

Procurement Newsletter

January 2023



IMPACT OF PROCUREMENT

The field of public procurement is often misunderstood. In the past, it was considered a back-office function. However, over the years, the profession has transformed and today the procurement professional is a strategic partner and steward of maximizing the value of public spend. They are important agents in the public sector who strategically source suppliers and materials for activities that benefit the public's health and safety in a variety of ways.

Without public procurement, roads wouldn't get built and hospitals wouldn't have the medical equipment they need to care for patients. Schools wouldn't have textbooks and sanitation services couldn't be improved. There's a seemingly endless list of all the ways public procurement impacts the public to improve people's lives and ensure their health and safety.

In this issue:

- Procurement Facts
- P-card Portal – Starting January 2023- for those who reconcile P-cards online
- Requisition Approval Checklist – what is reviewed and checked before a requisition becomes a PO.
- Blanket Purchase Orders.
- How to Use Vendors.
- Ducks in a Row Recognition.
- Procurement Questions and Answers
- NARCAN: The Power to Save Lives that You Need to Know About
- Procurement Forms
- Statewide Cooperative Contracts



PROCUREMENT FACTS

There are over 90,000 local governments in the United States, made up of 16,360 Townships, 19,519 Cities, 3,031 Counties, 12,800 School Districts, and 38,266 Special Districts. (GovTech)

Overall, Public Procurement spend represents around 13-20% of GDP. (World Bank)

\$4.45 Trillion – US Government spending in 2019 (US Spending)

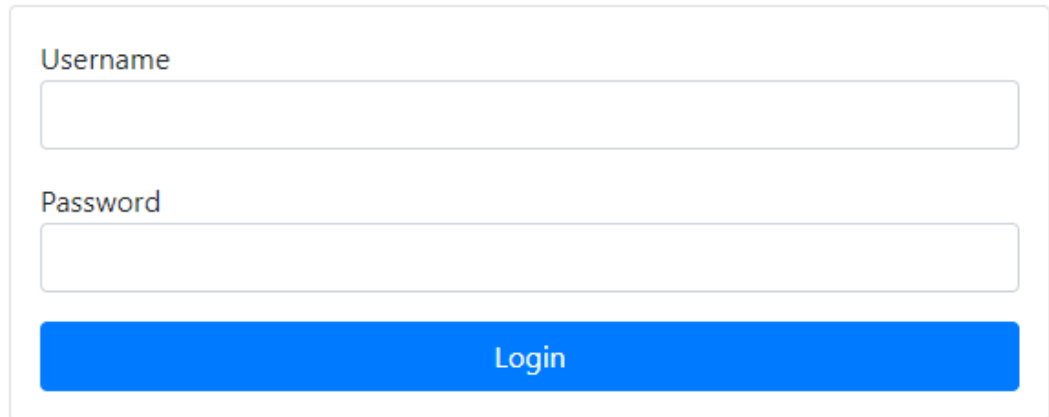
\$111 Billion State and local government IT spending 2020

Procurement strategically and carefully distributes public funds to provide services and infrastructure that benefit the local and national economy in the following ways:

- Increase competition can lead to lower market prices
- Procuring energy-efficient goods can save money in the long run and simplify end of life recycling.

(NIGP) The Institute for Public Procurement

P-Card Portal

A screenshot of a login form for the P-Card Portal. The form is enclosed in a light gray border and contains three main elements: a 'Username' label above a white text input field, a 'Password' label above another white text input field, and a prominent blue button at the bottom with the word 'Login' centered in white text.

P-Card Portal

Reconciling P-card purchases on a timely and regular basis is mandatory. Proper reconciliation ensures that purchases are properly accounted for, that cards are not being used fraudulently by outside sources, and that our accounting records are accurate. Starting January 2023 all those who reconcile P-cards online in Wells Fargo will use the new P-card portal. All affected employees should have received an email from Robert Baxter with the link and instructions. If you didn't receive the link, please reach out to Robert.

