seeking interested people to participate in the re-bid of the state cooperative LTL contract. It is anticipated the ITB will be issued in late March.
  - WSCA. A survey has been sent out to member states to ascertain the level of interest in a potential multi-state contract for small package delivery services. The results of the survey should be available by late February.

Planned Legislative Audit. Doug said the Legislative Auditors will begin an audit of state purchasing cards. No details concerning specific audit areas are available concerning the scope of the audit or audit tests at this time.

Electronic Bids. Doug discussed the new state contract with RFP Depot to handle state electronic bids. Discussion concerning the security of bid information and related issues were discussed.

5. Cell Phones. Nancy led a discussion on campus cell phone policies and procedures. Higher Education locations have created their own policies and copies were later exchanged via e-mail between members. Topics discussed included blackberries, smart phones as well as the state cooperative contract for wireless phone services. It was stated the IRS has expressed an opinion that certain cell phone expenses (private calls) on employer provided equipment is a taxable fringe benefit. The state legislative auditors have indicated cell phone usage is a planned audit in the near future.

Contract Review Process. Nancy led a discussion on contract review policies and procedures. The Board of Regents, College Presidents, Vice Presidents Directors and others participate in the contract review and approval process. Members e-mailed their policies and procedures to each other for review. There are not clear guidelines on each campus showing which people have authority to commit the institutions to contracts. One suggestion was each campus consider using their internal auditor to conduct a contract management review to identify internal controls, chart official and delegated contracted authority for further higher level management review. Each Higher Education location has different small purchase dollar spending limits.

6. Procurement Policy Board. Jim and Doug led a discussion on the last Utah Procurement Policy Board meeting and the status of changes to administrative Rule R33-3. Discussion included GRAMA documentation requirements in effect and changes that could be implemented in the near future. Documentation retention schedules were discussed and the handling of bids from unsuccessful bidders. Most Higher Education locations use the State Department of Archives document retention schedules. Some Higher Education locations retain hard copy bid documents and others retain electronic copies. Doug sent members a link to the revised Rule 33-3 along with a link to the state form currently in use by State Purchasing in RFPs allowing vendors to identify any potential confidential information submitted in bid responses. Doug said state buyers use vendor responses at their face value.

Procurement Policy Board Member Change. Jim expressed an interest to relinquish his Board membership position to other UPAC members. There

was discussion about the policy to effect member changes. This will be an agenda item in the upcoming March meeting.

7. Office Supply Issue. Nancy asked if others had received requests from Office Max and Corporate Express to consolidate small purchases of \$50 or less. Doug asked members send any concerns with the use of these state cooperative contracts to Larry Thacker (801-537-9242) [lthacker@utah.gov](mailto:lthacker@utah.gov) as this is his area of contract responsibility. Larry will investigate the new requests from the office supply contractors and respond accordingly.
8. Next UPAC Chair. The new UPAC chair position in rotation will be an agenda item for the March meeting. CEU is next up on the rotation chart.
9. Next UPAC Meeting. The next meeting will be held at Dixie State College on Monday, March 6, 2006 at Noon. Jackie will be distributing meeting location information to members.



## UPAC MEETING MINUTES

**Date:** October 14, 2005

**Location:** Westminster College

**Participants:** Nancy Emenger (Weber State University), Lois Wiesemann (Salt Lake Community College), Pete Heilgeist (Southern Utah University), Jim Parker (University of Utah), Roland Nelson (Brigham Young University), Ryan Lindstrom (Utah Valley State College), Al Johanson (Westminster College), Douglas Richins and Dan Reisner (State Purchasing), Mike Jorgensen (Snow College), Curtis Ryan (Westminster College).

Meeting Chair: Mike Jorgensen

Al introduced Curtis Ryan who is his AVP Financial Affairs. Curtis addressed the group and extended a greeting from the college.

1. Meeting Minutes. Minutes from the prior UPAC meeting were approved.
2. Introductions. Roland and Nancy were welcomed as new members to UPAC.
3. Pete led a discussion on the contract/approval process as well as 501C3 tax certification at Higher Education institutions. The discussion included the intent of the Board of Regents to have an ongoing internal control process in place. Jim said the U of U is looking into creating a contract manager position. State DFCM is encouraging all Higher Education locations to obtain the special 501C3 tax status.
4. Nancy said they were experiencing service problems with state cooperative contract PD1907 (Mount Olympus) for bottled water. Doug suggested she send a letter to the supplier detailing the service problems and send a copy to State Purchasing for problem resolution. The State Purchasing Agent managing this contract is Rosalie Nance (538-3145).

