



# Purchasing Resource Guide

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An overview of procuring goods and services for your agency



Contracts & Procurement Division



## Salt Lake County Procurement Resource Guide

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The Contracts and Procurement Division has compiled this resource guide to assist county agencies in navigating the public procurement processes of Salt Lake County. As a governmental entity, Salt Lake County must ensure that procurement practices are transparent, fair and reasonable. The general principle of county procurement ordinance is that all procurements shall be made on a competitive basis to the maximum practicable extent, unless a lawful exception applies. The mission of the Division of Contracts and Procurement is to provide professional, efficient purchasing services and promote fair and open competition to attain the best value for the county. Our goal with this resource guide is to help agencies understand the public procurement process and make it as easy as possible within the requirements set forth in county ordinance and policy.

This resource guide is intended to provide materials for county agencies to refer to as they navigate the procurement process. It is not all-inclusive, but provides enough information to guide agencies through the process. The Contracts and Procurement staff is always available and willing to answer questions and provide assistance.

Thank you,

Jason Yocom  
Division Director  
Salt Lake County Contracts and Procurement

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## **Purchasing Ordinances and Policies**

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Salt Lake County's procurement processes are governed by ordinance and policy.

Please visit our [policies and ordinances](#) page to review the rules that govern county procurement.

### **Ordinances**

- [3.15 Definitions](#)
- [3.16 Purpose](#)
- [3.20 Purchasing Procedures](#)
- [3.22 Competitive Sealed Proposals](#)
- [3.25 Request for Applications](#)
- [3.28 Contract Processing and Payments](#)
- [3.36 Property Disposal](#)

