



# PURCHASING UPDATE

OCTOBER 2013 ISSUE

STATE OF UTAH

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## ONLINE SMALL PURCHASE TRAINING FOR EXECUTIVE BRANCH PROCUREMENT UNITS

The State of Utah Division of Purchasing has launched an online training course titled "Online Small Purchase Training." This training is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order. Utah Procurement Code 63G-6a-408 (12) states that if a person has not taken this training, they may not make small purchases after January 1, 2014.

### *Utah Procurement Code §63G-6a-408 (12)*

*(12) An executive branch procurement unit may not make a small purchase after January 1, 2014, unless the chief procurement officer certifies that the person responsible for procurements in the procurement unit has satisfactorily completed training on this section and the rules made under this section.*

The Code's definition of an Executive Branch Procurement Unit includes each department, division, office, bureau, agency or other organization that falls within the State Executive Branch, including the Division and Attorney General's Office.

Employees required to take the training should sign in with their Utah-ID and password at [sota-purchasing.utah.gov/sota-purchasing](http://sota-purchasing.utah.gov/sota-purchasing). (see further instructions on page 2) Once they have taken the training and successfully passed the test, they have the option of printing a certificate signed by the Chief Procurement Officer certifying that they have satisfactorily completed training. Once certified, employees will be able to make small purchases on behalf of your agency in compliance with the Utah Procurement Code.

Employees must not make purchases after January 1, 2014 unless they have completed the training. Please note that employees will have their P-card rights suspended after January 1, 2014 unless the training has been satisfactorily completed.

State Purchasing has the ability to create a report showing which employees have completed the training by agency and division. Reports will be available to directors at the beginning of December upon request. If you have questions about the required training, please contact Tara Eutsler at [teutsler@utah.gov](mailto:teutsler@utah.gov).

## HOW TO TAKE THE ONLINE SMALL PURCHASE TRAINING

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The training is best viewed in the Mozilla Firefox web browser. If you do not have Firefox on your computer, you can download it [here](#) or at <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but we recommend against taking the training in Google Chrome.

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1. This training must be taken on a computer that is connected to the State of Utah server.
2. Open your web browser; preferably Mozilla Firefox.
3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
4. Login using your Utah-ID and password.
5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

## EPROCUREMENT UPDATE

If using technology to increase your efficiency and effectiveness as well as simplifying buying processes is important to your agency, State Procurement has a solution. Many expect electronic procurement, named eProcurement, to dominate the market over the next couple of years. "eMarketCenter" provides a view into that world.

The application allows a single log on, a connection to multiple vendor sites, the select multiple items, and the making of a purchase in one simple transaction. No more hopping from one site to the next using different usernames and passwords while tracking a dozen invoices. "eMarketCenter" is designed as a one stop shop.

Additionally, the "eMarketCenter" provides a simple and easy interface to navigate. Users will be able to search for items within the system, as well as directly connecting to a supplier's website in order to compare and select the best product available. (Below figure includes all current contracts available within the system).

The screenshot displays the WSCA/NASPO eMarketCenter website. At the top, there is a search bar with the text "What are you looking for? Everything" and a "Go" button. Below the search bar, there are navigation links for "Go to: advanced search | favorites | non-catalog item | quick order" and "Browse: contractors | categories | contracts". The main content area is divided into two sections: "Hosted Catalogs- These vendors are searchable in the eMarket Center" and "Punchout Catalogs- These vendors are NOT searchable from within the eMarket Center (you will punchout to the vendor's website and then bring your products back into the eMarket Center to make the final purchase)". The Hosted Catalogs section features logos for DiscountCell, GRACE FEDERAL, NetApp, TRANSOURCE, and X-IO. The Punchout Catalogs section features logos for DiscountCell, FASTENAL, hp, HOWARD, IBM, Metro OfficeSolutions, DELL, Office depot, GRAINGER, and shi. At the bottom of the page, there is a "My Resources" section with the email address cbruhn@utah.gov and the phone number +1 (801) 538-3524, along with a "Site Map" link.