Corporate Express (MA1596) and Office Max (MA1595). Service problems concerning order delivery and sales representatives were discussed at both WSU and UVSC. Doug said the State Supply Contract Coordinator, Larry Thacker, will be notified. Larry's direct phone number is 537-9242.

5. State Procurement Rules. Doug said the Utah Procurement Policy Board will be meeting the week of October 17<sup>th</sup>. He provided an update on proposed rule changes including, but not limited to, electronic bid handling and performance bonds.

GRAMA Requests. Unsuccessful bid proposals are not considered public information. The "Salt Lake Tribune" has taken the position they are. There was discussion about GRAMA request handling. Jim said political subdivisions can adopt their own GRAMA appeals process. There was

discussion about e-mails on state-owned/university owned machines being public information. These affected e-mails can be subject to applicable record retention rules.

Fuel Prices. There was discussion about the national fuel pricing structure and the impact of the significant increases on contract pricing through fuel surcharge requests. There is no one single pricing model that works for all contracts but it is important to have suppliers isolate their logistical costs from unit costs when requesting a fuel surcharge. Only the freight portion of the contracts (impacted by the significant fuel increases) should be considered in price increase requests.

6. Chemical Cleaning Systems Contracts. The current state cooperative contracts will expire in March 2006. The Division of Purchasing is seeking committee members who want to work with Purchasing Agent Frank Volk (538-3707) on the new contract(s).

Freight Costs. There are several truckload contracts covering van, flatbed, temperature control, and over dimension services that are available to state agencies and political subdivisions. These have been found to be good benchmarks against vendor bid (freight)request. The truckload quotes can usually be obtained within twenty-four hours if all shipping data are available. As with the state cooperative less-than-truckload (LTL) contract PD136 via Overnite Transportation, each state users only pays for the freight services used. State agencies and political subdivisions have the right to route their shipments. Private sector supply chain program rely heavily on inbound freight programs to control their costs. The freight benchmark program has saved state users significant dollars over the years. For more information contact Dan Reisner, Freight Manager, 538-3216.

Purchasing Card Programs. The State Purchasing Card Coordinator is Mark Parry (537-9243). He is interested in talking with Higher Education P-Card Coordinators concerning any challenges with administering their respective programs.

PD1728 Cylinder Gases and Welding Supplies. The contractor, Airgas Intermountain, Inc. has notified the Division of Purchasing there have been production plant shutdowns due to Hurricanes Katrina and Rita. This has caused a shortage of argon gas. Shortages of argon gas can be expected for the at least the next four weeks. Several of Airgas Intermountain's suppliers have declared a force majeure for argon products. Airgas Intermountain said Higher Education locations are regular users of this product under PD1728.

7. Cell Phone Policy. Jim distributed a draft copy of the U of U cell phone policy. There was discussion about how each Higher Ed location is dealing with employee cell phone usage, i.e. personal versus business calls.

Educational and Institutional Cooperative Purchasing (E&I). Jim said E& I had offered their moving contracts through Allied Van Lines and United Van Lines for university use. The current state cooperative contract is with Allied Van Lines (PD098). There was discussion about having a booking agent located in the state for more effective destination services and prompt problem resolution. There is an optional year remaining on PD-098 after which the contract will need to be re-bid in 2007. Higher Education is the primary user of PD098.

Foodservice and Janitorial Information Request. Jim said the U of U has received a union GRAMA request for information about their contracts.

U of U Data Security Issues. The U of U experienced a data security breach in August 2005. The hacked files contained data on all employees of the U of U from 1970 to present. The University is sending letters to the affected people on file. There was discussion about campus data security.

8. Uninterruptible Power Supplies (UPS). Mike led a discussion on what type of UPS systems are being used by Higher Ed locations around the state. There is no state cooperative contract for large UPS systems, however, smaller versions are available through the State PC Stores contracts. Mike is asking for any information from members.

Mileage Reimbursements. Mike is requesting information from members concerning their mileage reimbursement programs. There was discussion about the different programs.