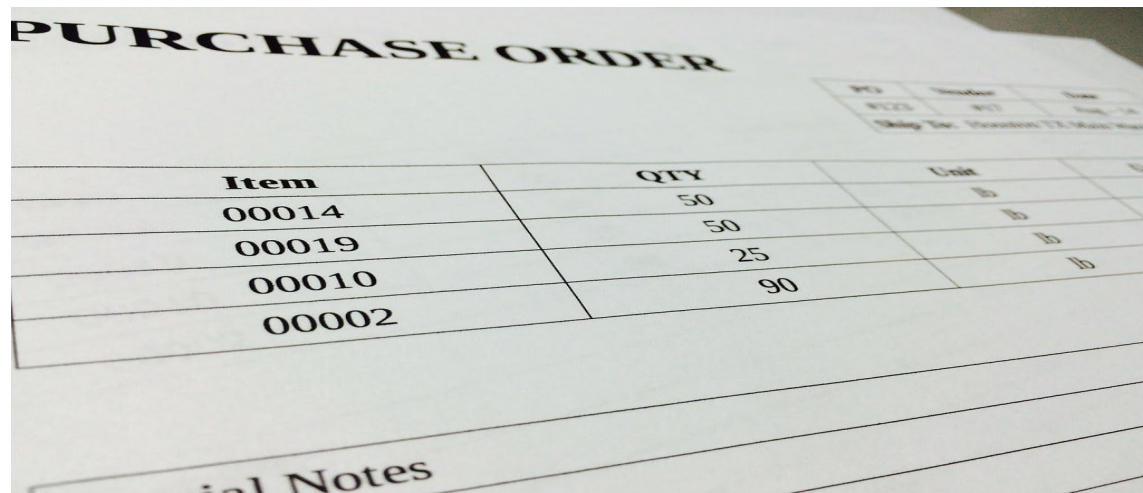
We encourage you to read through the instructions and try out the portal. If you have any issues, please contact Robert. Our goal is to make the P-card reconciliation process easier, less time consuming, and more accurate. We welcome your feedback on how well the portal is working for you. We hope to resolve any outstanding issues in future releases. Happy reconciling!

Requisitions Approval Checklist



What is needed on a Requisition?

- Description field needs to list what is being obtained. E.g., cannot say supplies. Needs to be more specific, e.g., pens, pencils, copy paper. Describe what is being purchased. Departments can add in item#, model#. If the invoice and description field do not match at payment time, a new PO will need to be done.
- Is the correct Object/Account code being used for what is being purchased.
- Contracts are required when paying another government-type entity or when Terms and Conditions are being agreed to. Only the Commission Chair can sign for Terms and Conditions, or for anything that obligates the county. Contracts are also required for purchase of goods over \$10,000 or for services/construction over \$5,000.
- P-cards. A contract is needed for services if the cost exceeds \$500 annually.
- Quotes need to be attached to the request when the procurement will be over \$5,000 for supplies, services or construction.
- Justification field is used when a request was not in the original budget.
- Grant justification field is used for reporting. Only those who have access to certain grant funds can use the field.
- Budget Description – Gives a summary of what the request is for.
- Depending on criteria as noted above, sometimes a POPUP window appears “Needs contract or agreement?”
- If furniture is listed in the description field, P.W. needs to review/approve before Procurement can approve.
- If computer equipment is listed, e.g., computers, laptops, monitors, IT dept needs to review/approve before Procurement can approve.
- If a State of Utah contract is being used, most contracts require the vendor to provide a quote that references the appropriate state contract that they are using. The quote needs to be attached to the request.
- Other types of contracts, such as co-ops or other government agency contracts, need to be reviewed and approved by Procurement before they can be used for a county purchase.



Blanket Purchase Orders

What are blanket POs and when should they be used? Blanket POs are used for recurring expenses. Examples: Utilities, phone bills, rent, Les Olson copier maintenance, etc. The description field should reflect any contract amounts/rates.

The more blanket POs you set up the fewer requisitions you will need to enter. If you have questions whether something should be set up as a blanket PO, reach out to Procurement.

Reminder, starting 2023 all requisitions to Les Olson need to include the following information: Les Olson tag#, county fixed asset#, copier/printer model information and the click rates.

How to Use Vendors

Procurement is working with Amazon, Staples and Office Depot to provide online training on how to better use their websites. Amazon recently held a class on how to obtain bulk buying bids through their platform. Amazon will be holding these classes every quarter.

