

Procurement Newsletter

August 2025



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Proposed 2025 Tariffs & Product Availability

By Garret Johnston, Purchasing Agent III



Proposed 2025 tariffs on materials like aluminum, lumber, and semiconductors are causing widespread concern about potential economic shrinkage. Predicting the precise impact on consumer prices and product availability remains challenging. While U.S. buyers have stockpiled materials, providing a short-term buffer, the long-term effects are uncertain.

Utah's state cooperative contracts, with pre-tariff prices, offer another layer of protection, ensuring cost savings and compliance. However, the extent of supply chain disruptions is unclear. While not expected to mirror the severe disruptions of the 2020 pandemic, early planning is crucial.

To mitigate potential delays:

- **Set Firm Deadlines:** Include delivery deadlines in purchase orders, aligning with fiscal year end dates when applicable.
- **Early Procurement:** Utilize current fiscal year funds for early purchases to guarantee timely delivery.
- **Proactive Requisitions:** Encourage end-users to submit purchase requisitions promptly.
- **Vendor Communication:** Acknowledge potential vendor delays due to market fluctuations.
- **Technology Procurement:** Consult with IT early for technology-related purchases, which often have unique timelines.

Lessons from the pandemic emphasize the importance of early action and clear communication to navigate market uncertainties and ensure timely procurements.

Vendors contact information



When setting up new vendors, please send Procurement the following information:

- Current W9
- Contact name
- Contact email
- Contact phone number
- Sam.Gov UEI# (if they are registered with them)

For county employees send the following:

- Name they want to be associated with their vendor profile
- Address they want used
- Employee id number

In our review of current active vendors within COFIS, we have found some vendors are missing contact information. As we are preparing to transfer data to the new Vault system, we need to ensure that all information is accurate. We will be reaching out to departments to validate vendor information for the vendors they use. We appreciate your help in getting the ERP off to a good start!

Sole Source and Single Source



When we updated the County Procurement Policy last year, we made some changes to how a sole source or a single source are treated. First, what is the difference?

Sole Source: “A non-competitive method of procurement used when one supplier possesses the unique ability to meet the particular requirements of the entity or when only one supplier is practicably available.”

Single Source: “The County’s strategic decision to purchase product/services from one vendor based on past competitive solicitation (e.g., using a single manufacturer or equipment would allow the County to standardize), even though other competitive sources may be available.”

A sole source or single source may be approved under one or more of these conditions:

- Standardization or compatibility to existing equipment, inventory, systems, data, programs, or service;
- Where a sole supplier’s item is needed for trial use or testing;
- Market analysis determines only one supplier is available to meet County needs;
- Licensed or patented product with only one dealer (and the license or patent is paramount to the procurement);
- Only one authorized service provider for current County asset exists;
- Unique design and no alternatives exist;
- Total cost of issuing a solicitation would exceed the benefit to the County, and, based on the determination by the Purchasing Agent, issuing a solicitation is unlikely to yield a better value for the County

A sole source / single source up to \$100K can be approved by the Purchasing Agent. Over \$100K requires the approval of two commissioners and a public notice of at least three days. A public notice gives potential competitors the chance to challenge a sole source determination. A sole source or single source determination is only required if the amount is over \$10K for goods and \$100K for services.

Every vendor wants to consider themselves a sole source, and many of them will produce a “sole source letter” claiming such. Often, these letters are simply making the claim that their product is the best in the market, which is not the same thing as being the only product available in the market. If they are truly the best in the market, we invite them to compete against other similar products to see who will truly give the County the best value.

Finance ERP Replacement Project Update



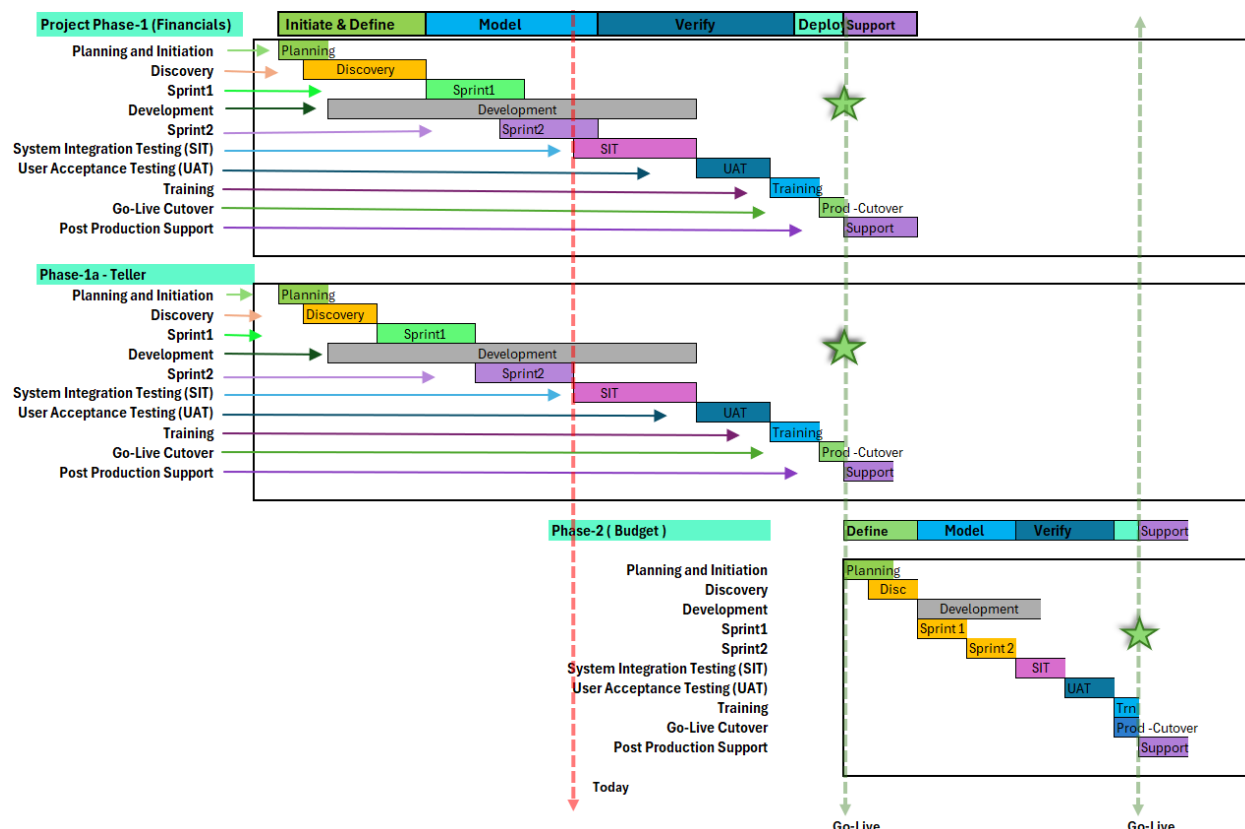
From Nathan McDonald, ERP Project Manager

