

# PROCUREMENT 101



# Agenda

CP's Mission and Vision

Ordinances and Policies Overview

The Purchasing Decision Matrix

Contract Purchases

Small Cost Purchases

Formal Procurement

Contract Processing

C's to Remember for Success





# CP's Mission and Vision

The mission of C&P is to provide professional, efficient procurement services and promote fair and open competition to attain the best value for the County.

We Strive to ...

- Be proactive in our communications
- Be a valued partner to county agencies
- Find solutions
- Be adaptable

# Ordinances and Policies Overview

## Ordinances:

[3.20](#) Purchasing Procedures

[3.28](#) Contract Processing

## Policies:

[7010](#) Procurement

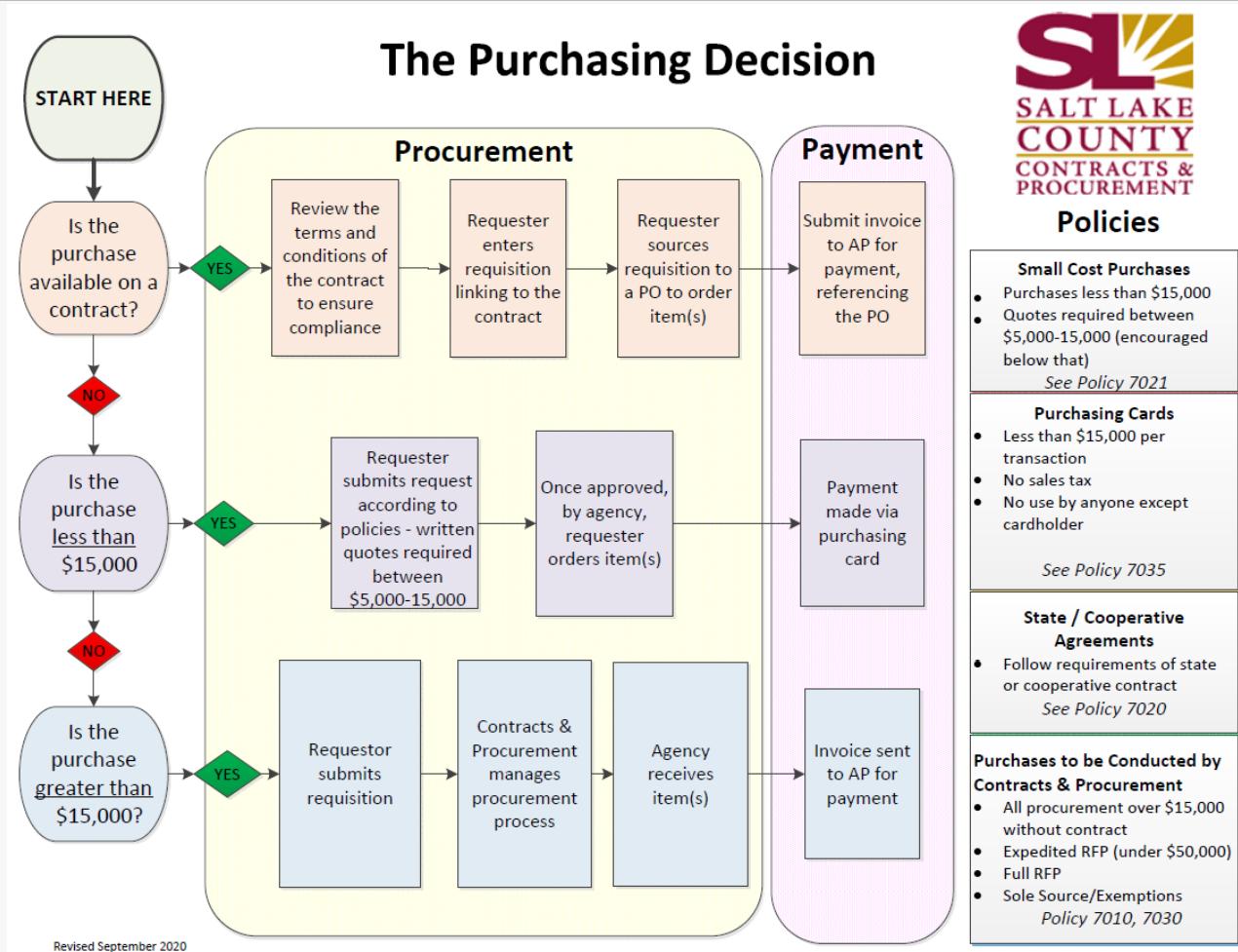
[7020](#) State Contracts and Cooperative Agreements

[7021](#) Small Cost Purchasing Procedures

[7030](#) Request for Proposals (RFP)

[7035](#) Purchasing Cards Authorization and Use

# The Purchasing Decision Matrix



## Policies

# Contract Purchases

## **Policy 7020 – State Contracts & Cooperative Agreements Highlights**

The County is not limited to purchasing from county contracts alone; policy 7020 allows us to purchase from State contracts and cooperative agreements which are established for state agencies and other political subdivisions of the State of Utah.