9. Next UPAC Meeting. The next meeting will be a teleconference meeting held on December 13, 2005 at 2:00 PM. State Purchasing will set up the conference call and coordinate with members.

## UPAC MEETING MINUTES

**Date: March 21, 2005**

**Location: Dixie State College**

**Participants:** Jackie Freeman and Tamara Gentry (Dixie State College), Fred Hansen (Weber State University), Doug Richins and Dan Reisner (State Purchasing), Bud Covington (Utah State University), Lois Wiesemann (Salt Lake Community College), Jim Parker (University of Utah), Craig Passey (Brigham Young University), Jeana Miner (Utah Valley State College), Al Johansen (Westminster College), Mike Jorgensen (Snow College), Pete Heilgeist (Southern Utah University).

Meeting: Chair: Fred Hansen

1. New UPAC Member. Fred announced Scott Gilmore, Manager for Administration, Utah Higher Education Assistance Authority will replace Nate Millward. Scotts e-mail is: [sgilmore@sbr.edu](mailto:sgilmore@sbr.edu)
2. Meeting Minutes of January 18, 2005. Minutes were approved with the exception of the need to add Mike Jorgensen as a participant.
3. State Contracts. Doug and Dan distributed information and discussed new and potential state contracts and benefits of higher education participants on bid teams:

New VoIP contracts awarded:

- a. AR1850 - Mountain States Networking – Cisco Systems
- b. AR1855 - Intellisys – 3Com Systems
- c. AR1856 - Tri-Tel Communications – Alcatel Systems
- d. AR1857 – Eschelon – NEAX Systems

Long Distance Contract: Qwest

Cingular has bought AT&T. Assignment of the contract is in legal review. Members were encouraged to watch their invoices (preaudit) for accuracy in the short run. Nevada is the lead state for this WSCA contract. The goal is to have the details of the renamed contract in place by May 1<sup>st</sup>.

The copy paper reverse auction was successful (29 truckloads) with participation from WSU and UVSC. Additional UPAC member participation was encouraged.

New Carpet contracts were discussed as was the question of any need for a state contract for stadium or fixed seating contracts.

Color copiers are currently out to bid which includes MFPs (multi-function).

Two systems furniture contracts have been awarded to Henriksen/Butler and CCG Howells, with a potential third being considered.

New athletic supplies contracts have been awarded.

White marker board potential contracts were discussed and there was an interest expressed in going forward with their development. Owen from USU and Jeana from UVSC participate with Reed Taylor from State Purchasing.

Household Goods Shipping. Due to agenda time constraints the renewed contract for interstate and international household goods shipping was not discussed. The renewed contract with Allied Van Lines provides about a 2% reduction in costs. This contract (PD-098) is handled through Bailey's Moving & Storage in Salt Lake. This contract should not be confused with the new MA-1807 contract in place with Bailey's Moving & Storage for local office moving services. If any questions contact Dan Reisner.

State Mail & Distribution Service offers consolidated mail service opportunities to members in Weber, Davis, Salt Lake and Utah counties between Payson and Ogden. They consolidate packages from entities as well and use the state contracts with Federal Express, and others, to help reduce agency operational costs.

State copy services, part of General Services, is being reviewed. An RFP is currently on the street to help with this evaluation process, and determine if outsourcing this function is prudent. Currently the operation is losing money and the Docutechs are going off lease at the end of the fiscal year, making this an opportune time to review.

Janitorial contracts bid team members are needed. There was discussion about the different types of contracts. Usage history was requested from State Purchasing by members.

New linen contracts are in place with Unifirst Corporation and G&K Services. There is no longer a state contract with American Linen.

The state P-Card annual training meeting will be held on April 27, 2005. Rebates to higher education locations were discussed. Rebate amounts are increasing through increased Higher Education use. 40% of the total P-Card rebates went to Higher Ed.

Disposal of Electronic Items. There was discussion of the status of current federal and state classifications of items such as CRTs and other computer

items. The Feds may determine not to call such items hazardous waste. This would help reduce the cost of disposal of these items. The University of Utah has appealed to the state DEQ to not classify these items as hazardous waste. Jim said they may have a ruling by the summer. Currently the U of U's computer items are disposed by the U of U surplus property organization. The U of U has a draft RFP prepared pending the final outcome of the federal and state rulings. There was discussion of doing a statewide RFP.