The "eMarketCenter" has multiple functions that allow users to control the buying environment and experience. Certain roles can be applied to enable specific individuals to purchase products. The system can restrict

(Customization) individual vendors that are available to their users.

The "eMarketCenter" allows users to use purchase orders (PO's) or P-cards for their pay-

ments allowing adopting entities to maintain their current buying processes. Additionally, to ensure financial limits are not exceeded spending limits for P-cards can be set for individual users.

## EPROCUREMENT UPDATE (CONTINUED)

The screenshot displays the WSCA eMarketCenter interface for a draft order. The browser address bar shows the URL: <https://solutions.scquest.com/apps/Route/RegSummary?PageId=40843802&ScrollY=0&SectionNum=0&DocDataCov=&NavDataKey=&ResultSelectedId=&trmtrng=137943537172>. The page title is "Summary - 40843802 - Draft Order".

The interface includes a navigation bar with tabs for "General", "Shipping", "Billing", "Internal Notes and Attachments", "External Notes and Attachments", and "Final Review". A yellow banner message states: "Once you have reviewed the details, you may continue by clicking the button at the top of the page. Ensure proper payment information has been included, i.e. PCard or PO Number." Buttons for "Submit Purchase Order" and "Assign Cart" are visible.

The main content area is divided into several sections:

- General:** Cart Name (2013-06-24 cbruht01), Description (no value), Priority (Normal), Assigned To (Chris Bruhn), Cart Created By (Chris Bruhn).
- Shipping:** Ship To (Attn: Purchasing, 3150 State Office Building, SLC UT 84114, United States), Shipping address code (000002), Delivery Options (Contractor Account Number: no value).
- Billing:** Bill To (Attn: Chris Bruhn, State Purchasing, 3150 State Office Building, Salt Lake City, UT 84114, United States), Credit Card Info (No credit card has been assigned).
- Internal Notes and Attachments:** Note to all contractors, Attachments for all contractors.
- External Notes and Attachments:** (Empty section).
- Contractor / Line Item Details:** Contractor: Transource Computers. Contract: 827177. Entity PO Number: To be assigned - edit to specify. Account Code: no value. Pricing Code: no value. Quote number: no value.

The bottom section shows a table of line items:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 SATIN PHOTO PAPER 24 X 100 24005M	50566R	EA	96.72	1 EA	96.72 USD

At the moment only multi-state cooperative contracts are available to purchase from. However, the application is in its early form and with your help we anticipate more contracts to be added, eventually leading the state towards adopting a complete eProcurement environment for all state

contracts.

We are very enthusiastic about the potential "eMarketCenter" has in providing your agency with a powerful tool to streamline your buying process. Therefore, we invite you to contact Chris Bruhn, [cbruhn@utah.gov](mailto:cbruhn@utah.gov), or Jeff Mottishaw,

[jmottishaw@utah.gov](mailto:jmottishaw@utah.gov), to register for "eMarketCenter" as well as answer any questions you may have.

The eProcurement world is just around the corner. "eMarketCenter" provides an opportunity to get ahead of the curve.

## CONTRACTS WITH ANOTHER STATE OR WITH A UNIVERSITY FROM ANOTHER STATE

When a Utah State Agency wants to enter into a contract or a cooperative agreement with a state agency, a political subdivision, or a university from another state, the Utah State Agency will need to follow the Procurement Code. The solicitation and contract will need to be reviewed and approved by State Purchasing.

If the contract is a sole source, then a Sole Source Request needs to be processed before the effective date of the contract.

During the revisions of the Procurement Code, it was determined that contracts from another state, including political subdivisions or universities,

will continue to be processed through State Purchasing. There was a misunderstanding in State Purchasing for a period of time on how contracts with another state would be handled, so a few agencies may have received information that conflicted with the current Procurement Code.