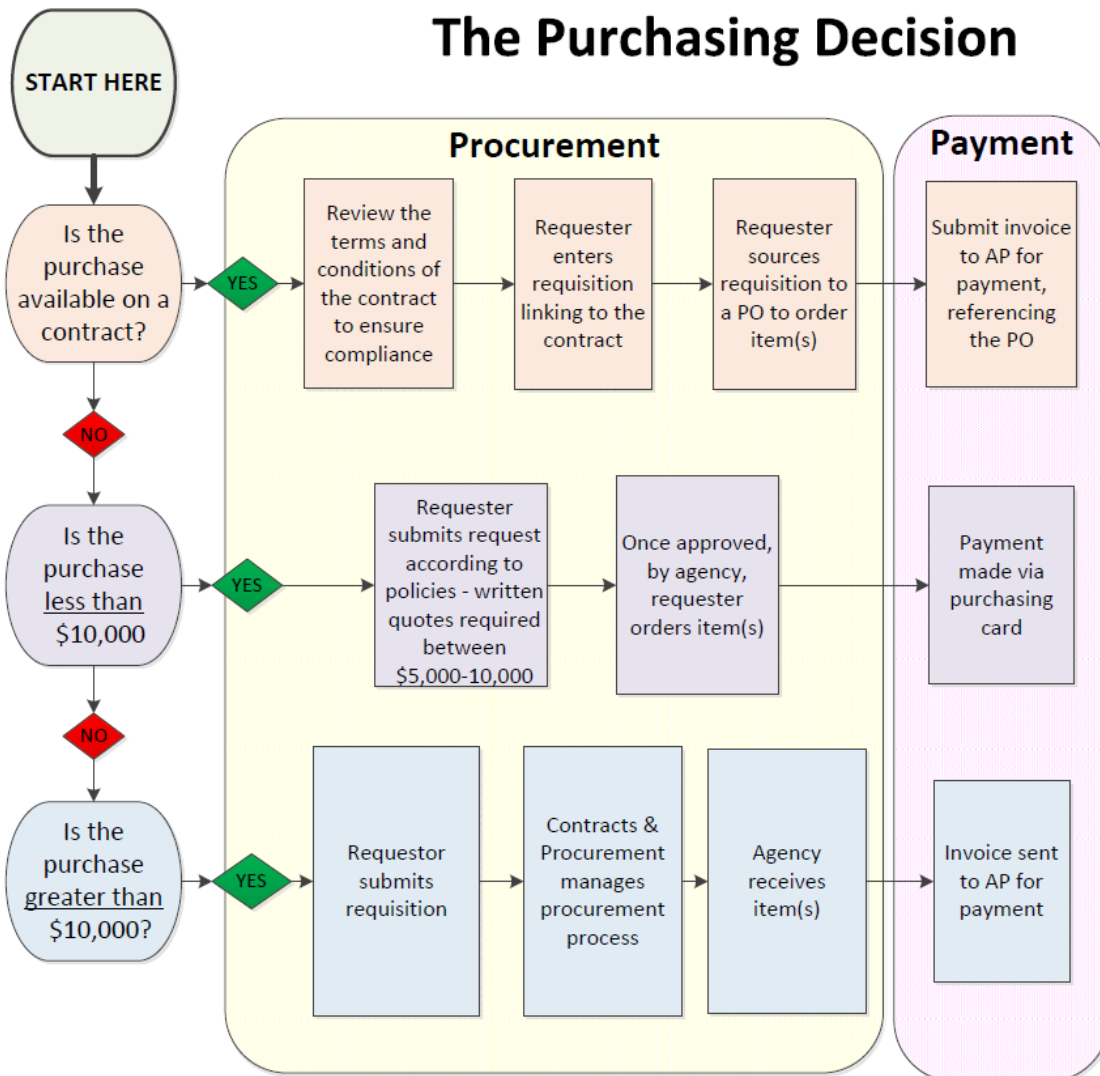
### **Policies**

- 1100 Surplus Property Disposition/Transfer/Internal Sale
- 1305 Processing of Unauthorized Payment (Claims)
- 1350 Sale of County Vehicles
- 7010 Procurement
- 7020 Statewide Contracts
- 7021 Small Cost Purchasing Procedures
- 7030 Request for Proposals (RFP)
- 7035 Purchasing Cards
- 7036 Proprietary Charge Cards

# The Purchasing Decision Flow Chart



## The Purchasing Decision



### Policies

**Small Cost Purchases**

- Purchases less than \$10,000
- Quotes required between \$5,000-10,000 (encouraged below that)

*See Policy 7021*

**Purchasing Cards**

- Less than \$10,000 per transaction
- No sales tax
- No use by anyone except cardholder

*See Policy 7035*

**State / Cooperative Agreements**

- Follow requirements of state or cooperative contract

*See Policy 7020*

**Purchases to be Conducted by Contracts & Procurement**

- All procurement over \$10,000 without contract
- Expedited RFP (under \$50,000)
- Full RFP
- Sole Source/Exemptions

*Policy 7010, 7030*

Revised September 2020

## Salt Lake County Procurement Overview

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*Contracts and Procurement assists County Agencies in obtaining the best products and services at competitive prices, in a timely and efficient manner in compliance with policy and ordinances.*

The general policy guideline for Salt Lake County procurement is that all procurements shall be made on a competitive basis to the maximum practicable extent unless an exception applies under county ordinance.

Below is a short description of the methods of procurement available under county ordinance:

### Small Cost Purchases

County agencies may make small cost purchases up to \$10,000 without involvement of Contracts and Procurement.

- Soliciting multiple quotes before purchasing is required between \$5,000-10,000 and recommended for purchases under \$5,000
- Agencies shall maintain a file of any quotes received or award justifications for their small cost purchases
- Payment is most often made by p-card

### Quote Process

The informal quote process may be used for simple purchases not to exceed \$50,000.

- Quotes must be in writing from at least three qualified vendors
- Agencies are encouraged to use the quote template provided on the Contracts and Procurement [website](#) (or the agency may request C&P to solicit the quotes)
- Quotes may be received by e-mail
- Enter a requisition in PeopleSoft, with the Supplier ID "BID", and attach the quotes or prospective vendors for C&P to contact for quotes
- C&P shall review the quotes and award to the vendor offering the lowest quote
- C&P will prepare a purchase order to the awarded vendor

Documents are on our webpage under Purchasing Information/Bid Information:



[Agency Instructions for Specification Development](#)



[Request for Quotes \(RFQ\) Template](#)

**Refer to Ordinance 3.20**  
**Refer to Policy 7021, Section 1.1**

## Request for Bids

RFB is a formal, low-bid process mainly used for purchasing products over \$50,000.

- Refer to “Agency Instructions for Specification Development”
- Fill in answers to the questions in the RFB/RFC Development Worksheet
- Agency enters requisition into the PeopleSoft system with the RFB Development Worksheet attached
- If project is under \$100,000 agency should notify Attorney of draft RFB document
- If project is over \$100,000, agency shall notify Attorney of draft RFB document
- RFB is issued through Bid Sync for a minimum of 10 calendar days
- Bids are submitted electronically through Bid Sync
- Award is to low bid meeting specifications and results in a purchase order dispatched by C&P
- C&P will have Attorney approve as to form purchase order if over \$50,000

Documents are on our webpage under Purchasing Information/Bid Information:



[Purchasing Process Flowchart](#)

[Agency Instructions for Specification Development](#)

[RFB/RFC Development Worksheet](#)

[RFB Terms and Conditions](#)

**Refer to Ordinance 3.20**  
**Refer to Policy 7010 - Procurement**

## Request for Bids with Resulting Contract

RFC is a formal, low-bid process to establish a supplier contract for on-going, repetitive purchases of products or services. RFC results in an as-needed term supplier contract. The contract does not state the quantity of products to be acquired or the exact delivery dates.

