

# Procurement Newsletter

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In this issue:

- P-card Portal Updates
- Procurement solicitation options
- Quotes
- Contract Options
- PO Entry Group
- Staples and OPD contract changes
- Ducks in a Row Recognition
- Vendor Records and notes
- Yearend reminders



## **P-card Portal Updates**

There have been some enhancements made to the P-card Portal to make it easier to navigate and to streamline the accounting process.

The most notable of these changes is the “Pre-requisition” function. This gives you the ability to create requisitions from within the P-card Portal, eliminating the need to enter data multiple times for the same transaction.

The search capability has also been enhanced. Using the search bar, you can search by PO#, Req#, Description, or Merchant. You can also filter by card number, card name, and dollar amount. This makes tracking down a transaction much easier.

When reconciling blanket P.O.s, make sure to enter the correct sequence number (in addition to the line number). We have corrected several errors when we found them, but we ask that you please make sure to enter the correct sequence number to save us the time of having to correct them.

We are continuing to work on further enhancements to hopefully make your jobs easier and more efficient. Note that several enhancements to the Portal are a direct result of feedback received from many of you. As you encounter issues or come up with ideas while you’re using the Portal, please feel free to let us know.

## Which Procurement Process is Right for your Project?

How do you know which procurement process is best suited for your purchase? Here is a short explanation of the different types of processes and when to choose them.

### **RFP or Request for Proposal**

Use when your procurement item can be defined by your scope of work and quality supersedes price. This process allows you to create a list of subjective technical criteria that an evaluation committee will score. The process starts with Procurement. Purchasing must be involved in developing the scope of work. Contact them for more information.

Once proposals received are scored, cost is reviewed. RFPs need to be publicly posted by Procurement for a minimum of 10 calendar days. See Procurement Rules and Regulations 3-203 Proposal Preparation Time.

### **RFQ or Request for Quotation**

This process is best used for purchases that require the lowest price. For example, you need to purchase 100 cases of 1-inch syringes. There are multiple vendors who sell 1-inch syringes, but you need to get them at the lowest cost. This process can be used up to an aggregate of \$50,000. A minimum of three written quotes are required. Businesses need to be given not less than five (5) business days to respond. The quotes are attached to the PO request. To be fair and transparent to vendors, recommend using an online platform approved by Procurement to post the solicitation. County has an approved platform. Contact Procurement for access.

The lowest quote is awarded. Refer to Procurement Rules and Regulations 3-301 (6) and 3-301 (7)

### **IFB or Invitation for Bid.**

When you can precisely define what is needed and cost is the most important factor, however, exceeds the RFQ aggregate limit of \$50,000. Purchasing must be involved in developing scope of work and technical criteria. The solicitation will need to be publicly posted by Procurement for a minimum of 10 calendar days and award to the lowest priced bidder. Refer to Procurement Rules and Regulations 3-102.

### **Professional Service**

Use this process when you are looking to purchase a service that requires a high degree of specialized knowledge. A defined scope of work is required with a review of at least three qualified vendors. Vendors are then ranked and purchasing negotiates the price with the highest-ranked vendor. This process has an aggregate limit of \$50,000. Will need to publicly post for a minimum of 10 working days. Refer to Procurement Rules and Regulations 3-203.

### **RFSQ or Design Professional Services**

Available for all professional services, process used when budget exceeds \$50,000 and quality is important. Purchasing must be involved in developing a scope of work and technical criteria. A point-style evaluation is used to rank vendors. However, there is no cost evaluation stage, cost will be negotiated with the highest-scoring vendor. Needs to be publicly posted for a minimum of 10 working days.

### **Sole Source**

Use this process when there is only one source for the procurement item. A sole source document needs to be filled out and approved by Procurement.

Sole source notices are required to be posted publicly for a minimum of 7 calendar days to allow vendors an opportunity to notify Procurement otherwise.

**Solicitations that use Federal funding.** Need to follow the requirements of the funding source. Most Federal funding sources require postings a minimum of 30 days up to 60 days.

If you have any questions about any of the procurement processes, contact Procurement.

# Quotes

*Laurel Delagerheim, State Procurement Manager*

Have you ever sent a request for quotes and been flooded with questions from the vendors? Hopefully this article will help you avoid some of those questions in the future.

What should be in your quote request?

- ☒ The procurement item you are seeking to purchase.
- ☒ A brief description of the procurement item including model numbers and other pertinent details, if necessary.
- ☒ The quantity needed.
- ☒ The date the item should be delivered by.
- ☒ Costs of delivery and/or installation including where delivery will be made.
- ☒ Any terms and conditions the vendor would have to abide by.
- ☒ A deadline for vendors to provide a quote.
- ☒ How the vendors should provide a quote. You want to be able to compare quotes as easily as possible.
- ☒ A procurement or identification number that vendors can reference in their quote.

If a vendor contacts you with a question/s directly, make sure to add and answer the question on the electronic platform. This ensures all vendors have access to the same information. This needs to be documented to avoid protests of awards.

## **Other things to keep in mind during the quote process:**

A quotation is nonbinding and does not obligate a procurement unit to make a purchase or a vendor to make a sale.

