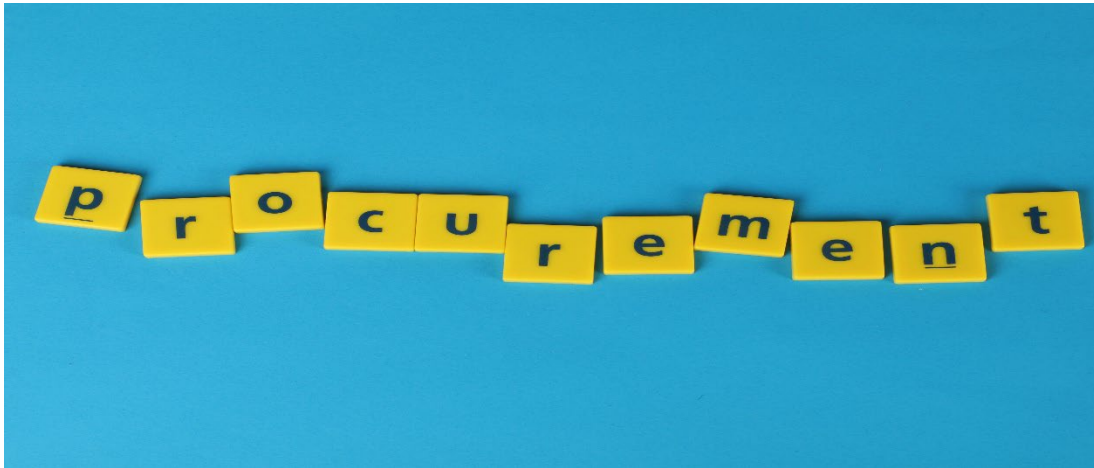


# Procurement Newsletter

November 2024



In this issue:

- Vendor Onboarding Checklist
- ERP Update
- Bonfire
- Quote Process
- Ordering Furniture
- Statewide Contracts: A Four-Course Meal
- NIGP-CPP Certification
- Ducks in a Row Recognition

# Vendor On Boarding Checklist



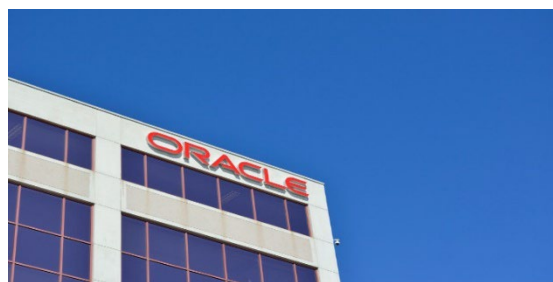
We have identified a need for a more robust vendor validation process. Going forward, the process to add commercial vendors may take a bit longer. We have a few more steps to validate that the vendor information is correct. This does not apply to refund, stipend, witness and non-county employee vendor types.

You can help the process move along by sending the following information to Procurement:

1. Current W-9 filled out. Please check box/field 3. If a vendor forgets a field, it is usually when they check Limited Liability company. They need to indicate which type on the right side of the form (C, S or P). Make sure they sign and date the W-9.
2. When requesting a W-9 from the vendor, ask if they are active in Sam.gov. If yes, include their UEI number in the information to us.
3. Their business license entity# and which state.

Send the completed W-9 and any other information to [purchasing@utahcounty.gov](mailto:purchasing@utahcounty.gov)

## ERP Update



From Nathan McDonald, ERP Project Manager

“Over the past several months, the ERP Replacement Project has worked very hard, moving steadily through proposal reviews and demonstrations. Tasked with leading the Request for Proposal (RFP) process, the County’s Evaluation Committee reviewed 12 proposals from implementation teams representing various software vendors, including Infor, Oracle, Oracle NetSuite, Tyler Technologies, and Workday.