- Refer to “Agency Instructions for Specification Development”
- Fill in answers to the questions in the RFB/RFC Development Worksheet
- Agency enters requisition into the PeopleSoft system with the RFB/RFC Development Worksheet attached
- If budget under \$100,000 agency should notify Attorney of draft RFC document
- If budget over \$100,000 annually, agency shall notify Attorney of draft RFC document
- RFC is issued through Bid Sync for a minimum of 10 calendar days
- Bids are submitted electronically through Bid Sync
- When vendor signs their bid, it is also the signature on the contract
- RFC contracts are usually entered into for a five year term



- Contract may be a single award, multiple award, or primary and secondary award
- C&P will present all RFC contracts to Attorney for “approval as to form”

Documents on webpage under Purchasing Information / Bid Information



[Purchasing Process Flowchart](#)



[Agency Instructions for Specification Development](#)



[RFB/RFC Development Worksheet](#)



[RFB/RFC Terms and Conditions](#)

**Refer to Ordinance 3.20 and 3.28**  
**Refer to Policy 7010 - Procurement**

## Construction Request for Bids

Formal low-bid process to procure a contractor for approved capital construction and building improvement projects over \$50,000.

- Agency enters requisition into the PeopleSoft system with the Fact Sheet attached
- If budget under \$100,000, agency should notify Attorney of solicitation
- If budget over \$100,000, agency shall notify Attorney of solicitation
- Issued through Bid Sync and advertised in the newspaper for the timeframe required by State Law
- Bids submitted electronically through Bid Sync
- Results in a “not to exceed” contract

Documents on web page under Construction / Construction Documents



[Construction Process Flowchart](#)



[Agency Instructions](#)



[Construction Project Fact Sheet](#)

**Refer to requirements of State law 11-39, or other applicable title**  
**Refer to Policy 7010 - Procurement**

## Expedited Request for Proposals

The expedited RFP process may be used services not to exceed \$50,000.

- Agency fills in the Expedited RFP Development worksheet or prepares a draft expedited RFP using template
- Agency enters requisition into the PeopleSoft system with the completed development worksheet or draft expedited RFP attached

- Agency may notify Attorney of the draft RFP
- C&P issues the RFP through Bid Sync for a minimum of 5 calendar days
- Proposals are submitted electronically through Bid Sync
- Agency convenes a small evaluation selection committee
- Results in a fill-in-the blank contract that the Attorney has pre-approved as standard form
- Resulting contract will have a “not to exceed” amount
- The initial fee and any amendments cannot exceed a \$50,000 aggregate

Documents on web page under [Purchasing Information/Request for Proposals/Expedited](#).



[Expedited RFP Agency Responsibilities](#)



[Expedited RFP Template](#)



[Expedited Sample Scoring Template](#)



[Approved Standard Form Agreement](#)



[Selection Committee Information](#)

**Refer to Ordinance 3.22.100**  
**Refer to Policy 7030 Section 13**

## **Expedited Process When Expending Grant Funds or Selecting a Grant Partner**

An expedited RFP may be used when grant funds are used to procure goods or services pursuant to the terms and conditions of the grant or when a partner is needed for a grant application and the standard RFP procedure would prevent the county from timely complying with the terms of the grant.

The expedited cost limit does not apply for this process.

**Refer to Ordinance 3.22.100 and 3.22.100**  
**Refer to Policy 7030 Section 13**

## **Request for Proposals**

The RFP process is usually for professional or technical services with a budget over \$50,000.

RFP’s are intended to provide interested proposers with sufficient minimum requirements and not limit a proposer’s creativity. Proposers may submit innovative ideas, new concepts, and optional features in response to RFP. The RFP process permits discussion with competing proposers. An RFP allows for comparative evaluations of criteria other than price.

- Could result in a contract for a project with a “not to exceed” contract price or a supplier contract for on-gong services, usually for a six year term
- Supplier contract could be for a single award or multiple award contracts
- Agency completes the RFP Development Worksheet
- Agency enters requisition into the PeopleSoft system with the worksheet attached
- C&P meets with Agency Lead for a pre-development meeting to develop the RFP document
- If budget under \$100,000 agency should notify Attorney of the RFP document
- If budget over \$100,000 agency shall notify Attorney of the RFP document
- C&P issues the RFP through Bid Sync for a minimum of 20 calendar days
- C&P facilitates selection committee scoring of the proposals received
- C&P will present the recommendation of the selection committee to the Mayor’s Office
- C&P will request the Attorney prepare and “approve as to form” the contract

Documents on web page under Purchasing Information / Request for Proposals / Full Committee



[RFP Process Flowchart](#)



[RFP Agency Lead Responsibilities](#)



[RFP Pre-Development Meeting Checklist](#)



[RFP Development Worksheet](#)



[RFP Sample Agreement](#)



[Selection Committee Information - Code of Conduct and Evaluation Handbook](#)

**Refer to Ordinance 3.22**  
**Refer to Policy 7030 – Request for Proposals**

## Request for Qualifications or Multi-Stage Selection Process

A two stage RFP process could be used for highly complex projects to allow only qualified proposers to submit pricing or further proposals before being awarded a contract.