4. Architect Services. There was discussion about the use of the state web site for purchases of architect services on small projects.  
<http://purchasing.utah.gov/agencies/architec.htm>
5. Legislative Update. Doug provided a summary of the legislative session. HB 0019 was passed which will result in the renumbering of the State Procurement Code. While there is no material change in the Code itself the Numbering after 63-56 changes. This will impact areas such as the references in the Administrative Rules, which will need to be update. Those entities that have adopted their own procurement rules will no doubt need to update their rules where references are made to the State Procurement Code. HB66 was not passed. It was sent to committee for further study.
6. Legislative Audits. Legislative auditors are looking at retirement benefits as well as cell phone usage and vehicle mileage reimbursements. Anything over \$2,300 could be reviewed as this is the dollar amount State Motor Pool will charge for the lease of a State vehicle for one year. Also, there could be a cell phone audit in the near future. There was discussion about the challenges associated with allocating cell phone costs between business and private use. Jim said the IRS is taking a strict interpretation between these two areas. Due to time constraints this will be an area for further study on the next meeting agenda.
7. Tobacco Policy. There was discussion about current and pending tobacco use policies on campus. A copy of the American Cancer Society "Sample Policy for a Tobacco-Free Campus" was distributed. There is an ongoing program to help students quit smoking. There is money being used from the tobacco settlement from big tobacco companies towards this goal.
8. Text Books. Lois led the discussion on how higher education in the state was addressing the issue of sample text books sent to instructions later ending up, in some cases, on e-bay. This is an ongoing policy challenge.
9. E&I contract with Specialty Underwriters. There was discussion about this contract for equipment maintenance. It was determined there is limited use of this contract.

10. Banner. There was discussion on the level of Higher Ed use. The P-Card module is currently being used by USU. SUU is looking to use this feature as well.
11. NAEB District Consolidation. Fred led the discussion and offered additional information to those interested. This years meeting will be held in Denver.
12. 2005 NAEB National Meeting. Jim led the discussion about the status of the upcoming meeting to be held in Salt Lake City, May 9-12, 2005. The U of U and WSU will be hosting the event. People are needed to volunteer. Let Jim know of any available new volunteers. Jim discussed the changes at NAEB including, but not limited to, the change of headquarters and staff.
13. Fred's Retirement. Fred announced this was his last UPAC meeting as he will retire from Weber State University next month. Jim presented Fred with a plaque thanking him for his UPAC service. We wish Fred the best. There will be a reception at WSU from 2-4 PM on April 14<sup>th</sup> on campus.
14. UPAC Chair Rotation. Mike Jorgensen will be the new UPAC Chair.
15. Change of Staff at Dixie State. Jackie announced Tamara will be leaving Dixie State to work in the private sector. We wish Tamara the best in her career change.
16. Next Meetings. There will be a teleconference meeting on May 23, 2005. The time will be 2:00 PM. The conference call will be coordinated through State Purchasing.  
  
July Meeting. The subsequent meeting will be at SUU on July 18, 2005. Pete Heilgeist will be providing additional information on the meeting site in Cedar City.

## UPAC MEETING MINUTES

**Date: January 18, 2005**

**Conference Call**

**Participants:** Jackie Freeman (Dixie State College), Fred Hansen (Weber State University), Doug Richins and Dan Reisner (State Purchasing), Bud Covington (Utah State University), Lois Wiesemann (Salt Lake Community College), Jim Parker (University of Utah), Ryan Lindstrom (Utah Valley State College).

Meeting Chair: Fred Hansen

1. New UPAC Member. Fred announced Nate Millward is a new member of UPAC, representing the Board of Regents.
2. By-laws. The updated by-laws have been posted on the UPAC web site.
3. Legislative Update. The Legislature began its session on January 17<sup>th</sup>. Doug gave an update on the second day of the session. HB19, Rep. Ron Bigelow sponsor, is proposed to amend the Procurement Code numbering. It is currently in the House under committee review.

Jackie Holfeltz (Utah Works, Inc) is currently looking for a sponsor for legislation that would create an set-aside for sheltered workshops.

Sen. Patrice Ahrent is looking at the Ethics Act and Procurement Code. Lois indicated there will probably be no material change in either this session.

