

Procurement Newsletter

January 2024



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P-card Portal Updates

Reconciliations are improving! We are seeing the number of transactions being reconciled on time going up. Good work! Procurement keeps tabs on the reconciliation process, and we will reach out to you if a transaction hasn't been reconciled within 30 days. Our goal is to bring this number down to near zero.

When using the automated pre-requisition function, be sure to look closely at the "Purchased From" vendor field when the requisition is created. You may need to edit that field on occasion to ensure that the vendor name entered is consistent with the vendor name used on other P.O.s. This will make it easier to search by vendor down the road.

We are still seeing some instances where incorrect sequence numbers are being entered into the Portal for blanket P.O.s. The Portal will allow multiple entries using the same requisition and sequence number, even if the sequence number has already been used. A good way to spot that error is to periodically run an Error report from the Portal.

As always, please feel free to contact Robert if you encounter any issues, or if you have any recommendations for improvements.

Furniture Ordering Process



Public Works is responsible for all furniture being obtained for County use. This includes tables, chairs, desks, etc.

All furniture orders need to go through PW before the order is placed. This is to ensure that good quality furniture is obtained and that moving, assembly, and installation has been accounted for, and that PW is aware of any furniture that attaches to the building.

A workorder to PW is mandatory for all furniture purchases.

Once you have provided your requirements in the work order, PW will respond with instructions on how to proceed. You will usually be instructed to create a Purchase Order to “Utah County Treasurer”, using Object Code 5630. Once the PO is approved, let PW know the PO# by email and they will place the order with the vendor. Once the furniture and an invoice from the vendor have been received, PW will create an invoice for your PO for you to process payment.

There are rare times when PW will instruct you to purchase directly from the vendor. If this happens, attach their email to the PO as documentation.

Cooperative Agreements and State of Utah contracts

Utah County Government has several accounts set up with the different Cooperative Agreements.

Between State of Utah contracts and Cooperative Agreements, 99% of anything you are seeking can be found on one of them. If you are unsure where to start, Procurement can help you. As with any quote and/or research, we need to give the vendor sufficient time to respond to our requests.

Some requests will require specifications and/or scope of work. Procurement can help you with this process. If you need help with this process, let us know.

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 countywide 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.

Sole Source



A Sole source results in the award of a contract without engaging in a standard procurement process. A sole source means only one vendor can provide the procurement item. A true sole source is the EXCEPTION, and it is used only when necessary, as a last resort, and when justified by Code.

A sole source is inherently ANTI-COMPETITIVE, and that is why it is identified as an EXCEPTION to the standard procurement processes in the Procurement Code. Sole source awards do not involve a standard procurement process and should only be used when justified after a reasonable research has been conducted by the procurement unit to determine if there are other available sources, and an analysis has been conducted to determine if a sole source award is justified.

The more vendors there are that state they CANNOT provide the procurement item, the better the argument we have that it is truly a sole source. So ask around!

Vendors will frequently write letters claiming that they are a sole source. This does not, in itself,

mean that they are a sole source. Independent research must be conducted to validate the vendor's claim.

To request a sole source determination, the requesting department submits a "Sole Source Request Form" to Procurement. The request should include information about research conducted, and why the requested source is the only available source to fit the County's needs.

State Travel



The State of Utah has contracted with a travel agency to provide business reservation assistance for the following services:

In-State Travel: Airline, rental car, hotel/motel, rail and bus reservations.
State travel has negotiated rates with several hotels for official Government business.

Out-Of-State Travel: Airline, rental car, hotel/motel, rail and bus reservations.
Corporate Travel 800-367-3230, statetravel@utah.gov, www.statetravel.utah.gov
Monday - Friday 800-367-3230 (8:00 a.m.-5:00 p.m. Recommend calling for faster service.
After Hours Emergency Line 1-888-739-7018

A small fee is charged for using the travel agency:

Airline tickets \$27

Car and or hotel only \$8

If an airline ticket, car and/or or hotel are booked together, it is just the \$27 service fee.

When contacting State travel, you will need a County P-card for reservations. You can also add the card to your online profile. Email confirmations are sent to your county email address.

If a county employee wants to use state travel for their airfare to an approved conference and a family member wants to go with them, the family member is allowed to use state travel to obtain their airfare at the same time but with their own credit card.

State travel reservations, e.g. airfare are refundable if the traveler does not go.

If you have questions on how to use State travel, reach out to Procurement.

Sensitive Data Field



The sensitive data setting is to be used when you need to meet compliance with HIPPA or other regulatory requirements. Purchasing has seen more requests with sensitive data marked for items that do not need to be marked as such. E.g., chairs, office supplies, and other ordinary everyday items. Take time to evaluate if what you are procuring needs to be marked as sensitive data.

You can update your setting by clicking on File within the menu bar and select User preference. It is recommended to have this set to NO as default, unless you work with HIPPA or other regulations that require this to be marked YES. If you mark YES, review each PO request to see if YES should be marked for what is being obtained.

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 Braden Knudsen in the Public Works Department for his outstanding work in Procurement process.

Braden was selected because he starts with the end in mind. This helps Public Works Purchase Orders flow through the approval process because they meet procurement requirements from the start. Braden reaches out with any questions he has related to Procurement and Public Works has the most P-card transactions and Purchase Orders out of all the departments. Congratulations to Braden and his team!

Braden was asked a few “get to know you” questions:

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

A: The best vacation I’ve been on was to Maui, Hawaii when I was younger. We lucked out on that trip and saw a pod of dolphins and went snorkeling out by them. There were hundreds of them and it’s a moment I don’t think I’ll ever forget.

Q: What is your biggest fear?

A: My biggest fear is probably Gators and Crocodiles. I don’t know why, but they creep me out, and I absolutely hate them. I’ve never lived where I need to worry about running into them in the wild, but that doesn’t change the fact that they scare me, and I don’t want to come across them.

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

A: If I could have dinner with one famous person, I would probably choose Taysom Hill from the New Orleans Saints. I’ve been a huge fan of him ever since he started playing football at BYU. He then made it to the NFL and became the Swiss Army Knife team player. He’s a super athlete, but even more importantly he seems like a great guy, teammate, and a family man. I’d love getting to know him and getting to listen to some of his stories about faith, family, and football.

Congratulations to Braden!

2023 Year End Reminders

We encourage you to review all your 2023 POs and process payment as soon as possible. If you do not have anything else to pay on a PO, please pay and close the PO on your last payment and/or cancel not needed PO’s.

For expenses to come out of 2023 the product or service needed to be provided in 2023. Please include proof of delivery or other delivery confirmation to the invoice backup when submitting payment. If the product or service was not delivered or provided until 2024, payment comes from a 2024 PO.

We are scheduled to close out 2023 by **Friday, January 26, 2024**. Please work to have all 2023 PO’s submitted to Accounts Payable **on or before EOD Friday, January 26**. Since most of your expenses are done with the P-card, make sure you reconcile them in the P-card portal.