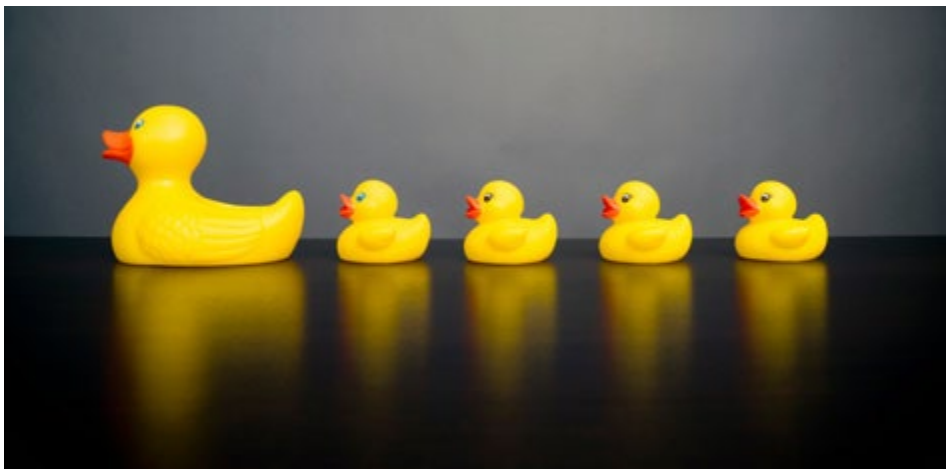
Look for more information on these classes in the coming weeks.



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

There's a new way to order from Lowe's online. A new option became available in January 2023. You will be able to order online. If you are interested in this option, reach out to Tad Rasmussen. If you still shop in person, remember to use the key fob to obtain the in-store minimum discount and take the county tax exemption form with you. If you need a key fob, reach out to Tad Rasmussen.

Ducks in a Row Recognition



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

Procurement will be starting a new recognition called "Ducks in a Row".

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

Procurement recognizes all your hard work and learning that goes with your job. We are aware of the challenges you deal with each day and are happy to help you on procurement issues anytime.

If you would like to mention someone who has their ducks in a row, reach out to procurement.

This month's Ducks in a Row goes to JoDee Kimber in Emergency Services and Gayla Quittner in Information Services.

JoDee Kimber was selected because of her proactive approach to Procurement. JoDee reaches out with any questions before solicitations are started. She follows the parameters of the Procurement process and provides appropriate documentation to support payment. Jodee is a Joy to work with and makes everyone else's job easier.

Gayla Quittner was selected for her skill in handling many complicated procurements related to Emergency Services and IT. Gayla attaches any required documentation to requisitions for later reference. She starts a requisition with the end in mind. This helps her requisitions flow through the approval process because they meet procurement requirements from the beginning. Gayla is fairly new to County procurement, and she asks smart questions to get clarification when needed.

They were both asked a few "get to know you" questions:

JoDee Kimber:

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

A: I like to fish and camp and spend time with my grandkids

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

A: I don't care much for famous people – I'm just a simple gal LOL

Q: What would you like to do in the future?

A: I hardly travel but hope to change that when I retire in a few years.

Gayla Quittner:

Q: What is the best food you have ever tasted or made?

A: I love making my slow cooked pot roast, with small red potatoes and carrots. My fam loves it too!!

Q: What is the most adventurous thing you have done?

A: I went skydiving with Q for our 1-year anniversary.

Q: If you could go anywhere in the world, where would it be and why?

A: I want to visit the UK where my son is stationed at the Lakenheath Royal Air Force Base.

Congratulations to JoDee and Gayla!



Procurement Questions and Answers:

Question: Can a county account be used to make a personal purchase?

Answer: The answer is no. Using the County account to make a personal purchase creates the appearance of co-mingling accounts. If it were to be audited, the auditor would be asking questions about that. It also would be giving the employee free shipping (at the taxpayer expense) by using a County-paid account. Employees are also not allowed to make purchases tax-free using a County account.

Question: What resources are available to help me find what I need?

Answer: Procurement is your first stop. We have access to hundreds of contracts and other resources to help you find what you need. A few examples of these resources are: State of Utah contracts, Coops – Omnia, Sourcewell, Co-Procure, Govspend and NASPO.

Question: How is someone given access to the county account to place orders?

Answer: To get setup to utilize Staples, Amazon, Office Depot, Home Depot, Lowe's, Wells Fargo, and others, send an email to purchasing@utahcounty.gov with the following information: Employee name, phone number, ship to location, access being requested, and approved by department head. If they are replacing someone already set up, provide that person's name. Procurement is working on a fillable form to make this easier.

