

PURCHASING STUFF



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The past few weeks have been quite a whirlwind! — The Coronavirus, earthquakes, in addition to the busy jobs we do every day. In this edition of **Purchasing Stuff**, we'll look at ways to make our jobs run more smoothly. As always, let us know of topics of interest you would like to see in future editions.

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A Message from Purchasing on COVID-19

COVID-19 has had an immediate impact on the global supply chain. Analysts say supply chains for many industries could take a serious hit, leading to product delays and shortages. As such, please keep in mind the following:

1. **Maintain inventory:** Plan ahead and maintain adequate inventory in order to ensure that you have options and inventory within your reach to meet your department's demands.
2. **Diversity vendor ecosystem:** Focus on balancing supply and demand, as well as building buffer stock, by assessing opportunities to diversify the vendors your department uses on a regular basis.
3. **Plan ahead:** Work with internal stakeholders and strategic and critical suppliers to establish a congruent risk management approach to monitor and prepare for potential material and manufacturing capacity shortages.
4. **Review invoices:** Ensure that vendors are complying with contract terms, including pricing and warranties or if you used quotes, that they match.
5. **Remain calm:** Remember that vendors are going through the same confusion and uncertainty as we are, so let's not create unnecessary problems by making unreasonable demands.
6. **Be proactive:** Plan on some items being delayed or out of stock for a time and consider what other options might work.

Commonly Purchased Items that Could be Delayed because of Shortages:

- Hand sanitizer – example: consider dish soap instead. Most dish soap has anti-bacterial included.
- Cleaning Supplies
- Health products
- Automobile parts
- IT devices, laptops, etc. are experiencing delays of a 1 – 2 months.

“A diamond is a chunk of coal that did well under pressure.”

– Henry Kissinger

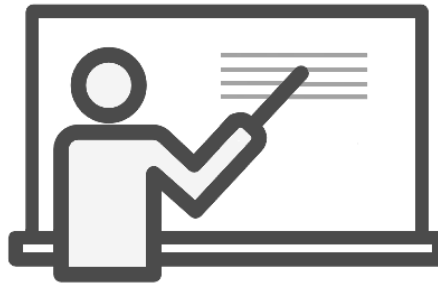
Utah County Purchasing has updated their website. Here is the link:

<http://www.utahcounty.gov/Dept/ClerkAud/Purchasing.html>

The website is broken into two basic categories: Tools for County Vendors and Tools for County Employees. You can find information on a wealth of Purchasing subjects, including:

- Purchasing Newsletters
- P-card information and Guides
- State and Cooperative Contracts
- Forms and Policies
- Purchasing Rules and Regulations

If there are other links/documents that you would like to see included on the website, let us know. The goal is to make the website a valuable resource for everyone involved with County purchasing.



Purchasing and Travel instructions

Both the **Purchasing** and **Travel** modules within the Finance system include instructions within each module. To find them, go to the menu bar within the module and click on **Help**, then select either “Purchasing Module Instruction Manual” or “Travel System Instructions” from the drop-down menu.

You can simply scroll through the documents, or you can perform a word search by using Control+F to open the search window, and then type in your search term.

PO's with Contracts and Agreements



How to use State contracts and County agreements

Purchasing strives to maintain a current record of State Contracts and County Agreements associated with a vendor within the vendor system. Currently, the vendor system limits the number of agreements that can be listed. If there is more than one agreement or contract for a vendor, "MULTIPLE" is entered.

When you enter a requisition to a vendor, the finance system will automatically pull in the Contract or Agreement numbers from the vendor file. You need to check those fields to validate that the information pulled in actually applies to your requisition. If it does not, you can search the vendor record notes for other applicable contracts/agreements, or you can search the Utah County contract Search website or the State Purchasing website to locate the appropriate contracts or agreements.

As you enter information in the description field, it is vital that you include information to show which page, section and sometimes line of the agreement where the relevant information can be found. You can also attach additional documentation to the initiate tab to help clarify or reference information. The bottom line is that Purchasing should be able to substantiate that the requisition complies with the pricing and terms of the contract from the information provided. Requisitions lacking this information may be referred to the originator for clarification.

When do you need to obtain a new County Agreement? A new County Agreement is required for any service over \$2,500 or for the purchase of supplies/equipment over \$10,000 if there is not already a County or State contract that applies.



Sending GovQuote Invitations

As most of you are aware, the County is working to expand our use of GovQuote to enhance our competitive bidding process. This has been working well for several departments. In order to fully maximize this powerful tool, we need to add as many current and potential vendors to the GovQuote database as possible. If you have access to GovQuote, we encourage you to add vendors by doing the following:

Once you are logged in, click or hover over your name, top right of the screen. Click on Settings, then Invite Company. Follow the instructions and send them an email invite.

It is free for them to sign up and use.

For those who do drafts (quotes requests) there was a update to their system. The recent update will allow you to write your draft but you can no longer post it. Purchasing will need to review it first before it is published. This is to make sure it meets our purchasing guidelines. You will need to let purchasing know when there is a draft waiting for review.

Travel Cancellations



A quick note on cancelled travel: Our policy is to seek a refund for cancelled travel (air fare, lodging, conference fees, etc.) unless the travel has been postponed to a specific date. If the terms of the purchase do not entitle the County to a refund, then we should seek to get a credit toward future travel. If the postponed travel or the credit reaches into the next year, you will need to work with Finance to work out how that should be recorded.