Finance ERP Replacement Project Update – Q2 2025

The project to replace our current county finance system, COFIS, has been going on for nearly six months. The project team has worked diligently, collaborating closely with AST and Oracle implementers. Countless hours have been dedicated to understanding and meeting the county's needs. Our IT team has also invested countless hours in their efforts working on data conversion and integrations.

We have recently completed the Model phase, where AST and the county worked together to tailor the system to our requirements. Starting in August, we are commencing System Integration Testing (SIT), followed by User Acceptance Testing (UAT) in October. These phases will provide valuable hands-on experience for project team members during SIT and for PIT Crew members and other system users in UAT, ensuring that the configured system meets our expectations. More information and trainings for those who will be participating in UAT will be made available as we get closer to UAT.

We sincerely appreciate everyone's contributions throughout this process. If you have any questions, please reach out to Nathan McDonald at NathanM@utahcounty.gov.



Ducks in a Row Recognition



Have you ever actually seen ducks in a row? Isn't it a beautiful sight? In each newsletter, Procurement likes to award a "Ducks in a Row" award to someone who has their Procurement ducks in a row (their Procurement process is within the approved parameters and policies, and they have helped the Procurement process move along smoothly and efficiently.)

This month's Ducks in a Row recognition goes to Tashina Sherman in the Sheriff's Office for her outstanding work in the Procurement process.

When Tashina started doing Procurement, she had lots of questions. Tashina requested a few training sessions to better understand the Procurement Policy and processes. Tashina never hesitates to reach out with questions.

We appreciate all she does for us and the County.

Tashina was asked a few "get to you know you" questions:

What is something you would like to do someday?

- I would love to travel around the world.

Do you have a hidden talent?

- I can write my name upside down, backwards, and in cursive.

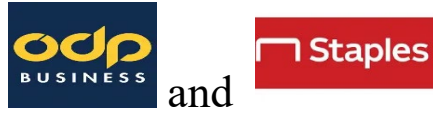
What is your idea of a perfect date?

- "I'd have to say April 25th, because it's not too hot, not too cold. All you need is a light jacket."

What is the best Halloween costume you ever wore?

- Snooki

Congratulations to Tashina!



Common questions Procurement is asked about ODP (Office Depot) and Staples:

Q: Can business cards be ordered from either?

A: Business cards can be ordered from either. Procurement has worked with departments and uploaded templates within ODP for you to do some customization. Staples allows you to create and upload your own business card design.

Q: I do not have time to make a trip to Sam's Club for supplies; can I order office supplies/break room supplies from ODP or Staples instead?

A: Break room supplies are on contract with ODP and Staples. Orders from ODP and Staples are delivered to your approved county delivery location.

Q: Is ODP or Staples better to order from?

A: That depends on what you are ordering. You are encouraged to log in and compare their prices. Keep in mind, the more the county orders from the same supplier, the more leverage we have when negotiating rates for expected spend over the next 6 or 12 months.

Q: Can quotes and/or bulk orders be requested from them?

A: Quotes and bulk orders are an option within ODP and Staples.

If you have questions on how to use any feature within ODP or Staples, please reach out to Procurement.

Invoices from suppliers

When a supplier invoices you, reminder to not authorize payment until the invoice is attached to your purchase order and you have received the products/services.



Wells Fargo Alerts

Wells Fargo has created new alerts you can choose to activate. The alert option is now active.

You will see the following alerts as options within your online profile:

Purchases: by Text and/or Email

Online Purchases: by Text and/or Email

Available Credit: by Text and/or Email

Decline: by Text and/or Email

Fraud: by Text and/or Email

You have the option to enroll in either the email or text alerts or both. They aren't required but are encouraged as it gives a quick way to communicate information about your cards.

If you need assistance with this, please reach out to Tad Rasmussen