In response to requests from UPAC, a copy of Wayne Klein's (Attorney General) memo on gifts to state employees involved in procurements was distributed (e-mail) by Doug during the meeting. This memo was previously distributed at a UPAC meeting last spring. Discussion surrounded the ongoing compliance with non-receipt of gifts from vendors by purchasing staff and other state employees. Jackie mentioned UCI wanted to do a luncheon, at UCI expense, for Dixie State. After discussion the luncheon was discouraged by the group. Samples provided by vendors were discussed. Samples provided and used at work were OK, however, samples received and taken home for use were not considered appropriate.

4. New WSCA Contracts. State Purchasing Agent, Jared Gardner, has new WSCA PC contracts in place. The original four, Dell (MA1137), Gateway (MA575) and IBM (MA130) are again under contract. There are two new contracts added: MPC-G (MA1817) formerly Micron, and Apple (MA1813).
5. State RFP for Athletic Training Supplies. State Purchasing Agent, Dave Gill is seeking additional schools interested in having representation on the



upcoming RFP committee. Two people were added: Becca Morley, (University of Utah) and Greg Pack (Weber State University).

6. NAEB. Jim Parker discussed the upcoming NAEB National Conference to be held in Salt Lake City, May 9-12, 2005. School districts are invited to attend. Additional information can be obtained at: [www.naeb.org](http://www.naeb.org)
7. NIGP. There was discussion about participation in NIGP. Professional purchasing certifications are available through this organization.
8. New DAS Executive Director. The new Executive Director for the State Department of Administrative services is D'Arcy Dixon Pignanelli. There was discussion about the current status of Governor Huntsman's transition plans.
9. Computer Leasing. Lois led a discussion about the pros and cons of leasing laptop computers. Jim Parker offered a copy of the U of U's lease agreement to anyone interested.
10. Next UPAC Meeting. March 21, 2005 at Noon. The meeting will be held on campus at Dixie State College in the Udvar Hazy Business Building. Jackie Freeman will be providing additional details.

## UPAC MEETING MINUTES

**Date: October 19, 2004**

**Location: State Purchasing, Capitol Hill**

**Participants:** Fred Hansen (Weber State University), Bud Covington (Utah State University), Doug Richins and Dan Reisner (State Purchasing), Michael Jorgensen (Snow College), Jim Parker (University of Utah), Craig Passey (Brigham Young University), Jackie Freeman (Dixie State College), Al Johansen (Westminster College), Ryan Lindstrom (Utah Valley State College).

Meeting Chair: Fred Hansen

1. State Purchasing. Four wireless contracts, including Qwest, will expire the end of December. The other wireless contracts will continue, i.e. AT&T, Sprint, Verizon and Nextel.

Second Chance body armor contract. Some vests were defective so the state negotiated a settlement with the company favorable to the state. Body armor vests not bought under contract were not covered in the settlement. Second Chance has recently filed Chapter 11.

Annual usage reports to State Purchasing are vital. In a Legislative Auditor General (ULAG) report there is a 31% savings on state contracts versus retail market purchase prices.

Three new purchasing agents have been hired in State Purchasing during the last year: Paul Mash, Frank Volk and David Gill. Frank and David attended part of the meeting to get acquainted.

EdPac will hold their Annual Procurement Workshop in Park City on November 5, 2004. Doug will send out additional information to UPAC members.

2. Salts Tax Exempt Status on Construction Materials. Jim Parker and Fred Hansen led a discussion including the application of 501c3 and associated advantages. Not all higher education locations have the 501c3 exemption.
3. Utah Works, Inc. Jacque Holfeltz attended the meeting and discussed the goals and objectives of Utah Works. State law provides for a 5% preference on procurement awards. Utah Works helps people with disabilities find employment. There was discussion about the application of the procurement preference to higher education.
4. CRT Monitor Disposal. There was discussion about the optimal way to dispose of CRTs. Jim said there are currently 16 pallets of CRTs at the U of U to be surplus. Salt Lake County has specific rules concerning the

disposal of CRTs at their landfill. State Surplus has a program to recycle computer parts . The State Surplus manager is Dave Regan (801-619-7219). There is a new WSCA bid/contract that may have a recycle option. Doug said there are also two state contracts available for hazardous waste disposal. He will forward information from state Surplus on their method of disposing of CRTs to UPAC members.