Procurement Rules and Regulations states that the procurement unit maintains a public record that includes:

- (i) The name of each vendor supplying a quotation
- (ii) The amount of each vendor's quotation
- ( ) Contact date
- ( ) Who was contacted.

Quotes for Small Purchases from \$5,000 to \$50,000.

(i) For individual procurement items where the cost is greater than \$5,000 but up to a maximum of \$10,000, unless the procurement official determines a lower amount, a procurement unit shall obtain a minimum of three (3) competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.

(iii) For procurement items where the aggregate cost is greater than \$10,000 up to a maximum of \$50,000, unless the procurement official determines a lower amount, shall obtain a minimum of three competitive quotes that include minimum specifications and shall purchase the

procurement item from the responsible vendor offering the lowest quote that meets the specifications.

If you find yourself repeatedly requesting quotes for similar procurement items, please reach out to Procurement to see if the procurement item(s) would be a good fit for an agency contract or statewide cooperative contract.

If the procurement item is already on Statewide Cooperative Contract, check out the “Get a Quote feature”. This is a great tool to reach out to the vendors on Statewide Cooperative Contract. Once you send out a quote, the system will automatically send you a copy of each email. Attach their response to the PO request to document the process and responses.

## **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 ready for Procurement to help you with this process. If you need help with this process, let us know.

## **PO Entry Group**

Procurement uses a group E-mail titled PO Entry group. We use this to communicate information to those who have security access in the Purchase Order process.

If you are not seeing the emails, scroll down in Outlook until you find Groups. PO Entry will be listed – if you are part of the group. If you know of someone who should be part of the group but is not receiving the emails, let Procurement know.

## **Staples and ODP contract changes**

Both contracts MA4029 Staples and MA4030 ODP Business Solutions (Office Depot) renegotiated their contracts.

**There is now a \$25.00 minimum order fee or a \$5.99 delivery fee for orders below \$25.00. This applies to both contracts.**

When placing orders, please group your orders in larger orders to eliminate the \$5.99 delivery fee.

## Ducks in a Row Recognition



We would like to recognize Haley Christensen in the Attorney's Office for her outstanding work in reconciling p-card purchases. The Attorney's Office handles a wide variety of complex transactions that can be difficult to reconcile. Hats off to Haley for having one of the most up-to-date p-card reconciliations in the County!

## Vendor Records and Notes

If you have security access to enter a request for a Purchase Order, and do not see this screen:

A screenshot of the Utah County Financial Management software interface. The window title is "Utah County Financial Management Hello TADR - You are connected to the production database (DB1). - [Vendor Information <TADR> <". The menu bar includes "File", "Reports", "Window", and "Help". The main area shows "Vendor Identification" with tabs for "Search", "Vendor Identification", "Change History", and "Compare". The vendor information for Vendor Id 75 is displayed, including fields for Vendor Name (OFFICE DEPOT), Contact Name (DAMON WILDE), Address Line 1 (1830 S 3230 W), Address Line 2 (ACCT. # 89426429), City, State (SALT LAKE CITY, UT), ZIP Code (84104;1), and Phone (801)736-7372. The Notes section contains two entries: "MA4030 OFFICE SUPPLIES EXP. 12/31/24" and "PD2454 DIGITAL PRINTING AND COPY SERVICES - EXPIRES 7/31/26". The P.O. E-mail field is empty, and the Discount Rate is set to 10 days. The State Contract section shows MA4030 (Expires 12/31/2024) and MA3459 (Expires 05/10/2025). The Co. Agreement section shows two empty fields with expiration dates of 00/00/0000. The interface also includes a sidebar with navigation icons and a status bar at the bottom.

Contact Procurement to gain access so you can see vendor information and contracts associated with the vendor. This is the record where notes and contracts are associated with the vendor.

If you are not sure if you have access, click on the vendor (Person) icon to find out.

## Year End Reminders

As the current year winds down, please remember that County purchases must be physically received by December 31, 2023, to be charged to 2023 funds. The last business day of the year is Friday, December 29<sup>th</sup>.

All requisitions should be submitted by December 8, 2023, to ensure that they are approved,

processed and the items delivered before the December 31, 2023, deadline.

Keep the following in mind to help make your year-end less stressful and to be able to enjoy the holiday season:

Some vendors close their operations the last two weeks of December. Competition with Holiday shopping can delay deliveries even further. It is also common for items to be out of stock due to year-end rush orders.

Supply chain issues are still ongoing with some items anticipated delivery dates being months out.

Be sure to allow sufficient time for purchases requiring approval from Public Works, IT or the Commission.

People like to take time off in December; please plan accordingly for potential delays in the approval process.

For those of you with purchasing cards, please plan ahead to ensure that your credit limits are sufficient for your purchases. The credit limits reset on the 15<sup>th</sup> of the month. If a temporary credit increase is needed, I recommend that you contact Procurement ahead of time to set that up. Bear in mind that, per the Purchasing Card Policy, purchases over \$2,500 require an approved purchase order number before the purchase is made.

Plan ahead and work with Procurement to help you obtain what you need and feel free to give Procurement a call if you have any questions.

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