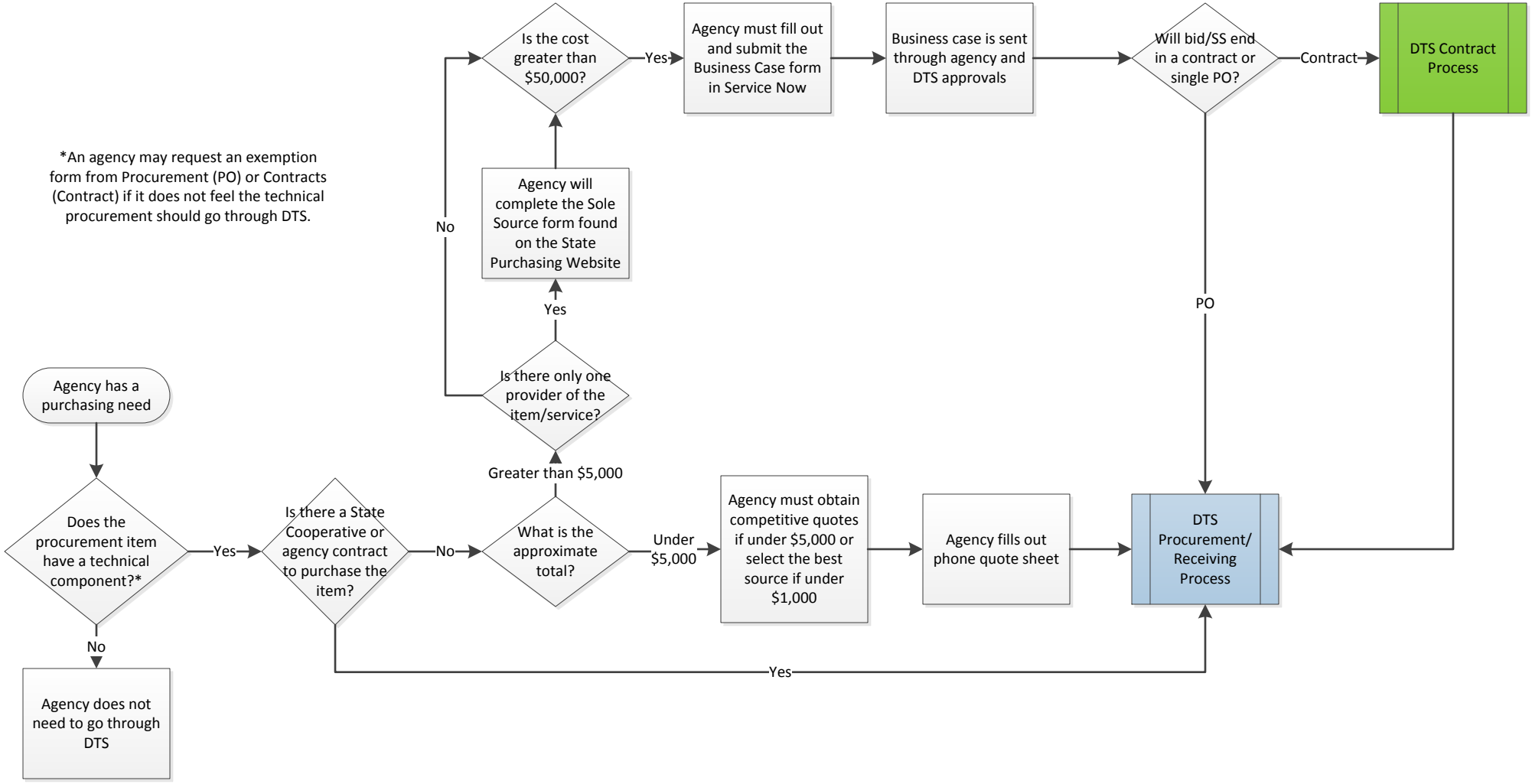
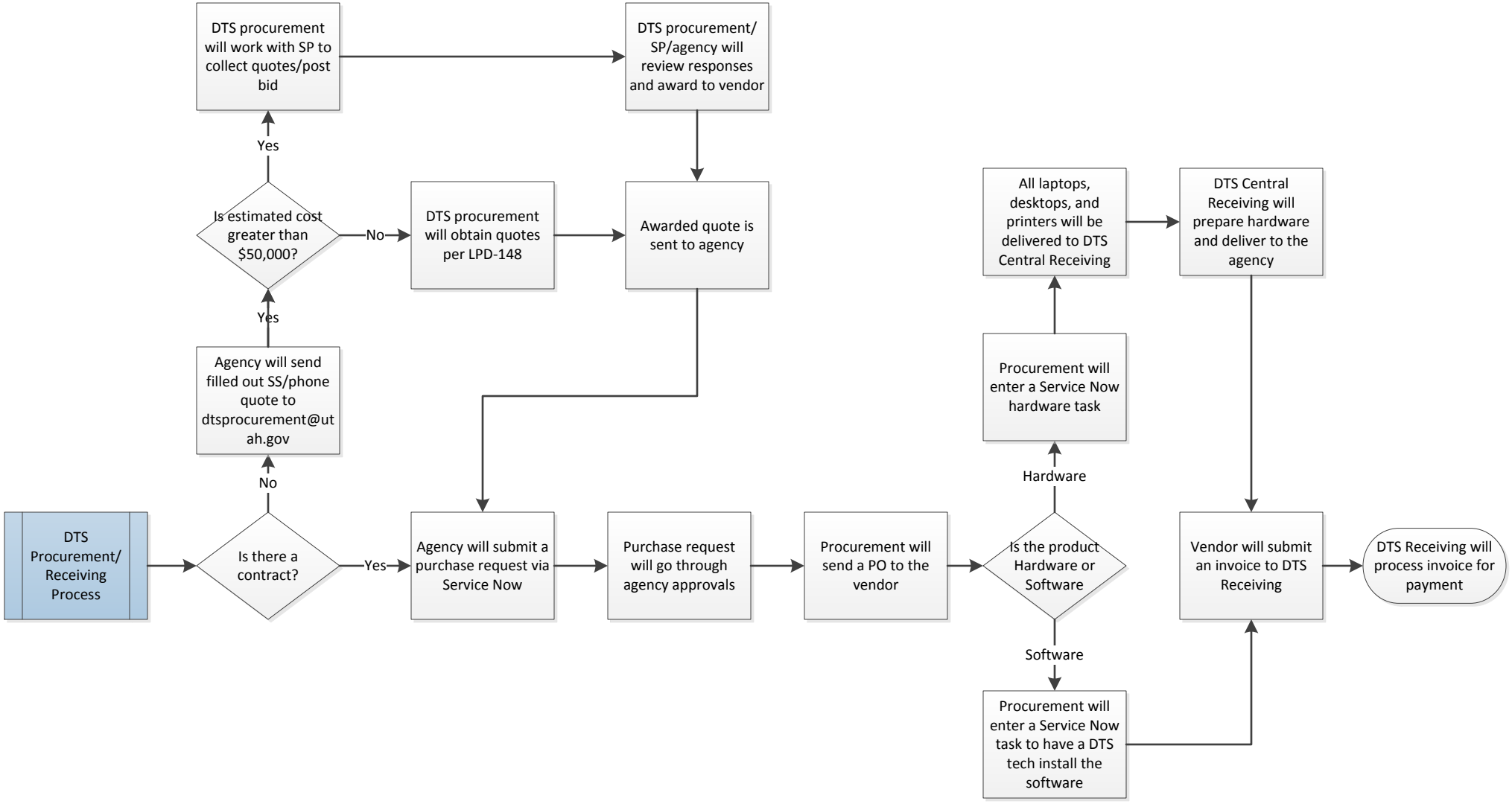
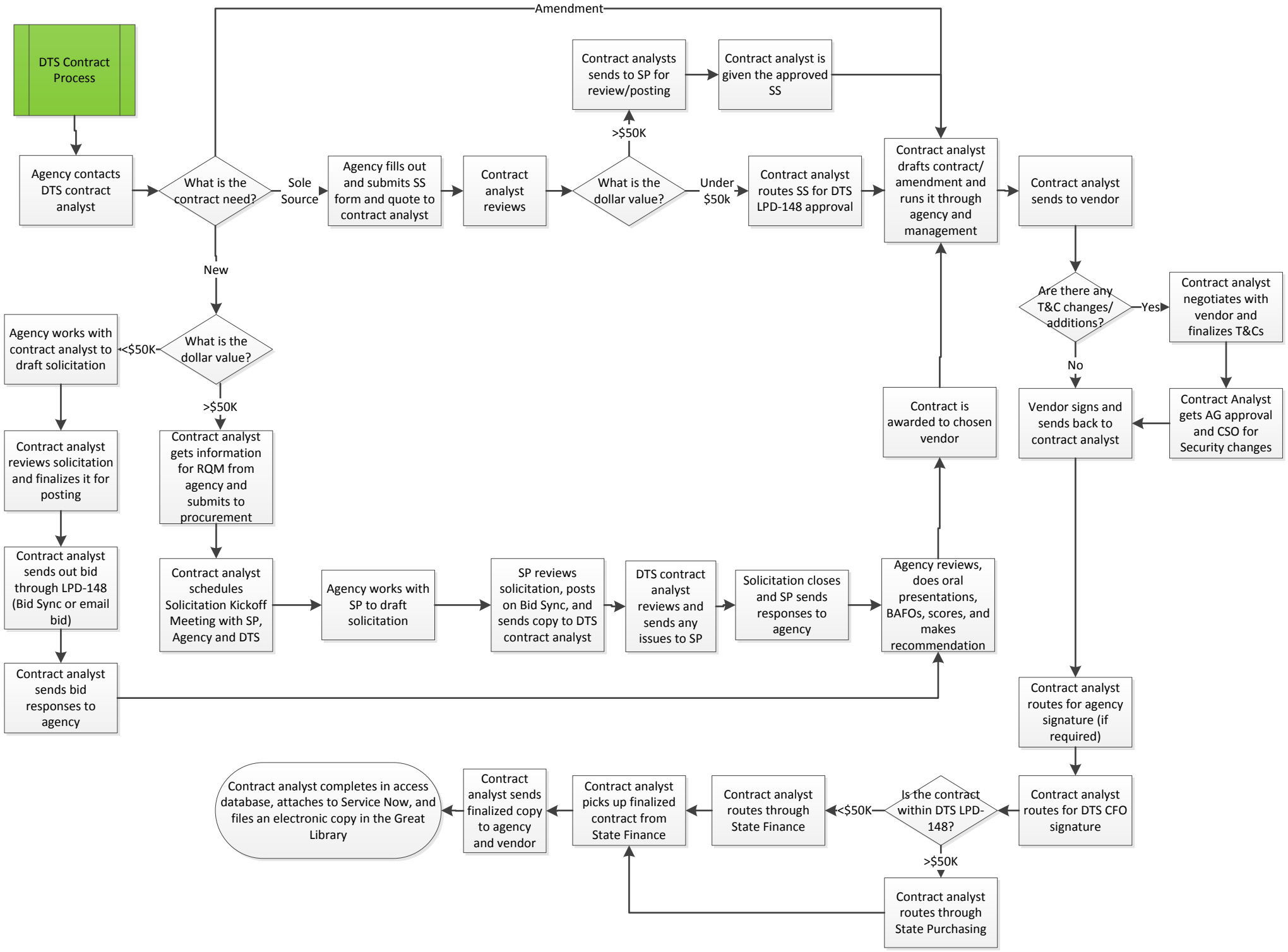

*An agency may request an exemption form from Procurement (PO) or Contracts (Contract) if it does not feel the technical procurement should go through DTS.
Agency has a purchasing need
Does the procurement item have a technical component?*
Yes
No
Agency does not need to go through DTS
Is there a State Cooperative or agency contract to purchase the item?
No
Yes
What is the approximate total?
Under $5,000
Greater than $5,000
Agency must obtain competitive quotes if under $5,000 or select the best source if under $1,000
Agency fills out phone quote sheet
Is there only one provider of the item/service?
Yes
No
Agency will complete the Sole Source form found on the State Purchasing Website
Is the cost greater than $50,000?
Yes
Agency must fill out and submit the Business Case form in Service Now
Business case is sent through agency and DTS approvals
Will bid/SS end in a contract or single PO?
Contract
PO
DTS Contract Process
DTS Procurement/ Receiving Process


DTS Procurement/ Receiving Process
Is there a contract?
Yes
No
Agency will send filled out SS/phone quote to dtsprocurement@utah.gov
Yes
Is estimated cost greater than $50,000?
No
Yes
DTS procurement will work with SP to collect quotes/post bid
