

# Procurement Newsletter

February 2025



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## Our Mission

The mission of Utah County Procurement is:

To enable County Departments to achieve their goals through innovative solutions and exceptional support.

Procurement exists to:

- (1) Ensure efficient and cost-effective use of public funds
- (2) Promote fairness, transparency, and competition
- (3) Accomplish the policy goals of Utah County

This means that **our** mission is to support **your** mission. Procurement policies and procedures are in place to help protect you, and to keep the County on track. The earlier you bring Procurement into your process, the more we are able to help make your process go smoother. We love to help you find resources and solutions that you may not have known about! Please feel free to contact us with any of your questions or ideas.

## 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) When grant money is spent with a vendor, they need to be registered with Sam.Gov.

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 ERP, 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 will also be asking departments to validate whether the current information is accurate. We appreciate your help in getting the new ERP off to a good start!

# What is Procurement Fraud?



You see it in the news every so often. As an authorized buyer approved by Procurement for your department, could this affect you as you look for needed supplies and/or approve orders? A basic training on procurement fraud can be found here: [Procurement-Fraud.pptx](#) The training was created by State of Utah Procurement and focused on State Procurement code. This training can help you have a better understanding of what is considered Procurement Fraud.

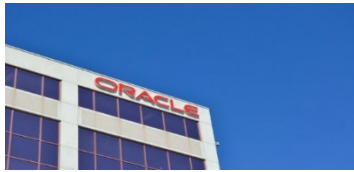
This can also provide information on what is considered Procurement Fraud: [Procurement fraud - procurement fraud example & how to prevent fraud](#)

Utah County Government has our own Procurement code with references to State Procurement code.

Procurement watches out for the scenarios mentioned in the training. We do not want either you or us to be in the news! Certainly, none of us would look good in a jail outfit. Our Procurement code has set up guidelines and policy to help you, as a buyer, stay within approved parameters while giving you flexibility, while still being a steward of taxpayer money.

If you have questions on Procurement fraud or what is best practice, policy and/or code, reach out to us or ask in our next Q & A with your department. Our county Procurement Code can be found here: [Purchasing | Utah County Auditor](#) Click on “Procurement Rules & Regulations” and read through our current policy.