1. A master agreement will be used to make repetitive purchases (1.1)
  - A. To request a State Contract be set up as a Master Agreement, contact C&P
2. County agencies must fulfill the requirements of any state or cooperative contract (1.4.1)
3. Sometimes it's in the best interest of the County to NOT use a cooperative contract and to go out to bid on our own (1.5)
  - A. Can the County get a lower price or better terms by going out to bid? What is the volume of products being purchased?

# Small Cost Purchasing

## Policy 7021 – Small Cost Purchasing Procedures Highlights

1. Purchases made below the small cost limit (\$10,000) do not require formal bids (1.1.1)
2. Purchases made between \$5,000 - \$10,000 require agency to get at least 3 quotes and maintain a file of quotes for that procurement (where a sole source or other exception applies, agency writes and keeps justification, signed by management, in its file)
  - A. Getting an “apples-to-apples” quote comparison is key
3. Purchases \$5,000 - \$50,000 can be made by soliciting 3 written quotes and award goes to the low quote – Purchases over \$10,000, the quotes come through Contracts & Procurement (1.1.2)
4. Invoices shall not be split into multiple invoices to avoid procurement process (2.2)

# Small Cost Purchasing using P-Cards

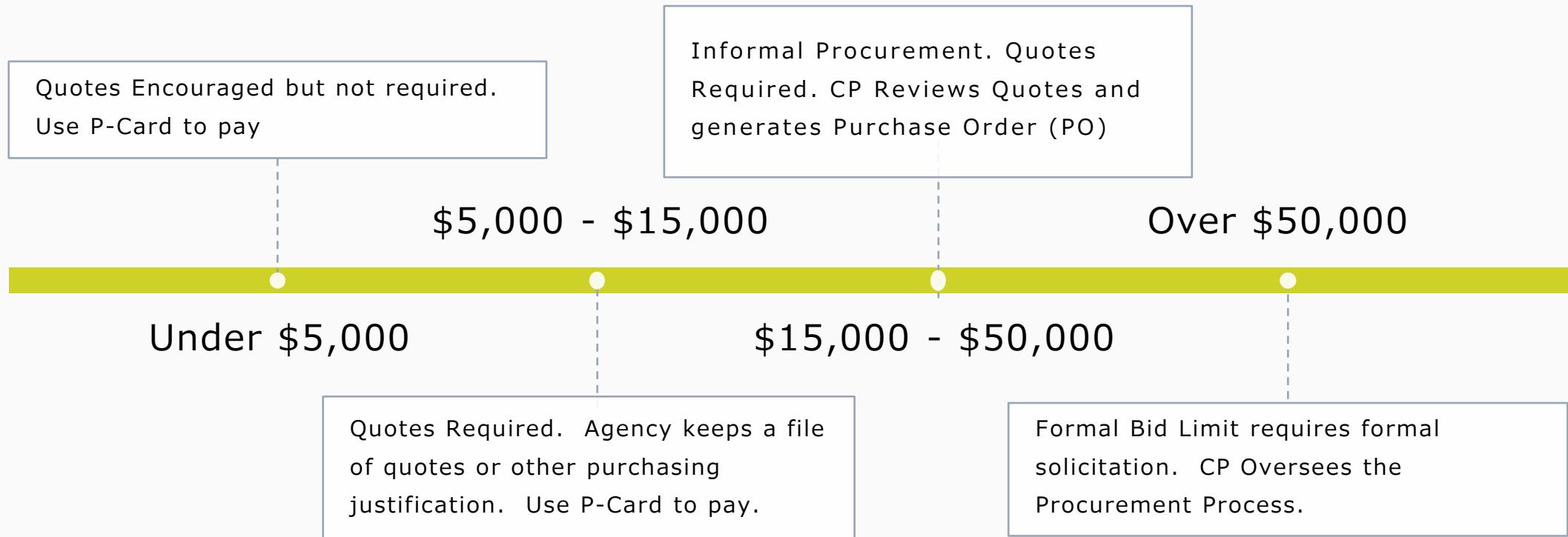
## Policy 7035 – Purchasing Cards Authorization & Use Highlights

Used to make small cost purchases, utility payments, and purchases authorized by the Purchasing Agent

1. Cardholder is solely responsible for use of the p-card (1.2)
2. Training materials are incorporated into the policy (1.8)
3. No sales tax, personal purchases, split purchases, or purchases made by anyone other than the cardholder (4.0)
4. Capital purchases, 3<sup>rd</sup> Party Payment Processors, purchase deliveries to non-county operated/owned addresses and alcohol purchases must obtain additional approval from the county mayor/elected official or designee(5.0)

