

Procurement Newsletter

August 2024



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Changes to the Food & Gift Policy



In an effort to better align County policies with best business practices, the Board of County Commissioners recently approved an update to the County Food & Gift Policy. Many of these changes were a direct result of feedback we received from you.

Some of the changes include:

- Section 2.11 was added to allow for working meals. This will give department heads the authority to approve meals during work sessions, team building activities, training sessions, etc.
- The policy clarifies that certain meal expenses are considered operational expenses and are not included in the Food and Gift Policy. Examples include meals provided to crime victims or food distributed to the public at a County event.
- Section 3.1 now allows the County to purchase flowers or other appropriate sympathy gifts for County employees, their families, or individuals in the community. Previously, the authority to make these purchases had not been explicitly documented.
- Section 3.4C has been updated to allow for either a reception or a celebration for retiring employees up to \$200. Previously, this only covered receptions.
- Section 3.4F clarifies that retirement gifts should be presented to the employee either through a purchase made directly by the County or through a County program whereby employees may select a gift from an approved list. The County should not reimburse or make partial contribution toward the purchase of gifts for employees. This means that a retiring employee should not purchase their own retirement gift or purchase a gift in excess of the amount allowed and pay the difference out of pocket. One of the reasons for this is to ensure that the gifts are not taxable to the employee under IRS rules.
- Staff appreciation meals are now 50% of the daily per diem rate (per diem rate is currently \$64, so \$32) rather than \$30. This will allow the rate to adjust with inflation.

The full Food & Gift Policy can be found under the Help menu in the Finance system.

P.O.s and Contracts

PURCHASE ORDER		
OUR ORDER NUMBER MUST BE SHOWN ON INVOICES, SHIPPING NOTICES, BILLS OF LADING, PACKAGES AND CORRESPONDENCE. SHIPMENTS WILL BE REJECTED IF THIS INFORMATION IS MISSING.		
Date	Order No.	Page
07/03/2024	2024-9855-1	1 of 1

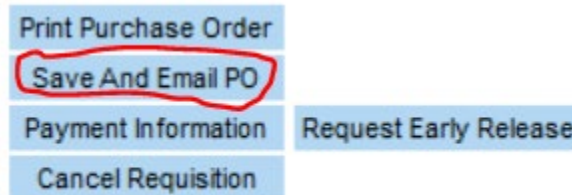
Status READYTOPAY

Technically speaking, a Purchase Order is a contract. It involves an Offer, Acceptance, and Consideration. The County has been using P.O.s differently over the years, so that P.O.s have been considered by many to be more of a payment document than a contract.

In order for a P.O. to act as a contract that meets the County’s requirements, the P.O. needs to include the County’s Terms and Conditions. We have made a recent change to the P.O.s so that these Terms and Conditions can be accessed through the P.O. This is what now prints in the TERMS section of the P.O.:

TERMS
Unless otherwise agreed upon by Utah County, by accepting this Purchase Order, the vendor agrees to the Utah County Terms and Conditions. These Terms and Conditions are found at this link: https://www.utahcounty.gov/Dept/auditor/Purchasing/terms.html

When the vendor goes to the link, the Standard Terms for the County are found. By accepting the P.O., the vendor is automatically accepting the terms. They do not need to sign the P.O., but the P.O. does need to be sent to the vendor, either in hard copy or digitally. The Finance system has the ability to digitally send a P.O. to the vendor via email by using the “Save and Email PO” button.



Feel free to reach out to Procurement if you have questions.

Setting Up County Business Accounts

Before you set up a new business account with a vendor, contact Procurement to see if an account has already been set up for county-wide use.

A few reasons for this are as follows:

1. County has several accounts already set up with vendors.
2. Accounts are already set up tax exempt.
3. Some business accounts require us to accept Terms and Conditions. Only Commission can agree to Terms and Conditions.
4. Consolidates orders under one account, which allows us to negotiate better rates.
5. Procurement runs reports to compare what the vendor charged against quotes and/or contract rates.
6. Allows for audit access.
7. Minimizes confusion that can result from having multiple County accounts with the same vendor.
8. Most grants and/or federal funding require a vendor to be active in www.Sam.gov
9. More vendors are requiring Procurement to set up a county wide account as tax exempt and to prevent Procurement fraud.
10. More vendors are requiring Procurement to register approved County issued P-cards within approved county accounts. This associates the credit card with our account to obtain contract discounts, rebates, prevent procurement fraud and to work instore or online.