- Proposers submit their qualifications and experience to be evaluated in the first stage
- Top ranked Proposers invited to proceed to stage 2
- Second stage, submit pricing bids or proposals

**Refer to Ordinance 3.22**  
**Refer to Policy 7030 Section 14**

## Procurements NOT Requiring a Competitive Procurement Process

All procurements shall be made on a competitive basis to the maximum practicable extent, unless an exception applies under Ordinance 3.20.030.

List of circumstances that do not require competitive procurement:

- Purchases under current contracts made available by other governmental agencies
- Small cost purchases under \$5,000 (quotes required for small cost purchases between \$5,000-10,000)
- Exigency will not tolerate the delay of formally advertising
- Sole source
- Other procurements that by their nature are not adapted to competitive procurement such as: legal services and expert witnesses, publication of legal notices, utility services, non-software subscriptions, media advertisements, medicines and medical supplies, subsistence supplies, items for authorized resale, election supplies, law enforcement service animals, person to conduct a speech, lecture or performance, agreements with other public entities

Agency should e-mail request for an exception and justification that reflects evidence of reasonable pricing, delivery date, warranties, funding terms etc. to C&P. Exception request must be approved in writing by the Purchasing Agent (Jason Yocom).

If Agency is requesting a resulting PO

- Agency enters requisition into the PeopleSoft system with supplier ID "CP" and attaches the justification and quote
- C&P will prepare and dispatch a purchase order

If Agency is request a resulting contract

- Agency emails the request and justification to the purchasing agent
- If approved, the agency requests Attorney to prepare and "approve as to form" the contract
- Vendor signs the contract
- Hard copy contract submitted to C&P to enter as a supplier contract in PeopleSoft.

## Specific forms and processes for non-competitive procurements:

### Conference Speaker Exception

- Agency completes conference speaker document
- Agency enters requisition in the PeopleSoft system with supplier "CP" and attaches the conference speaker form [Conference Speaker Request Form](#).
- Once approved, C&P prepares a PO or Attorney may prepare a contract

### **Sole Source Exemption**

- Agency conducts research and completes Sole Source Request Document
- Agency enters requisition into the PeopleSoft system with supplier “CP” and attaches the sole source document
- Requests for over \$50,000 are posted in Bid Sync for 7 calendar days

If C&P approves sole source request for a PO, C&P will prepare and dispatch the PO

If C&P approves sole source request for a contract, the Attorney will prepare a contract









## Tips for Writing Specifications













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*The goal of Contracts and Procurement is to partner with the Agency to obtain quality products and services at the best value and within the parameters of applicable laws, rules and regulations. Clear specifications are very important to the success of the process. Poor specifications cause unnecessary delays and may result in an inappropriate purchase, a protest or necessitate a rebid.*


The Agency takes the lead in preparing a draft of the specifications for a procurement solicitation. The most common cause for delays in the procurement of goods and/or services is due to the incomplete presentation of specifications. Thorough and complete descriptions will assist with an effective and efficient procurement process.

## Tips for Developing Specifications

-  Include a brief description of the product and its end use. Specifications should contain enough detail for the bidders to understand the Agency's requirements.
-  Describe the item fully or reference an approved brand name to assist in describing the item's intended use, functional capabilities and levels of performance. If specifications indicate the desired brand and model, invite competitive brands by indicating "or equal" unless a proprietary brand has been pre-approved by Contracts and Procurement.
-  Description of the item should be written without the use of confusing abbreviations or acronyms.
-  List all standards used and referenced within the specification such as American National Standards Institute (ANSI), State of Utah specifications, etc.
-  Specify dimensions, class or type, color size, material, quality level, etc. including functional or performance characteristics.
-  Specifications should be for the minimum requirements, not options that would be nice, but not really needed.
-  Eliminate mandatory requirements if not important to the function of the purchase.
-  Technical equipment specifications should contain enough detail to differentiate the level of quality or performance required.

-  If sizes are part of the specifications, determine if a range is acceptable (indicate minimums and maximums), or indicate approximates. If the item must fit into a given space, indicate the available space.
-  If weight is an important factor, indicate the acceptable range or minimum or maximum acceptable weight.
-  If developing specifications from a brochure, select the most important features required for your need. Leave out brochure language that cannot be objectively evaluated.
-  Delivery, warranty, or training requirements should be clearly defined.
-  Identify any instructional materials or service manuals that the Bidder must furnish. Also, incorporate into the specifications the type of training they must provide to the end users.
-  When compatibility with an existing piece of equipment is a factor, describe the equipment, connectors, interfaces, brand and model of the existing equipment.
-  If the Agency desires to purchase a model like one they already have, verify that the model and brand number is still available.
-  Specifications should clearly state packaging requirements, size, types of finish, color coordination, etc.
-  If installation is required, provide details on what is expected of the Bidder.
-  When specifying maintenance, define the extent of service, parts, labor, service hours requirement, minimum number of preventative maintenance inspections, and any other inclusions or exclusions. Specifications should avoid using restrictive language such as “vendor must be located with a 20 mile radius of Salt Lake County.” Request a reasonable response time instead.
-  Performance specifications are less interested in how a product is made and more interested in how it performs. The tests or criteria to evaluate a product’s ability to perform and to endure as required should be included as performance indicators. Example; “must pull a 2000 pound trailer.”
-  For a services solicitation, you could require the bidder to state what performance indicators the County can hold them to.