# Finance ERP Replacement Project Update

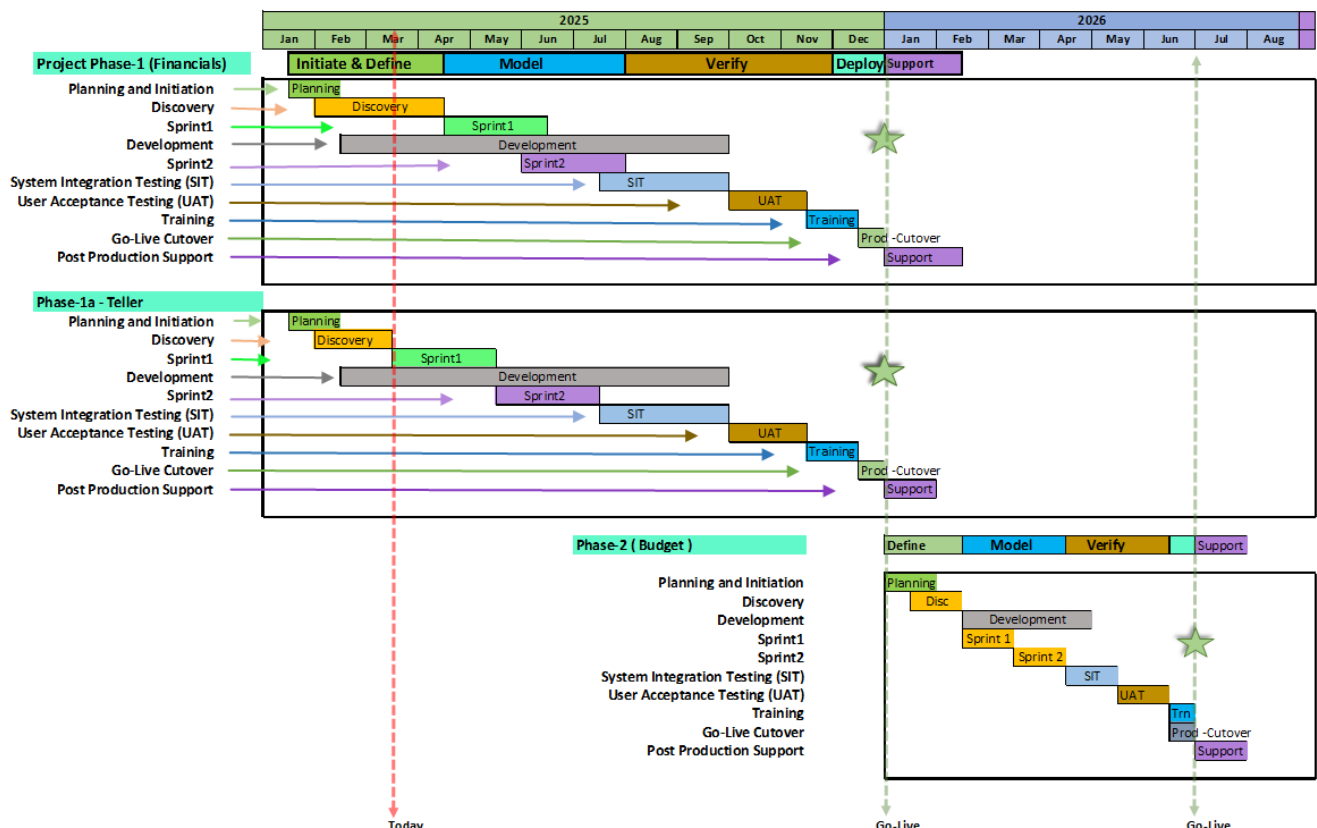


From Nathan McDonald, ERP Project Manager

The project to replace our current county finance system, COFIS, has officially begun. Since its kickoff on January 27th, numerous meetings have occurred between the implementors, finance team members, and Subject Matter Experts (SMEs) from across the county. These initial meetings are part of the Discovery sessions, designed to help the implementors gain a comprehensive understanding of how we currently utilize our finance system and the rationale behind our processes. Furthermore, these sessions are facilitating our team members' familiarity with Oracle Fusion. Up next the team will be preparing for Sprint 1.

Sprint 1 will be an opportunity for the implementor to demo the system using the knowledge that was gained during the Discovery sessions. The goal here is to identify and discuss the potential gaps and changes that will be required.

The project consists of three major phases, Financials, Teller(Point of Sale), and Budgeting. The first two phases, Financials, and Teller will be completed and ready for Go-Live on January 1<sup>st</sup> 2026. The third phase, Budgeting, will begin in 2026 and Go-Live in July of 2026. If you have any questions please email Nathan McDonald at [NathanM@utahcounty.gov](mailto:NathanM@utahcounty.gov). For more information regarding Oracle Fusion and our implementors please click [here](#).



## Free Trainings

Have you wondered how tariffs can affect your daily expenses? If yes, there is a free 15-minute class through Procurement U. This is a microlearning course for those involved in Procurement.

Course Title: Understanding Tariffs & Tariffs & Their Impact on Public Procurement

If this is your first time in Procurement U, use this link to create a free account: [Procurement U](#). Click the “sign up” button to create an account. When registration is completed, you can find the course. Any catalog course in the “01 Free Courses” folder is free training. Other classes include a cost.

Another option is [NIGP: The Institute for Public Procurement](#). Robert and Tad are members of NIGP. For \$95 per year, you have access to free classes and webinars. See this link for more information: [All Courses | NIGP](#). As a member you can register for other courses at a discounted rate to take at your own pace, along with online courses. If you would like to join, please let us know.

## 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 LaRhea Reynolds in the Sheriff's Office for her outstanding work in the Procurement process.

LaRhea was selected because she knows the Procurement process well. LaRhea never hesitates to reach out with questions or to address any issues. She knows how to use Procurement processes and policies to get things done. LaRhea makes the Procurement process flow well for those involved in the process.

We appreciate all she does for us and the County.

LaRhea was asked a few “get to you know you” questions:

What is something you would like to do someday?  
To travel through Europe.

If you could have dinner with one famous person, who would it be?  
Robin Williams

**Congratulations to LaRhea!**

## **Statewide Cooperative Contracts**

### **Brett Whitelaw, State Procurement Manager**

**Question:** How do I know what products or services are included on a contract?

**Answer:** Each contract can be different, but generally speaking, all contracts should have a scope of work that details the goods or services provided under the contract. To view the contract on the SCC website, click the “view details” to get to that contract’s landing page, then scroll down to find a link for the “full contract.”

**Question:** I’m looking for a certain product, but the scope of work or item-list does not include it, but I know that the supplier sells it. Can I still buy it?

**Answer:** Contracts are created for specific goods and services, therefore, it’s common that not everything a supplier can provide is included in the contract. This is why it’s important to review the scope of work before requesting any quotes. If the goods or services are not within the scope of the contract, then that transaction is not bound to that contract, and you must adhere to your own procurement unit’s policies before placing the order.