5. By –laws. The proposed draft of the updated by-laws was discussed and refined during the meeting. The vote to approve the final draft was unanimous. The effective date of the new by-laws is October 19, 2004. Fred will prepare the by-laws reflecting the changes approved during the meeting and forward them to Dan who will post them on the UPAC web site.
6. SUU Contract Information Request. SUU requested information on any higher education contracts for athletic apparel providers. Weber State and BYU have agreements in place and will be forwarding information to SUU.
7. Weber State University Vendor Fair. Fred passed out information concerning their vendor fair which will be held on Tuesday, October 26, 2004 on campus. All were invited to attend.
8. Next UPAC Meeting. January 18, 2005. The meeting will be a teleconference set up by Doug. Included in the agenda will be any current legislative information from session which will be in progress.

## UPAC MEETING MINUTES

**Date:** August 10, 2004

**Location:** Snow College

**Participants:** Jerry Fullmer (Board of Regents), Fred Hansen (WSU), Bud Covington (USU), Doug Richins and Dan Reisner (State Purchasing), Michael Jorgensen and Dave Lanier (Snow College), Ryan Lindstrom and Jeana Miner (UVSC), Jim Parker (U of U).

Meeting Chair: Fred Hansen

1. UPAC Member Change. Nate Millward has replaced Jenna Snyder with the Board of Regents office. E-mail: nmillward@utahsbr.edu
2. UCCA (Utah Collegiate Custodial Association). Mr Ballard, current president, wants UPAC to know the association supports UPAC and will do whatever they can to help.
3. Board of Regents. There was discussion concerning the status of the topic of centralization of college and university purchasing functions within the state.
4. Dave Lanier Retirement Announcement. Dave announced he will retire this month from Snow College. He is one of the original members of UPAC.
5. RFP for Relocation Services. There was discussion concerning the use of relocation services (i.e. sale and purchase of homes, etc.) in conjunction with the international and interstate shipments of household goods belonging to new hired staff moving to universities and colleges. The consensus was that each college and university can review the options of letting new hired staff know of additional relocation services and that no RFP would be done for a statewide contract.
6. Disaster Kleenup Services. There was a vendor complaint to Jim Parker at U of U Purchasing that small vendors in the disaster clean up business were not being selected for work when the need occurred. It was decided to do an RFP to pre-qualify disaster clean up companies and develop a listing to use for significant disasters. A team was formed including the following people/groups: State Risk Management, Weber State University Environmental Health and Safety Manager (Richard Sandu), State Purchasing (Purchasing Agent Rosemary Frenchwood), and U of U Risk Management. Jim Parker suggested that Jerry Allred will be the chair. Jim will contact Mr. Allred.
7. Computer Contracts (locally manufactured). Doug received a call from a local computer manufacturing company (Star West) asking about opportunities to sell to the state. Weber State has two contracts for local purchase of computers one of which is with Star West. It was reported

Star West has good service. Computers purchased by WSU are required to come with a standard configuration. UVSC reported they have a program in place to build computers on campus. By using a standard configuration the repair service time cycle is very good. USU reported heavy use of the statewide Dell contract. Several commented about problems with local manufacturers going out of business when in past years the state had a contract specifically for locally manufactured computers. Following the discussion, it was determined that with the exception of WSU there was not sufficient appetite for locally manufactured computers to conduct an RFP for a statewide contract.

8. WSCA Manufacturer Direct Computer Contracts. The contracts have been re-bid and awards made for computers to IBM, Dell, Gateway, MPC, HP and Apple. Additionally contracts for manufacturer direct printers and storage are being issued.
9. New Statewide Car Rental Contract. A contract was awarded to Budget. There will be a second RFP done to obtain a secondary supplier. Additionally contracts for manufacturer direct printers and storage are being issued.
10. RFP for Long Distance Service. State Purchasing will have an RFP on the street within the next two weeks for long distance (land line) service. The University of Utah and Utah State University will both participate on the RFP team along with State Information Technology Services representatives. It was reported during this discussing that the State Purchasing URL matrix is available on the StateWebsite. Reports have come back to Doug that the matrix is a good decision tool.
11. Banner. There was a brief discussion on the status of Banner.
12. A-1 Refuse Removal Contract. After a recommendation from the AG, the Division of Purchasing determined A-1 Disposal not to be a responsible bidder due to information that the AG had relative to potential violations of various laws including child labor laws. One other company, Standard Restaurant Equipment is a Kingston Company as well. There was discussion about the AGs office position on polygamist-owned business having state contracts. Richins will hold a hearing on the determination not to award the contract to A-1.
13. E&I Checks. NAEB has issued checks to higher education locations throughout the state through E&I. Rebates have been received from E&I for transactions dating back to the 1970s. The U of U deposited their check after reviewing the matter.
14. Bid Dollar Limits. There was discussion about the dollar levels at which higher education locations would require their employees to obtain bids or

