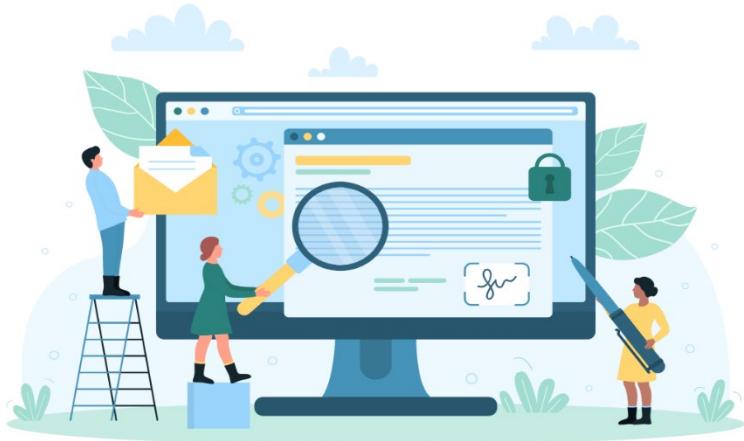


Procurement Newsletter

November 2025



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Exemptions to Competitive Bidding

The thresholds requiring a formal Request for Proposals (RFP) or Invitation to Bid (ITB) are:

Goods, Equipment, Supplies, Materials: \$50,000

Services: \$100,000

Subscriptions: \$50,000

Construction, Public Works Projects: \$100,000

These amounts apply to the life of the contract. For example, a 3-year service contract for \$50,000 per year would be considered a \$150,000 contract.

There are some exceptions to these thresholds:

Cooperative contracts. This is the most common exception. If the goods or services are available under an existing Government or Cooperative contract, we do not need to engage in our own competitive process. Note that the contract must allow for Utah County to use the contract and the supplier must be authorized to use the contract. Simply matching the pricing of an existing contract is not sufficient.

Use of Other Competitive Procurements. The County may utilize the competitive process of other government entities as the basis for the County's source selection, if the entity's solicitation process meets the standards of the County, the scope of the procurement is substantially similar to the needs of the County, and the process was conducted within the last two years.

Sole Source / Single Source. When a procurement is available from only one source, or if the Purchasing Agent determines that it is in the best interest of the County to use a single source, the Purchasing Agent may approve a sole source or single source procurement. To approve a sole source, significant research needs to be conducted to validate that there are no reasonable alternatives to the sole source. Sole source or single source procurements over \$100,000 require posting a public notice to allow potential competitors to challenge the decision.



Cost Savings Through Solicitations

Now that we've discussed possible exceptions to the competitive process, let's look at why we want to engage in competitive processes. Here are the figures for ITB's and quotes in 2024 and 2025 with an estimate of how much the County saved by going through the competitive process. The method used was to take the average bid received, compared to the lowest bid.

2024:

Total savings for competitive quotes was \$706,591

Total savings from 13 ITB's was \$6.424Million

Thus far in 2025:

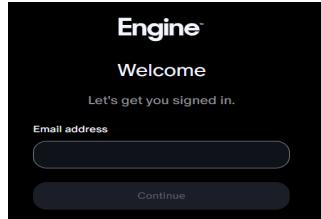
Total savings for competitive quotes was \$264,832

Total savings on 12 ITB's was \$8.59Million

We can see from this that competition results in significant savings to the County, MUCH more than a jar of pennies!

Purchases over \$10,000, but below the threshold requiring an RFP or ITB, require 3 competitive bids. This is a less formal process that is done by individual departments.

Here is the link for more information: [WHEN QUOTES ARE NEED](#) (click to open)



Engine Travel Platform

Procurement received requests to find an option that would allow the hotel to bill for lodging instead of needing a P-card because not everyone who travels has a P-card, and we want to reduce the chance that the employee would need to pay for the lodging and get reimbursed.

A few departments have been testing the Engine platform for 4 months.

A few highlights:

Hotel folios/invoices are sent electronically to us, or you can log in and obtain them. The company invoices weekly.

Procurement can set you or someone else up as the admin for your department. That person can make the hotel reservation for the traveler or grant temp/permanent access to the traveler to set up their own lodging. The website shows GSA hotel rates – if you need that information.

If someone is attending a conference/convention that already has hotel rooms blocked out, this option does not work, unless all the rooms are not reserved.

The average cost saving is 16-26% over normal nightly rate. Departments using Engine have found nightly savings of \$30-\$70 per night, depending on hotel and location.

If a traveler wants to stay longer before/after, there is an option for them to pay for the extra nights with their own credit card. They would need to contact Engine or the hotel to link the stays.

The Engine platform works with over 177,000 hotels nationwide.

They also do airfare and car rentals, but the biggest savings are currently with the hotels

Parameters have been set up within their platform to follow the County travel policy.

Engine can be used on a computer or mobile app.

If a traveler has a loyalty with hotel brands, that can be added in their profile.

Those who book reservations also earn points toward a free night of lodging that can only be used on County travel.

You can also use Engine for airfare. The ability to do car rentals is still being set up.