 On long, technical specifications, you may want to include a requirements list with a yes/no column to invite bidder's compliance response to assist in the evaluation process.

 Understand the use of the following words:

- ✓ *Shall* denotes the imperative
- ✓ *May* denotes the permissive
- ✓ *Should* denotes desirable
- ✓ *And* means it must have both or multiples
- ✓ *Or* means either is acceptable

***Remember – you cannot evaluate a bid on criteria that is not part of the solicitation.***



## Procurement Ethics

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Does a supplier want to take you to lunch, give you a gift, send you on a trip, or do something that just does not seem right? Before you consider such invitations, review the County [Policy 1430](#) on ethics.

Without exception, accepting or soliciting any gift from a vendor by any employee who recommends for final action, prepares specifications, or approves or rejects any part of a specific procurement is illegal and punishable by law.

Agencies that perform procurement activities, such as making small cost procurements, writing specifications or soliciting quotes shall provide fair and ethical treatment to vendors. Individuals soliciting quotes shall not let a vendor know the pricing from another vendor or disclose information that would give an advantage to one vendor over another.

Some examples of Procurement Ethics to keep in mind:

- Provide a fair, open, competitive process
- Do not split purchases to avoid competitive bidding
- Do not speak with vendors about open bids
- Do not accept **any** sort of gifts from vendors

Vendors are also held to ethical standards. The following is included in county solicitations and contracts.

### Ethical Standards

Contractor represents that it has not: (a) provided an illegal gift to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set forth in State statute or Salt Lake County Code of Ordinances § 2.07; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in State statute or Salt Lake County ordinances.

**Refer to Ordinance 2.07 (County Ethic Code)**  
**Refer to Policy 1430.3**

## Vendor Communication Guidelines

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Vendors often call an Agency wishing to let them know about the products they sale. It is fine for an Agency to meet with vendor and discuss their products as long as the agency is not in a current procurement process.

When approached by a vendor during a potential competitive solicitation process, here are some simple guidelines:

### Discovery or Request for Information Stage

It is generally necessary to research information as a future purchase is anticipated. This process assists in gathering broad market information and availability on the desired goods or service as well as discovering sources of detailed information that could be useful in the development of the solicitation. Effective tools can be internet searches, phone calls or even discussions with vendors but please remember to research multiple sources. Proprietary specifications often result when only one vendor is researched. Estimated costs may also be requested for budgetary and planning purposes, but it is critical that vendors know the pricing request is merely for an estimate.

### Specification or Proposal Writing Stage

To maintain a fair and level approach while writing the solicitation document, discontinue communications with vendors while bid specifications or solicitation (RFB, RFC, RFP) documents are being written. This minimizes the chance that a vendor may have unfair influence on the solicitation.

Consultants under contract with the County that assist in specification or proposal writing will not be considered as an eligible bidder due to the obvious conflict of interest.

### Solicitation Stage

Once a solicitation has been released by Contracts and Procurement, communication with vendors should be directed to the buyer named in the solicitation. If vendors approach personnel in your agency, please ask that the inquiry be redirected to the named buyer in the solicitation. This is critical to ensure that some vendors are not given an advantage (or disadvantaged) by information that is given to one potential bidder but not all. Additionally, as you know, only the written text in a solicitation document is binding so non-binding verbal statements only have a potential to create problems.

### Award Stage

After bid or proposals have been submitted to Contracts and Procurement and an award recommendation has been made, agencies may choose to give the name and date of the awarded vendor to vendors when requested. Any other requests such as copies of written documentation should be directed to the buyer at Contracts and Procurement.

As some documents are public information and others are not, please have the buyer handle the request.

## Post Award Stage

Please contact the buyer at Contracts and Procurement for assistance when requests for information are made after a purchase has been finalized with a purchase order or contract.

## GRAMA

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GRAMA, or The Government Records Access and Management Act, is Utah's open records law modeled after the Federal Freedom of Information Act (FOIA).

Since Salt Lake County is a governmental entity and is subject to the Utah Government Records Access and Management Act ("GRAMA"). As a result, County is required to disclose certain information and materials to the public, upon request. Generally, any document submitted to the County is considered a "public record" under GRAMA. Any person who provides to the County a record that the person believes should be protected shall provide both: (1) a written claim of business confidentiality and (2) a concise statement of reasons supporting the claim of business confidentiality. Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury.

- Information could be classified as public, protected, confidential or proprietary.
- Generally, procurement records (bids, proposals, score sheets, etc.) are protected during the procurement process
- Procurement records become public after award of the procurement process, unless specific records have been designated as protected by a request for protected status

**Refer to: Utah Code Ann. §§ 63G-2-101 to -901.  
County Ordinance 2.82  
County Policies 2000-2130  
SLCo Policy 7010 - Procurement**

## Cooperative Agreements

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A "Cooperative Agreement" is an agreement resulting from a competitive solicitation by one or more public purchasing agencies or association of public purchasing agencies that allows other public purchasing agencies, such as the county, to procure goods or services according to the agreement.