**Question:** If the supplier gives me a lower price than the contracted price, is that ok?

**Answer:** Discounted pricing does not affect the validity of the contract. Think of any stated pricing as the maximum price they can charge. Although your order may not get any further discounts beyond the stated price, you should always ask. It’s common that suppliers will offer a discount on bulk ordering or may have more discounted pricing for specific eligible users.

Training on how to use state cooperative contracts can be found here: [SCC How to Buy.pptx](#)

If you have any questions about state contracts, reach out to your Procurement team, Robert Baxter or Tad Rasmussen.



## **How to Use the County Sam's Club Account**

The county has two membership cards kept at the Provo Sam's Club. You will need to present your county ID at the membership desk. Usually, you exchange your county ID for the Sam's club membership card. (Their way of making sure you are authorized to use the account and that you will return the card at the end of your shopping).

Once you are ready to check out, scan the membership card. The screen should ask you if the purchase is tax exempt, mark yes. If the screen does not ask, you will have the option before paying to mark tax exempt.

Scan your items and proceed to pay. The screen will ask you to mark all items as tax exempt or check next to each item that is tax exempt. Make sure they are all marked tax exempt.

If Sam's Club cash back is available, you can use it if you charge at least \$1.

Pay with your P-card and then return the membership card to the membership desk, and your county ID will be returned. Turn your receipt in to whoever processes the PO for your department.

To account for Sam's Cash on the PO, one line will need to be the cash back amount, and another line will be the full amount before the cash back was applied. The net amount will be the actual amount charged to the P-card.

If you have questions about the process, please contact Tad Rasmussen.

# Legal Process Services

*Jennifer Knowles, State Contract Analyst*

We are excited to share that we offer a wide variety of solutions through our twelve contracts designed specifically for servicing legal documents!

The services include, but are not limited to: Complaints, Paternity/Summons, Petitions to Modify/Summons, Petitions to Register Support Orders/Summons, Uniform Interstate Family Support Act, Petitions/Summons, Complaints for Support/Summons, Supplemental Proceedings, Notices and Subpoenas

We encourage you to take a look at the terms of each contract, as they can differ in fees and areas of service. This will help you choose the option that best fits your needs.

## **Our Service Providers:**

1. MA4421 – Beehive Attorney Service LLC
2. MA4422 - Chris J. Burton & Associates
3. MA4423 – Constable Reitz LLC
4. MA4424 – Court OPS
5. MA4425 – Eclipse Investigations
6. MA4426 – RPS Inc
7. MA4427 – Salt Lake Private Detectives dba Statewide Process Servers
8. MA4428 – TDs Legal Process & Investigations
9. MA4500 – All Pro Security LLC dba Bringham Process Service
10. MA4501 – Civil Process Services & Investigations
11. MA4502 – Wasatch Constables LC
12. MA4503 – Fernlund Process Service LLC

While obtaining quotes is not required, we recommend it to find the best services for your budget and location. Eligible users can purchase directly from vendors. To get the best deal, submit your Scope of Work and timeline via our Get-A-Quote feature or contact vendors directly. We suggest at least two quotes for comparison.

Each contract has a flat rate for serving a summons or subpoena, etc. plus a per-mile charge, and a few have a minimum mileage fee. Mileage is calculated from the District Courthouse to the specific address and verified using mapping tools.

Typically, the vendor will charge only one fee for each set of documents, but if more than one set is sent to the same person, you will only incur one mileage fee.

Many vendors offer a rush service for an additional fee, so be sure to check the cost sheets for each contract to avoid any unexpected charges. Lastly, not all contracts cover the whole state, so look at the attachments for details on service areas. These contracts are currently valid until **March 2, 2029.**





## **Food and Gift Policy – Retirement Gifts**

Procurement frequently receives questions about the policy regarding retiring employees. The policy is in the Food & Gift Policy, which can be found within the COFIS help menu drop down or here: [Utah County Food and Gift Policy](#) See section 3.4.

When a county employee gives notice, the HR department will send an email to the appropriate department head/supervisor with information that relates to section 3.4 of the Food and Gift Policy and the maximum amount that can be spent on a retirement gift.

The intent is for the gift to be presented to the employee by the County as part of a meaningful presentation. This is required to be in compliance with IRS rules; otherwise, the gift would be taxable to the employee. The gift should not simply be to subsidize a purchase the employee is making. For example, it would be inappropriate for the County to help pay for a departing employee's new roof, since this would not be a gift presented by the County in a "meaningful presentation".

The employee can work with the department to make suggestions on a gift that they would like.