After thorough evaluation, the Committee selected three respondents— AST (Oracle), Avaap (Workday), and Tyler Technologies —to advance to the demonstration phase. These finalists were

provided with demo scripts detailing the specific features and functions the Evaluation Committee and Process Improvement Teams (PIT Crews) wanted to see in action.

Throughout July and August, the Committee participated in multiple demo sessions, which included demonstrations of the Finance and HR/Payroll software as well as presentations on each implementer's approach. To gain additional insights, the Committee also consulted with several local governments that had recently implemented similar software. In September, the Committee recommended AST and Oracle as the implementor and software as the best fit for the county's needs, and the County Commission approved this recommendation in early October.

Now, the County and GFOA are working on contract negotiations with AST, working to establish the Statement of Work (SOW) so that the implementation can begin.

We appreciate the hard work and dedication of the Evaluation Committee, and all involved in this critical project. Your feedback and engagement are invaluable as we move forward. Stay tuned for further updates and thank you for your continued support and involvement.”

## P-Card Portal Pointers



The P-card Portal is working well for the departments. Departments are required to reconcile transactions within 30 days of incurring the charge (occasionally there are transactions that can't be reconciled within 30 days, such as travel and registrations payments for future events). County-wide, the percentage of transactions not reconciled within 30 days is between 6% and 7%. That's great! But we can do better. If you ever get stuck on reconciling a transaction, don't hesitate to reach out to Procurement for help.

Here are a couple of pointers:

- (1) The **Merge** function is used to combine multiple transactions into one to make them easier to link to the P.O. This is particularly true when one or more of the transactions is for a negative amount. Remember, the transactions must line up exactly with the P.O. lines.
- (2) The **Offset** function is used when two or more transactions equal exactly zero. This function is used when there is no P.O. involved.
- (3) In rare instances, a charge will involve an entry to the General Ledger. If that occurs, please contact Procurement to link the entry in the P-card Portal.
- (4) For blanket P.O.s, make sure that you use the correct sequence number. For example, if you are processing the third transaction on the blanket P.O., you would use sequence 3, and usually line 1.



The State of Utah recently moved from Sci-Quest to Bonfire. Bonfire is an electronic platform to post solicitations such as RFP's and ITB's (Invitations to Bid). Vendors who have registered with Bonfire through the State website are notified of solicitation opportunities based on the commodity codes they use when they register.

Does Bonfire cost anything for a vendor who registers? No, State Procurement set up the contract so that vendors will have all of the information they will need to respond to our solicitations. If a vendor tries to register and they are being asked to pay a fee, they are using the wrong link.

For those of you who have been on evaluation committees, and you had to work with paper responses, that is no more. All evaluations going forward will be done electronically within Bonfire. Evaluation members will be sent a link to access the proposals within Bonfire. Evaluation Committee members will sign a conflict-of-interest form before starting the evaluation.

Bonfire can also be used by departments to obtain quotes electronically when quotes are needed. More on the process for obtaining quotes will be addressed later.

## 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. Invoices need to also reference the contract number.
  - f. If using a state contract, the quote and invoice must reference the state 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 electronic platforms called “GovQuote” and “Bonfire” to post bid requests and let the vendors respond within the platform. The responses are recorded within the platform and easily auditable. If you are not familiar with GovQuote or Bonfire, reach out to Procurement, and we can show you how to use them.

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 State contract vendors in that portfolio. This allows vendors on State contracts to compete against each other to get you the best price possible. This can be a valuable tool if you want to purchase in bulk and want to find some savings.

Contact Procurement for more information on how to use these options.

## Ordering Furniture and Chairs



Procurement has had questions related to the furniture ordering process. Here is some guidance:

**All furniture and chairs require Public Works (PW) approval prior to purchase.** PW defines furniture as anything you sit on or use to hold other objects, such as chairs, tables, desks, cupboards and bookshelves. Furniture is usually movable and can be relocated from one space to another with ease.