when formal solicitations would be put out on the street. Most colleges and universities have a bid threshold of \$50,000 before they go out for a formal bid. The State dollar limit was raised to \$50,000 in July 2003. State Purchasing uses the Internet in lieu of weekly legal ads to advertise bids. Expenditure policies at each higher education location were discussed.

15. Tax Code Discussion. Tax Code 59-12-106 Sub 3 requires vendors to list their sales tax number on all bids. As the State is tax exempt on its purchases the Tax Commission is currently reviewing the application of the code to bids. Other states are being contacted to identify their methods of implementation.
16. Collegebuys. Collegebuy and US Government Purchasing Alliance information was handed out by Mike. The Foundation for California Community Colleges has listed Snow College as a participant, however, Mike said Snow College has never signed up as a member. There was discussion about dealing with such offers as they appear in the future.
17. Charter Schools. These schools are allowed under state law and may use state contracts. However it was discussed that these schools are not political subdivisions but are privately owned.
18. UPAC Bylaws. A copy of the current UPAC Bylaws was distributed with a request members review them for any recommendations. It was decided Doug Richins, Jim Parker and Fred Hansen will form a team to review them and make have recommendations prepared for the next meeting.
19. Borland Web Contract. Jerry Fullmer discussed the contract. He has negotiated changes where now individual users are billed directly for use. Jerry has done an umbrella Adobe contract in conjunction with the state contract as well.
20. Next UPAC Meeting. October 19, 2004 hosted by State Purchasing. The plan is to include a tour of the new buildings on Capitol Hill as well as have the lunch meeting. The December meeting is planned to be a teleconference meeting.

## UPAC MEETING MINUTES

**Date:** May 20, 2004

**Location:** Brigham Young University

**Participants:** Jackie Freeman and Tamara Gentry (Dixie State) Fred Hansen (WSU), Jim Parker (U of U), Jerry Fullmer and Jenna Snyder (Board of Regents), Vicki Kulow (CEU), Michael Jorgensen (Snow College), Ryan Lindstrom and Jeana Miner (UVSC), Al Johansen (Westminster), Doug Richins and Dan Reisner (State Purchasing) Tim Hill, Park Romney and Michael Bitter (BYU).

Meeting Chair: Fred Hansen

New Member Introduction. Doug Richins introduced Dan Reisner as the new UPAC Secretary and the Division of Purchasing's liaison with higher education. Dan is replacing Glendon Mitchell who accepted a position with Salt Lake County Purchasing.

BYU Travel Program. BYU's travel program was presented by Tim Hill and his staff. This innovative web-based system was developed by Cliqbook and their travel authorization system by Extensity, including workflow. The system has the ability to compare university negotiated travel contracts with all travel offerings on the web. The travel program is planned to be made available to BYU alumni, students and others in the near future and includes features to identify optimal airline, hotel and car rental pricing.

Hazardous Materials Tracking. Mike Bitter presented the BYU program to identify and track hazardous materials on campus. At BYU there are 40,000 chemicals in 300 academic labs being tracked. OSHA standards are used at BYU as they are the most restrictive and thus can provide the greatest protection to the University as it tracks hazmat materials from the "cradle to the grave."

UPAC Member E-Mail Addresses. Fred circulated a list requesting members list their current e-mail addresses as some have changed. The list will be given to Dan for distribution to members.

Banner Implementation. Jerry Fullmer gave a status update for higher education locations.

State Contracts. Doug Richins gave an update on Division of Purchasing staff and commodity assignments. There is a new contract benchmark program in place to benchmark state contracts with pricing such as other state's contracts, GSA pricing and benchmarking from Utah entities not using the contracts. Input was requested from UPAC members to identify other potential areas to use in the pricing analysis project. One suggestion received was the benchmarking of car rental contracts.