Salt Lake County generally allows procurement from Cooperative Agreements that were put into place by other organizations and were not solicited by the County, such as:

- [State of Utah Contract Search](#)
- Western State Contracting Alliance (WSCA), these contracts are usually available through State of Utah contracts

When purchasing from a Cooperative Agreement it is important to follow the instructions in the agreement. For example, some State Cooperative Agreements are multiple award and require the agency to get quotes from at least 2 other multiple awarded contracts, or there may be resellers listed on the contract that you are required to get pricing from. This means that you must get the required quotes or pricing and keep a record in your file. If there is not a requirement to get quotes or review pricing, it is always best practice to check other sources too before making your purchasing decision. Note: Some requirements on state contracts are only for State agencies, such as "Pre-authorization required.

When an Agency desires to purchase from a Cooperative Agreement that has not been set up in PeopleSoft as an available county contract, please send your request to the Purchasing Manager. A buyer will then be assigned to set up a supplier contract in PeopleSoft based on the terms and conditions of the State or WSCA contract.

Once a contract is set up in PeopleSoft, and Agency may then create and dispatch a purchase order against the supplier contract to order as needed.

**Refer to Ordinance 3.15.010**  
**Refer to Ordinance 3.20.030.A.1**  
**Refer to Policy 7020**

## **Responsibilities of Contract Monitoring**

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After the Contracts & Procurement Division sets a contract in place – usually after an RFP, RFC, or other lawful procurement process – the executed contract is sent to the originating county agency and the supplier to monitor and perform.

### **County Agency Responsibilities:**

- After the procurement process is completed, the county agency will have the contract drafted or approved by their assigned District Attorney.
- The agency will send the attorney approved-as-to-form contract to the supplier for signature, then to Contracts & Procurement for processing.
- When the fully executed contract is received by the county agency from Contracts & Procurement, the agency shall keep a copy and send the original to the supplier.
- The agency is responsible for monitoring the performance of the contract (pricing, renewal, options, complaints, insurance etc.) by maintaining communication with their supplier.
- The agency shall timely notify Contracts & Procurement if they want to exercise a renewal option on a contract.
- If there are performance issues or a need to terminate the contract, the agency should alert the Contracts & Procurement Manager to assist and keep a record of performance issues.

### **Contracts & Procurement Division Responsibilities**

- After procuring a supplier, the Contracts & Procurement Division will process the contract and obtain Mayor or Designee signature to fully execute the contract.
- Upon full execution of the contract, Contracts & Procurement will process and approve the contract in the purchasing system and scan the contract into the repository for record keeping.
- Once approved, the fully executed contract will be sent to the originating county agency to distribute to the supplier.
- Contracts & Procurement will send a courtesy notice through PeopleSoft to the county agency when the contract is expiring in 90 days, but it is the agency's responsibility to monitor and manage the term and performance of the contract with the supplier.
- If there are problems with the supplier's performance on the contract, Contracts & Procurement will assist the agency as necessary and keep a record of the performance issues for the purchasing file.
- Only the Mayor may terminate a contract prior to its expiration. If a contract must be terminated, the agency shall contact Contracts & Procurement for assistance.

## What Can Agencies Sign?

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Only the mayor or mayor's designees have authority to bind the county by executing (signing) contracts. This includes all contracts, including small cost POs. If any document needs to be executed, it **must** be signed by the mayor or designated signing authority. The Purchasing Agent (Director of Contracts & Procurement) has designated signing authority up to \$100,000.00.

According to Ordinance 3.16.050 "No department, office, advisory or policy board, or other agency of county government, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this chapter and Chapter [3.20](#) through [3.36](#). All contracts in violation of this provision are considered void, and may result in the personal obligation and liability of persons at fault for such violations."





If a signature is required, send it to Contracts & Procurement to be executed by a proper signing authority.

On occasion, a contract may have a space provided for the Division Director to sign, but the contract is not executed until the mayor or designated signing authority has signed on behalf of the county.

**Reference: County Ordinances 3.16, 3.20 through 3.36**

## What Contracts & Procurement Needs to Process Contracts





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-  The contract **must** be approved as to form by the DA's Office.
-  In most cases, the contract **should** be signed by the Supplier/Customer.
-  If there are any attachments or exhibits to the contract, they **must** be with the contract.
-  The Supplier/Customer ID # (Contracts & Procurement will not guess which ID should be used) and who the contract should be returned to – an easy resource are the Supplier and Customer Contract Notification Forms.

**NOTE:** A Supplier/Customer ID# is needed on **every** contract, even if the contract is a MOU (Memo of Understanding) in which no monies are exchanged.