In addition, any type of furniture that requires PW to do any assembly requires PW approval. Any furniture that would create additional risk or liability due to safety for both the employees and the public, needs to go through PW.

The process is as follows:

1. Contact PW to get a quote for the furniture or provide a quote if you already have one. This can be done by putting in a workorder (email [workorder@utahcounty.gov](mailto:workorder@utahcounty.gov)).
2. Create a PO to the Utah County Treasurer (vendor #244) from the department's 5630 object code.
3. Once the PO to the Treasurer is approved, notify PW of the approved PO.
4. Public Works will order the furniture with a different PO that PW will enter directly to the vendor.
5. Once the furniture is received and assembled, PW will pay the vendor with the PW purchase order.
6. Then, PW will create an invoice to the department referencing the department's approved PO to the Treasurer and include a copy of the vendor invoice as appropriate backup.
7. With the invoice, the department can process the PO to the Utah County Treasurer for payment.

## Statewide Contracts: A Four-Course Meal

*By: Brett Whitelaw, State Procurement Manager*

Statewide Contracts are like a four-course meal and should also be enjoyed with many sips of Mtn. Dew wine. Each contract has a similar structure, and each section has its own purpose. Let's get familiar with the basic structure of a statewide contract.

**The Appetizer, aka, the Contract Cover Page:** This is the first page of the contract, giving you a taste of what you're getting yourself into. It sets the tone for the entire experience, providing key details such as who the contract is with, its purpose, how long it will last, and what can you expect in the rest of the contract. It should not be skipped, and is sometimes, the best part of the meal.

**Soup or Salad, aka, The Terms and Conditions:** Just like with soup or salad, we've all had it before and it's kind of blah. The meal could probably go without it and you don't want to waste any stomach space on it, but trust me, you need it. The worst thing you could ever experience after a meal is hunger. You need this filler no matter how boring it is. Its job is to protect you from any possible hunger pains along the way. As you get older and wiser, the more thankful you are for the salads in life.



**The main course, aka, The Scope of Work:** This is the good stuff, the meat 'n potatoes. This information describes the overall products or services being provided. It may provide specific details on shipping, delivery, warranties, product specifications, service standards, etc. If you don't read this part, there's no point in even reading any of it.

**Desserts, aka, cost sheets/pricing:** No meal is complete without dessert. Tomorrow's going to come and you're going to wish you ordered two desserts instead of one, so go ahead and read this section twice. You're going to need to know what's in this section so that you can verify the quote is accurate when you reach out to the contractor.

So the next time you take the family out to that fancy eatery, be sure to say, "*Kids, let me tell you about the structure of a statewide contract...*"

## **NIGP-CPP Certification**



Congratulations to Robert Baxter 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.

Robert is one of the 1,555 procurement leaders to earn this distinguished NIGP-CPP. It should also be noted that Robert passed the exams on his first attempt!

## 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 Ducks in a Row recognition goes to Maureen Wengert in the Auditor's Department for her outstanding work in the Procurement process.

Maureen was selected because she knows the Procurement process well. Maureen has learned the Procurement policies and understands the parameters to work within. She never hesitates to reach out with questions.

We have been impressed with how well she stays on top of her open Purchase Orders and P-cards reconciliation. She can often be seen lending a hand to other County employees who need help with processing P.O.s or navigating the P-card Portal.

Maureen helps Procurement on projects from time to time and she readily steps up to the task. She does high quality work, and she gets things done on time.

Maureen is our resident expert on Harry Potter. She is a **BIG** Harry Potter fan. You have a question related to Harry Potter, Maureen knows the answer.

Maureen lived in Florida for a while. Three hurricanes blew her and hubby to Utah because they wanted calmer weather. They were tired of hurricanes making a mess of their place.

We appreciate all she does for us and the County.

Maureen has been with the County for 4 years.

Maureen loves to travel and visit family, especially her 29 grandchildren.

**Congratulations to Maureen!**