Short click explaining Engine: [Engine in 90 Seconds on Vimeo](#)

If you are interested in seeing this option, contact Tad Rasmussen. The meeting would be 20-30 minutes.



Walmart Business Account

When you order from the County Walmart Business account, you now have the option to be invoiced. This option shows up under wallet and/or at checkout time. If you choose to use this option, per our procurement policy, you will need to have an approved PO# to add to the order.

There are three ways to use this account:

- 1: You can use their app on a smart device and check out in store with a P-card to obtain the contract rates.
2. Order online and schedule a pickup time.
3. Order online and schedule a delivery time.

If you are currently not set up to use the Walmart Business account and would like access, email Tad Rasmussen for access.



After complaints that the county P-card looks too much like any other personal credit card, we have changed the design. The new P-cards will have a custom design of Utah County logo and colors. With the design change, it should be easier for you to identify the card. The new card will look like this:



New cards should be arriving sometime in November.



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 Carol Furner in the Sheriff's Office and Jackie Karsies in the Health Department for their outstanding work in the Procurement process.

We appreciate all they do for us and the County.

Carol and Jackie were asked a few "get to you know you" questions:

Carol's answers:

What is the best vacation you have been on?

-Our 30th anniversary trip to St. Thomas USVI for 8 nights.

What is your biggest fear?

-SPIDERS!!!!

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

-Derek Jeter

Where are you originally from?

Oklahoma, born and raised. I moved out here to Utah when I was 19.

Jackie's answers:

What is the best vacation you have been on?

The Best vacation I have been on would be the one my family just took to Universal Orlando. It was a lot of fun to watch my 6 & 10 year olds enjoy the magic of those theme parks.

What is the best food you have tried?

Not very exciting, but I once had a Bison Filet that was SO good.

If you could have dinner anywhere in the world, where would it be and why?

Again, I am very boring - wherever my friends/family would want to go.

Year-End Deadlines



2025-year end is fast approaching. If you have not planned for this, do so soon. Do not be caught off guard.

Procurement has been notified by suppliers that deliveries are taking longer. The sooner you can place your orders, the less stress for you. All requisitions should be submitted by December 5, 2025. Purchases must be physically received by December 31st.

All open 2025 purchase orders must either be submitted for payment or canceled by Saturday, January 31, 2026. No 2025 requisitions can be initiated after January 31, 2026.

You are encouraged to review all open Purchase Orders. Close out what is not needed and process payment for Purchase Orders in a timely manner.

Quality in Government Procurement

Marci Woodward, State Procurement Manager

Some government employees are under the mistaken impression that:

1. Government has to purchase the cheapest, lowest-quality items;
2. Their department is not allowed to spend a little more money to get a higher quality product; or
3. Their department must keep purchases under a pre-determined dollar threshold and therefore has to limit the goods and services they purchase in a single purchase.

These are inaccurate misconceptions that must be dispelled. It is the duty of government procurement professionals to help government workers get the high-quality goods and services they need, in the needed quantities, within the constraints of the Agency's budget and through the most appropriate purchasing procedure.

Multiple possible purchasing procedures are authorized under Utah Procurement Code 63G-6a so that agencies have dynamic options and can choose the best procurement procedure based on their project. All of the different procurement procedure options have their own unique pros and cons.

Non-purchasing or non-financial government employees are not expected to know all the different procurement options and when to use them. These employees just need to know the name and contact information of their designated purchasing professional(s). One of their first steps in their purchasing process is to contact their purchasing professional and discuss the procurement need. The purchasing professional can then guide them to the best procurement procedure for their situation. This is Robert Baxter and Tad Rasmussen.

The procurement process runs smoothest when there is transparent collaboration between the government employee seeking to make the purchase, their agency's designated government procurement professional(s), and the purchasing oversight entity applicable to their agency (State Purchasing for most State of Utah Executive Branch agencies). Intentionally trying to circumvent purchasing procedure is prohibited by law. Unintentionally picking the wrong procedure causes problems and delays. Everyone involved in the procurement process is more efficient when an appropriate amount of time is spent on the front end to ensure the desired quality level and prevent problems on the back end.

- It takes exponentially more time and resources to submit a sole source request, have it contested by the vendor community, and then have to cancel and re-release a "request for proposals" (RFP) than it takes just pursuing the RFP option right from the start. Sometimes, the added delay in the timing of the purchase even makes the purchase price go up. This is especially true under the current economic conditions.
- It's a lot easier to contract for a high-quality product through a procurement process that identifies and eliminates low-quality products (such as an RFP) than it is to decide

what to do with a contract for a low-quality product that doesn't adequately meet the agency's needs.

- It's a lot easier to release a procurement with a good scope of work than to negotiate a scope of work change with the vendor once the contract is already established.

An important part of the procurement process is the procurement professional asking the right questions, gathering the correct information from the agency's subject matter expert (SME), and taking a small amount of time to really understand the procurement need(s). Once these things are done, the procurement professional can release a well-designed, concise solicitation that is easy for the vendor community to understand.

PROCUREMENT FACTS

Procurement has many things to consider and document in order to be fair and transparent when seeking new services or supplies. The image below gives an overview of things that are considered.