Office Supply Contracts have been re-negotiated to produce a reduction in the administrative fee. The fee has been reduced by 1% and checks for excess revenue are being returned to users. Doug distributed checks to office supply contract users attending

the meeting. Jim Parker discussed a state contract for medical supplies where overcharges have been identified by University of Utah users. Kathy Ingelby at the U of U is working on this problem on campus and State Purchasing will be doing an audit of PD-460. It was reported that some vendors have been adding user fees to P-Card purchases which are not per contract terms and conditions. Jim said such charges were identified on recent purchases with statewide PC Store contract with En Pointe. A review of contract P-Card purchases will be conducted by State Purchasing. Input was requested from members for an upcoming statewide paint contract. Those interested can contact Rosemary Frenchwood to form a sourcing team.

Doug distributed copies of a letter written by the Attorney General's office concerning vendor provided lunches.

Utah College of Applied Technology. UCAT purchasing practices were discussed. Jenna Snyder indicated that each campus acts autonomously and that there is currently no central coordination effort within that group. Richins suggested that the Board of Regents may want UPAC to involve the respective purchasing agents for these campuses in training.

UPAC Bylaws. Fred distributed a copy of the current bylaws with a request they be discussed at the next meeting.

Higher-Ed Cooperative Purchase Information. Jenna distributed information with a request it reviewed and feedback be given to her by UPAC members.

Next meeting. Snow College will be the site with August 10 or 11 as potential meeting dates.

Meeting adjourned.



## **UPAC MEETING MINUTES**

**Date: March 25, 2004**

**Location: Dixie State College**

**Participants:** Jackie Freeman (Dixie State), Fred Hansen (WSU), Jim Parker (U of U), Jenna Snyder (Board of Regents), Vicki Kulow (CEU), Michael Jorgensen (Snow College), Ryan Lindstrom (UVSC), Al Johansen (Westminster), Douglas Richins (State Purchasing) Craig Passey (BYU), Lois Wiesemann (SLCC), Pete Heilgeist (SUU), Bud Covington, (USU).

Meeting Chair: Pete Heilgeist

Legislative Update. Douglas Richins presented an update and recap of relevant legislation from the past session.

Office Supply Contract Rebate. Richins announced that there would be a patronage rebate to the users of the state office supply contracts. Additionally, the administrative fee returning to the state will be reduced to 1% and the suppliers will reduce the price of office supplies accordingly

New Award of State Procurement Card Contract. Richins announced that the P-Card contract was re-bid, and awarded to US Bank, the incumbent supplier. He thanked Bud Covington and Lois Wiesemann who represented higher education on the RFP committee. A very favorable rebate and signing bonus was proposed by US Bank. The rebate and signing bonus will be distributed to the contract users in May.

Information / Resource Sharing. Jenna Snyder indicated that the Regents are interested in learning the efforts that UPAC has made in cooperative purchasing. Input was provided to her for a report that she will be consolidating. Richins will send her a spreadsheet on higher education's increasing participation in purchasing from state contracts.

Textbook Samples. Lois Wiesemann asked for input regarding campus policies on the ownership and disposition of sample textbooks.

Certificates of Insurance. Fred Hansen introduced the subject of when and on what types of contracts to obtain certificates of insurance from suppliers. It was agreed that the members would share their current bid and contract clauses on this subject, and to place this item on a future agenda for more complete discussion. Perhaps Alan Edwards, the state Risk Manager could attend a future meeting and discuss this issue.

P-Card Audit. Jim Parker reported on the University of Utah's response to the P-Card audit and the need for campus policies for certain types of purchases which were questioned by the auditors.

UPAC Bylaws. Fred distributed a copy of the current bylaws with a request they be discussed at the next meeting.

Other Items. Jim Parker announced that the annual NAEB Conference would be held in Salt Lake City in 2005. Passey indicated that E&I had recently awarded contracts for video conferencing. Richins asked that he send a copy of those contracts to the state to use as a benchmark to measure the state videoconferencing contracts.

New Leadership. The responsibility for UPAC leadership was passed to Fred Hansen for the next year. Richins announced that Glendon Mitchell has accepted a position with Salt Lake County and will be leaving the higher education coordinator role at State Purchasing.

Meeting adjourned.