GovQuote and State of Utah Get-A-Quote Process



Per the new Procurement Policy: For purchases that require Quotes, the Purchase Requester must obtain and document at least three (3) Quotes. When obtaining Quotes from vendors:

- i. Provide all vendors with the same information to assure Quotes are for equal and comparable items.
- ii. All Quotes should be documented in writing and be included with the Purchase Requisition.
Responses must contain, at a minimum, the following:
 - a. Contact Date
 - b. Description of goods, equipment, or services.
 - c. Unit price
 - d. Name of vendor and their contact information.
 - e. If using a Procurement approved contract, quote must reference contract number.
- iii. If a vendor does not respond to a request for a quote, the Purchase Requestor must document the request if the request is to be counted as a request for a quote.

To be fair and transparent with vendors, requests are posted for a minimum of 7 calendar days. To make obtaining quotes easier, Procurement has an electronic platform called “GovQuote” to post bid requests and let the vendor respond within the platform. The responses are recorded within the platform and easily auditable. If you are not familiar with GovQuote, reach out to Procurement, and we can show you how to use it.

If the item to be purchased is found on a State contract, you also have the option to use the State of Utah Procurement website to request “Get-A-Quote”. The request is sent to all vendors in that portfolio. This allows vendors on State contracts to compete against each other to get you the best price possible.

Contact Procurement for more information on how to use either option.

NIGP-CPP Certification



Congratulations to Tad Rasmussen for successfully completing the competency-based NIGP Certified Procurement Professional Certification (NIGP-CPP). This achievement is an important milestone for Procurement.

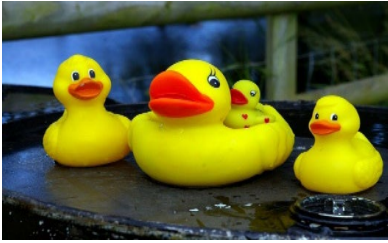
The certification assesses 43 technical competencies within seven focus areas. It goes beyond public procurement's technical aspects and assesses leadership, business principles, and procurement strategy.

The NIGP-CPP certification program has become the most sought-after certification for leaders in public procurement, and it is accredited by the ANSI National Accreditation Board (ANAB), the most prestigious personnel certification accreditation program worldwide.

Tad is one of the 1,519 procurement leaders to earn this distinguished NIGP-CPP. It should also be noted that Tad passed the exams on his first attempt!

Way to go Tad!

Ducks in a Row Recognition



Ducks in a Row sounds just like what it means. Someone who has their Procurement ducks in a row (their Procurement process is within the approved parameters and policies) to help the Procurement process move along in a smooth manner.

This month's Duck in a Row recognition goes to Lisa Nielson in the Recorder Department for her outstanding work in the Procurement process.

Lisa was selected because we have been impressed with how well she keeps her assigned P-cards reconciled, how well she stays current and reaches out to Procurement with any questions.

Lisa was asked a few "get to know you" questions.

What is the best vacation you have been on?

The best vacations are the ones spent with my 3 boys and husband at our cabin in Southern Utah, just outside of Zion National Park. We love to fish, ride 4 wheelers and check on the baby calves that are born each summer on our family property on Kolob.

What book influenced you for the better?

The book that has influenced me for the better is Tuesdays with Morrie, by Mitch Albom. According to Morrie, we all need to create "our own little subculture" where we choose for ourselves "the big things — *how we think, what we value.*" In a world that constantly tells us we're not good enough, defying cultural expectations and being intentional about creating the life we want for ourselves is, I believe, essential.

What is your biggest fear?

In response to what is my biggest fear, one of my favorite quotes is, "*Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, Who am I to be brilliant, gorgeous, talented, fabulous? Actually, who are you not to be? ...And as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.*" — Marianne Williamson

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

If I could have dinner with someone famous, it would likely be Winston Churchill. I'm fascinated with history, and he was one of the greatest statesmen of the 20th century. He was an effective leader because of his tremendous ability to inspire people. One of my favorite quotes from him is, "*Courage is what it takes to stand up and speak, it's also what it takes to sit down and listen.*"

Congratulations to Lisa!