Question: Where can I find instructions on how to use the Travel System?

Answer: Instructions are in the travel module menu bar help drop down.

Question: Where can I find instructions on how to use the Finance System?

Answer: Instructions are in the menu bar Help drop down.

Question: Can I review Relias training any time?

Answer: You can by logging in and selecting the module again. Search for Auditor and select the module.

Question: Is there a fillable form that can be given to would be travelers for county business?

Answer: In the travel module menu bar help drop down you will find travel/request training form.



NARCAN: The Power to Save Lives that You Need to Know About

Nick Hughes, Assistant State of Utah Procurement Director

Benjamin Franklin once said, “an ounce of prevention is worth a pound of cure” this of course being in reference to fire plagued Philadelphia in the early 1700s and their reactionary nature to fires as opposed to addressing fire hazards and safer practices beforehand.

We live in a day and age where we can gather information in a millisecond. You can become an expert on the above-mentioned quote and history behind it in a matter of minutes and question its authenticity.

Unfortunately, no matter how much action we put into information gathering, research, prevention, etc., accidents will always happen and there will always be a need for a “pound of cure”. The goal is to reduce the need but have the cure as a last line of defense.

The OPIOID crisis is here, it’s not going away, and it kills. In Utah, ten adults die each week from a drug overdose. Eight of these are due to opioids, and of those eight, four are due to prescription opioids. This is someone’s brother, sister, friend, daughter, son, father, or mother. This is a crisis, so much so that in February of 2022 there was a \$26 billion settlement from major drug companies.

Of this money, Utah will receive approximately \$266 million over the next 18 years.

The great news is that we have a cure on our side. Naloxone (Narcan) reverses and stops an opioid overdose. It saves lives and is legal to possess.

Narcan is offered by a company called Emergent Devices and no other company manufactures this product.

Narcan nasal spray is a ready-to-use, needle-free device, which requires no assembly. There is no risk of a needle stick with this formulation (which lessens probability for disease transmission). It is more user friendly and prior medical training is not required in order to administer Narcan nasal spray.

This nasal spray cure is available on our Statewide contract with Cardinal Health at a reduced rate. It is contract PD3277 and you may contact the Utah account rep, Janine Collette at janine.collett@cardinalhealth.com or the MMCAP representative at the State of Utah, Nicholas Hughes at nhughes@utah.gov or 801-957-7141.

Even better, if you are part of an educational institution or law enforcement unit, Narcan may be available at no cost to the end user through the Utah Narcan Program, <http://www.utahnaloxone.org/>.

Procurement Forms

Procurement has been working on creating fillable PDFs. The forms are being added to procurement website. They can be found at: www.utahcounty.gov then select Government in the header, then Auditor, then Purchasing, then Tools for county employees. The forms can be found in employee forms & policies and purchasing cards information & guides. Check back often for updated and or new forms.

Statewide Cooperative Contracts

By: Kim Clausing, State Contract Analyst

Question: Do you know if I can get an item on Statewide Cooperative Contract?

Answer: Use the search engine on statecontracts@utah.gov to search items available on contract. Use general terms to search for items. For example: audio visual equipment can help you locate a camera contract. Click “View Details” to proceed to the landing page. View “Other Documents” to see if specific items are listed. Instructions are included on the landing page of each Statewide Cooperative Contract. Reading through the instructions is important. Also, a comparison of Statewide Cooperative Contracts with the same items is important as well.

Question: I found the item cheaper not on a State Cooperative Contract?

Answer: Finding an item cheaper doesn't mean it is an equal quality item to what is on the contract. One should also consider other factors when comparing a Statewide Cooperative Contract with other vendors. Warranty, service plans, quality, assembly, delivery, etc., can add cost but are beneficial to agencies. Consider that State Cooperative Contracts do not take overhead costs of the process of procurement through the Agency's management as well as State Procurement Office time. Process time and management oversight of an item that seems to be less expensive needs to be taken into consideration.

Also, ask a Statewide Cooperative Contract Vendor if there are other available discounts. Is this the best and final price? It never hurts to ask the Statewide Cooperative Contract what more they could do or offer any additional discounts (e.g. bulk discounts).