### Contract Resources

-  [Contract Flowchart](#)
-  Supplier ID #s - [Email](#) Mayor's Finance, to set up supplier IDs.
-  Customer ID #s - [Email](#) Mayor's Finance to set up customer ID's
-  [Contract Notification Form](#)

## Customer / Revenue Contracts Process

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When revenue/grant contracts are received by an Agency:

- Agency will get the contract document approved as to form by their attorney.
- Agency will enter the contract into the PeopleSoft Customer Module and write the assigned number on the contract.
- Agency will send the contract to Contracts & Procurement with identifying who to send the fully executed contract back to (using the Customer Contract Notification Form is the easiest way to make sure all pertinent information gets to Contract & Procurement).

**NOTE:** If the Agency does not enter the contract into the Customer Module, they **must** provide the Customer ID # in addition to who to send the contract back to. Please make sure the Customer ID # exists in your Agency's Business Unit, if applicable.

- Contracts & Procurement will verify the information entered in PeopleSoft; or, if the Agency didn't enter anything in PeopleSoft, Contracts & Procurement will enter basic contract information (agency, customer name, brief description, expiration date).
- Contracts & Procurement will obtain Mayor/Designee signature, scan it into SIRE, and return the contract back to the Agency.
- At that point, if basic contract information was entered by Contracts & Procurement, the Agency may add information to fit their needs: they may activate, set up billing invoices to the Customer, etc. (as per each Agency's own internal policy).
- Agency will keep a copy of the fully executed contract, and send the original to the Customer.



### Customer Module Resources



Margo Spencer, in Mayor's Finance, sets up Customer ID #s



Shanell Beecher, in Mayor's Finance, is the SME (Subject Matter Expert) for the Customer Module



[Contract Notification Form](#) - send with contract to Contracts & Procurement



## Triggers for an Interlocal Agreement to go before Council

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Not all interlocal agreements must go before the council. Utah Code Ann. 11-13-205.5(1)(b) only requires council approval if the agreement:

- Requires the public agency to adjust its budget for a current or future fiscal year;
- Includes an out-of-state public agency as a party;
- Provides for the public agency to acquire or construct:
  - A facility; or
  - An improvement to real property;
  - Provides for the public agency to acquire or transfer title to real property;
  - Provides for the public agency to issue bonds;
  - Creates an interlocal entity; or
  - Provides for the public agency to share taxes or other revenues

*Otherwise, process the interlocal agreement as a regular contract.*

## Renewal Notifications

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Contracts & Procurement has sent out courtesy notices regarding contracts that are expiring. These notices may now be generated from PeopleSoft; please do not ignore the notices that are emailed to you from PeopleSoft.



When you receive a renewal notice from PeopleSoft, you should notify Contracts & Procurement with direction for those agreements you wish to renew, let expire, or that need to be solicited for bids or proposals. *We will no longer process renewals without direction to do so.*



If there are no more renewal options but you still need a contract, please submit a requisition in the purchasing system attaching bid specs or RFP development worksheet so that Contracts and Procurement may begin the solicitation process for a new agreement.



If the agreement must be **AMENDED** in order to continue, you must have your District Attorney prepare an amendment to the contract. Let the Buyer know when you have requested the amendment from your attorney.

## Purchase Order Guidelines

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### Requisition to PO

The following is the procedure to create a purchase order from a requisition. This would be for a small cost purchase order and purchase orders linked to a contract. Each department is able to prepare a purchase order if it is under \$10,000. If the vendor requests a signed purchase order you must send it as a PDF to [slco-purchasing@slco.org](mailto:slco-purchasing@slco.org) for Contracts & Procurement to get proper signature and email it back to the agency.

**NOTE: Remember you have not been designated to sign purchase orders. Purchase orders can only be signed by the mayor or his designee.**

1. Make sure the amount on the requisition is the amount that will be on the PO.

Go to Main Menu>eProcurement>Manage Requisitions. Search requisition and if budget shows “Prov Valid” then select action to “Check Budget” and then click “GO”.

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2. Go to eProcurement>Buyer Center> Expedite Requisitions, Enter req, ID then click “Search”.

Use “Magnifier” and select Supplier for all lines to be used  
Check box to include all needed lines for PO “Submit”  
A Purchase Order has now been created.

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3. Go to eProcurement>Buyer Center>Manage Purchase Orders.  
“Search” then click on the PO link #; you are now in the PO.  
Check box to include all needed lines for PO, then click “Submit”.

Header

Supplier Details

Terms: Change payment terms as needed

Remit to Address: Change payment address if different than ordering address

Header Details

PO Details

- ✓ PO Type: Select Type (either “SM” or “CONT”)
- ✓ Billing Location, - Be sure to verify/change to the correct “Billing Address”
- ✓ Add comments: Give contact person’s email and phone #  
**example: Contact Brent McDougal at [BMcDougal@slco.org](mailto:BMcDougal@slco.org) or 385-468-0312 with questions and prior to delivery.**
- ✓ One Time Fax/Email
- ✓ Enter your email address.  
“OK”
- ✓ Uncheck “Approval Justification”
- ✓ Check “Send to Supplier”, “Show at Voucher”, “Show at Receipt”

Associated Document “Attach” attach document as needed (Quote, memo...)