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	<a href="#">MA536</a>	George Webb Sales Company	1/15/2014	New Agent
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software	<a href="#">MA515</a>	Troxell Communications	1/15/2014	New Agent
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	<a href="#">MA513</a>	General Communications Inc	1/15/2014	New Agent

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Office Moving Service - Local and Intrastate	<a href="#">MA1107</a>	A-1 Pioneer Moving & Storage	10/31/2014	
Out Front Mower	<a href="#">MA018</a>	Turf Equipment & Irrigation Inc	09/30/2014	New Agent
Appliances for the Weatherization Program	<a href="#">MA962</a>	RC Willey	10/01/2014	
Mail Room Equipment, Supplies and Maintenance (WSCA)	<a href="#">AR174</a>	Neopost USA, Inc	10/11/2014	
Mail Room Equipment, Supplies and Maintenance (WSCA)	<a href="#">AR175</a>	Bell and Howell, LLC	10/12/2014	
Cylinder Gases and Welding Supplies	<a href="#">MA287</a>	Air Liquide America Specialty Gases, LLC	09/21/2018	
Office Moving Service - Local and Intrastate	<a href="#">MA1107</a>	A-1 Pioneer Moving & Storage	10/31/2014	
Survey and Mapping Global Positioning Systems (GPS) - Trimble	<a href="#">MA026</a>	Monen Engineering Inc	10/31/2015	
Survey and Mapping Global Positioning Systems (GPS) - Leica	<a href="#">MA028</a>	Bonneville Blueprint Supply	10/31/2015	
Emergency Vehicle Products	<a href="#">MA289</a>	Vehicle Lighting Solutions, Inc	11/02/2017	
Emergency Vehicle Products	<a href="#">MA293</a>	Premier Vehicle Installation, Inc.	11/02/2017	

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## NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Combination Sewer Cleaner	<a href="#">PD099</a>	Legacy Equipment	9/20/2013— 9/20-2018	No fee
LanDesk Software	<a href="#">MA476</a>	Network Consulting Services, Inc.	10/1/2013— 09/30/2014	
LanDesk Software	<a href="#">MA429</a>	Valcom Salt Lake City, LLC	10/1/2013— 09/30/2014	
Disaster Cleanup— Area 1—Northern Utah Panhandle Area 2—Salt Lake County and Adjacent Counties	<a href="#">MA555</a>	Utah Disaster Kleenup	10/4/2013— 10/3/2018	
Disaster Cleanup - Area's 1 & 2, Northern Utah Panhandle Salt Lake County and adjacent Counties	<a href="#">MA556</a>	Alpine Cleaning & Restoration Specialists	10/4/2013— 10/3/2018	
Disaster Cleanup - Area 1 – Northern Utah Panhandle Area 2 – Salt Lake County And Adjacent Counties	<a href="#">MA557</a>	Phipps Enterprises dba ServiceMaster by Phipps	10/4/2013— 10/3/2018	
Fertilizer Products and Grass Seed	<a href="#">PA344</a>	Green Source, LLC	9/23/2013— 9/22/2018	
Fertilizer Products and Grass Seed	<a href="#">PD553</a>	Intermountain Farmers Association	9/23/2013— 9/22/2018	
Disaster Cleanup - Area 3 South Western Utah, Area 4 North Eastern Utah and Area 5 South Eastern Utah	<a href="#">MA562</a>	Bountiful Disaster Cleanup, Inc. dba Servpro of Bountiful	10/04/2013- 10/03/2018	
Printing of State of Utah Warrants (check stock)	<a href="#">AR502</a>	IC Group	9/10/13 – 9/9/2018	New Contract— previously AR1019

## EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Standard Traffic Signal, Luminaire and CCTV Camera Poles	<a href="#">PD781</a>	Union Metal Corporation	07/31/2013	
Printing of State of Utah Warrants (check stock)	<a href="#">AR1019</a>	IC Group		See new contract AR1019