DTS procurement will obtain quotes per LPD-148
DTS procurement/ SP/agency will review responses and award to vendor
Awarded quote is sent to agency
Agency will submit a purchase request via Service Now
Purchase request will go through agency approvals
Procurement will send a PO to the vendor
Is the product Hardware or Software
Hardware
Software
Procurement will enter a Service Now hardware task
All laptops, desktops, and printers will be delivered to DTS Central Receiving
DTS Central Receiving will prepare hardware and deliver to the agency
Procurement will enter a Service Now task to have a DTS tech install the software
Vendor will submit an invoice to DTS Receiving
DTS Receiving will process invoice for payment


DTS Contract Process
Agency contacts DTS contract analyst
What is the contract need?
Amendment
Sole Source
Agency fills out and submits SS form and quote to contract analyst
Contract analyst reviews
What is the dollar value?
>$50K
Contract analysts sends to SP for review/posting
Contract analyst is given the approved SS
Under $50k
Contract analyst routes SS for DTS LPD-148 approval
Contract analyst drafts contract/ amendment and runs it through agency and management
Contract analyst sends to vendor
Are there any T&C changes/ additions?
Yes
Contract analyst negotiates with vendor and finalizes T&Cs
Contract Analyst gets AG approval and CSO for Security changes
No
Vendor signs and sends back to contract analyst
New
What is the dollar value?
<$50K
Agency works with contract analyst to draft solicitation
Contract analyst reviews solicitation and finalizes it for posting
Contract analyst sends out bid through LPD-148 (Bid Sync or email bid)
Contract analyst sends bid responses to agency
>$50K
Contract analyst gets information for RQM from agency and submits to procurement
Contract analyst schedules Solicitation Kickoff Meeting with SP, Agency and DTS
Agency works with SP to draft solicitation
SP reviews solicitation, posts on Bid Sync, and sends copy to DTS contract analyst
DTS contract analyst reviews and sends any issues to SP
Solicitation closes and SP sends responses to agency
Agency reviews, does oral presentations, BAFOs, scores, and makes recommendation
Contract is awarded to chosen vendor
Contract analyst routes for agency signature (if required)
Contract analyst routes for DTS CFO signature
Is the contract within DTS LPD-148?
<$50K
Contract analyst routes through State Finance
Contract analyst picks up finalized contract from State Finance
Contract analyst sends finalized copy to agency and vendor
Contract analyst completes in access database, attaches to Service Now, and files an electronic copy in the Great Library
>$50K
Contract analyst routes through State Purchasing