“OK”  
SQL “OK”

Lines

Details

- ✓ Description: The description you enter here will print on the PO. ***Be sure it gives all of the information so that anyone reading the PO will know exactly what is being ordered; even if the PO isn't being sent to the Supplier. If your purchases are audited they should know what was ordered.*** On the description line you can add a lot of information, such as the quantity, part number and pricing for each lot entered.

*Example:* SQ Caps 720 x \$16.00 ea = \$11,520.00

SSI Caps 300 x 15.00 ea = \$4,500.00

Shipping & Handling \$71.69

Price: The price should be the same price on both the req and PO.

Ship To/Due Date

- ✓ Due Date: Enter Due Date
- ✓ Ship To: Verify Ship to Code
- ✓ “Scheduled Icon”
- ✓ Review and make changes as needed.
- ✓ Freight (tab)
  - Freight Terms: Change as needed
- Shipment (tab)
  - Attention To: Change as needed

“View Printable Version”

- ✓ Review for any changes or corrections.

PO Status: (top right of main screen) click the green check box.

Budget Status? (right below PO Status). Click the first icon with the magnifying glass

Dispatch: Make sure your email is listed in the “Email ID” field. Then click (OK).



**If the Supplier requests a signed purchase order you must send it to [slco-purchasing@slco.org](mailto:slco-purchasing@slco.org) for C&P to obtain proper signature.**

## Purchasing Card Overview



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The Purchasing Card (p-card) is an efficient, cost effective, payment tool for purchases under the small cost limit of \$10,000.00. With every swipe of the p-card the County saves \$92 in processing and administrative fees. We encourage the use of the p-card for small cost purchases, unless you are making a low dollar purchase off of a contract that has a “not to exceed” or maximum limit; in which case the purchase must be made using a PO in the purchasing system linked to the contract.

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### P-Card Resources

-  An Application, Manuals, Trainings, Approval/Reallocation Process, User Guides, US Bank Online Training and other tools can be found on our [website](#).
-  County Policy [7035](#) & [7021](#).

## Claims

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### Definition of a Claim

*A demand or cause of action presented for money or damages. "Claim" does not mean a routine, uncontested, or regular payment, including a bill, purchase, or payroll. ([County Policy 1305](#) – Processing of Contested Payments (Claims) Against the County.)*

The claims procedure is used when an invoice or request for payment is presented to the county and there was not a regular procurement process followed. Because the payment request falls outside routine or regular procurement processes, the claims procedure ensures that the agency director approves of the payment and provides an opportunity to educate agencies on proper procurement procedures. If the agency director does not approve of the payment, the individual employee who committed the county may be personally responsible to the vendor for payment and subject to appropriate disciplinary measures.

A [template document](#) has been created for agencies to follow in generating a letter to the purchasing agent requesting payment of claims. The template has been designed to provide a basic letter to which specific information may be added by the agencies. Two issues, at a minimum, need to be addressed: Why the purchase was made without proper approvals and what action has been taken by the Division, Department or Elected Official to ensure purchases of this nature will not reoccur.

Claim template on web page under [Forms / Claims Template](#).

## Surplus

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When a County Agency no longer has need for a controlled asset or capital asset, they may surplus the item. County policy requires that other County Agencies are provided the opportunity to re-utilize the items before opening to the public for sale.

These are the steps:

1. Agency takes picture of items and completes a [Surplus Listing template](#), emailing the picture and completed template to the [Surplus Manager](#).
2. Items will be listed for internal County re-utilization on our [website](#) for 10 days.
3. If the items are not internally reutilized they will be posted on GovDeals for online auction to the public for 10 days.
4. If the item didn't sale, the agency has two choices at this time:
  - ✓ Transfer the item to the landfill
  - ✓ Transfer the item to be destroyed by MeTech (electronic waste).

\*\*It is required for all electronics such as computers, laptops, printers, copiers, phones, iPads, etc. that the hard drive is removed so not protected information is given to another agency or the public.












Please contact the [Surplus Manager](#) in Contracts and Procurement with any questions.

**Refer to: Ordinances 3.36 – Property Disposal  
Policy 1100 – Surplus Property Disposition / Transfer / Internal Salt  
Policy 2000 and 2130 concerning protected information**



Be sure to visit Contracts and Procurement's [website](#)!

There you will find:

-  Vendor Information
-  Purchasing Information
-  Forms that are frequently used
-  Templates for RFB, RFC, RFP's
-  Purchasing newsletters
-  Purchasing card information
-  Surplus warehouse
-  Links to Policies and Ordinances
-  Frequently asked questions
-  Helpful hints and training for use in PeopleSoft
-  Search Countywide Contracts



For information about staff and contact information, refer to the [Contact Information](#) on our website.