# Small Cost Purchasing on Amazon Business

1. Small cost purchases may be made through the Amazon Business Account.
2. To join the Amazon Business Account, email request from supervisor and access the account through the county's ePortal with network credentials.
3. User guides and Training resources are provided on C&P/s website under P-Card info.
4. Group Administrators can review, run reports, and assign the roles for their office.
  - Monitor (or Approve) all Amazon Transactions within your Group
  - Only County P-Cards for Payment Method
  - No personal purchases
  - Ensure approval of non-county ship-to addresses is documented and filed
  - Track and Account for Controlled Assets purchased
  - Review User Access - Remove inactive/terminated employees
  - Don't pay sales tax
  - Refunds must be credited to county P-Card (not Amazon credit)
  - Have internal procedures for the acceptable use, safeguarding, and tracking and distribution of gift cards.
  - Remove terminated employees from account



# Purchasing Thresholds 5 – 15 – 50

# Procurement – General Rules

## Ordinance 3.20 – Purchasing Procedures Highlights

1. All procurements shall be competitive unless an exception applies (3.20.020.A)
  - A. Exceptions include (not a complete list): small cost, under \$10,000 (quotes encouraged \$5,000 and under; required between \$5,000 - \$10,000); exigency; sole source; legal services and notices; utilities; non-software subscriptions; media advertising; goods & supplies for authorized resale; dues and membership fees; speech, lecture, specialized training or performance (3.20.030 A.4, 5, & 6)
2. Sole source must be approved by Purchasing Agent, Jason Yocom (3.20.030.A.5)
  - A. If there is reasonable doubt, competition shall be solicited
  - B. Sole source procurements over formal bid limit, \$50K, must be advertised for at least 7 days – any responses will be considered before moving forward with the sole source procurement
  - C. Examples of sole source circumstances:
    - i. Standardization or compatibility of equipment, materials, technology, software, accessories, replacement parts, or service
    - ii. Transitional costs are unreasonable or cost prohibitive
    - iii. Item is needed for trial use or testing

# Formal Procurement – Bids

## Policy 7010 – Procurement Highlights

1. The purpose is to invite maximum competition practicable (1.1)
2. Bids are out for a minimum of 10 calendar days (3.0)
  - A. Bids, RFB/RFC, are awarded to the lowest responsible/responsive bidder(13.0)
3. Sole source needs justification – why is this vendor the only source? (16.1)
4. When is a contract beneficial? Two guiding conditions to consider (17.2):
  - A. Dollar volume should exceed \$50,000
  - B. Frequency of purchases should exceed 20 per year

# Formal Procurement – Proposals

## Policy 7030 – Request for Proposals (RFP) Highlights

1. RFPs are typically used for professional services, consulting services, and complex technology services and equipment (1.0)
2. RFPs are used when low bid isn't going to be the most advantageous, and other factors should be considered in an award (2.1)
3. Minimum advertising time is 20 days from issue (4.1.2)
4. Expedited RFPs are quicker (advertised for 5 days), but must stay under the formal bid limit (\$50,000) for the life of the contract (13.0)

# Contract Processing

## Ordinance 3.28- Contract Processing and Payments Highlights

Typical contract process: 1. Go through procurement 2. Have your attorney review the contract to form & legality 3. Have the Vendor sign 4. Send contract to C&P for processing 5. Return fully executed contract to Vendor

1. C&P to ensure contracts (and amendments) are reviewed as to form by DA's Office and authorized by the director of the agency, enter the contract in the financial system, and submit to the proper signing authority for execution (3.28.020.B&C)
2. C&P to act as a repository for all county contracts (3.28.020.A)
3. Payment requests are submitted to Mayor's Finance, if payment is against a contract, the contract number must be referenced (3.28.130.A)



# Contracts Processing ...

Reminder: per ordinance (3.16.050), **only** the Mayor or her Designee who has been authorized can sign a contract on behalf of the county. Any violation of this could “result in voiding the contract and the personal obligation and liability of the person at fault for such violations.”



# CP Web Resources

- [Purchasing Resource Guide](#)
- [MyFIN eProcurement Troubleshooting Guide](#)
- [Search County Contracts \(SharePoint\)](#)
- [RFP Flowchart](#)
- [RFB/RFC Flowchart](#)
- [Construction Flowchart](#)
- [Surplus Information](#)
- [PCard Information](#)
- [Project Tracking](#)
- [State Contract Search](#)

# Four C's to Compliance & Success

- C = Competition – most competition as practicable
- C = Contracts - **don't** sign them, only the Mayor or one of her Designees can execute a contract (process through C&P)
- C = Check your Contracts & Contractors – manage your contractors and make sure you're buying items/services at or below contracted rates
- C = CONTACT US – C&P is here to help; we want to be your valued partner



# Your Partners in Procurement

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## Contracts & Procurement Team

# THANK YOU



Procurement 101

