

**APO MEETING**



**January 31, 2012**

**PLEASE REMEMBER TO SIGN IN**

# WELCOME

Jeff Westhoven  
Deputy Director  
General Services Division

**Secretary of State-Vendor Process and Requirements**

**Allison DeSantis**  
**Director of Business Services**  
**Ohio Secretary of State**

# QUESTIONS?



**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

**Cathy Perkins**  
**Associate Legal Counsel**  
**Department of Administrative Services**

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

- Very similar to Executive Order 2010-09S
  
- One Exception:
  - ❖ Paragraph 4(c) provides that the Order does not apply to situations in which the Director of DAS determines that it is an EMERGENCY or that it is NECESSARY for the State to waive some or all of the requirements of the Order.

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

- EO requires DAS to establish:
  - Standards by which an Executive Agency may request a waiver of some or all of the requirements
  - Standard by which requests will be evaluated and granted

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

# Waiver Process Requesting a Waiver



**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

1. All waivers must be requested prior to the execution of a contract.
2. No waivers will be retroactively granted.

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

3. Waivers will be given only for new contracts, or amendments to contracts where the Scope of Services needs to be amended to include possible offshore services.
4. Any request submitted to DAS must be recommended and acknowledged by the Agency, Board or Commission Procurement Officer (APO) and its Director or Executive Director.

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

5. Any request shall allow sufficient time for review by DAS, the minimum time of which shall be 5 business days.
  
6. All forms must be sent to DAS, Office of Legal Services, ATTN: Shelia Smith, 30 East Broad Street, Columbus, OH 43215. Telephone No. 614-644-1773.

Email: [Shelia.smith@das.state.oh.us](mailto:Shelia.smith@das.state.oh.us)

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

7. All requests should include the following information:
  - a) Agency, Board or Commission representative or point of contact name, telephone number, and e-mail address.
  - b) Contractor's name and type of contract.
  - c) Description/nature of service(s) to be performed outside of the United States and the extent to which offshore services will be involved.
  - d) The total cost and length of the contract.
  - e) Justification, with any supporting documentation, demonstrating either of the following:
    - The type of emergency with written explanation; or
    - The facts that render the contract necessary.
  - f) Any other documentation supporting why the service(s) must be procured from this Contractor.

**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

8. The Director of DAS or the Director's designee may approve or deny any request.
  
9. All determinations of the Director of DAS or the Director's designee are final.

**EXECUTIVE ORDER 2011-12K**  
**Governing the Expenditure of Public Funds for Offshore Services**

**REQUEST FOR WAIVER – EXECUTIVE ORDER 2011-12K**

Date of Request: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Name of Agency Representative: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Recommended by and  
Signature of Agency Procurement Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledged by and  
Signature of Director/Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Contract:

Personal Service

Competitively Bid Contract

Request for Proposal

Competitively Selected Contract

Request for Quotes

Other: \_\_\_\_\_

**EXECUTIVE ORDER 2011-12K**  
**Governing the Expenditure of Public Funds for Offshore Services**

Nature of service(s) to be performed outside of the United States and the extent to which offshore services may be involved (please explain; additional sheets may be attached):

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Duration of Contract: \_\_\_\_\_ Total Contract Cost: \$\_\_\_\_\_

**Justification:**

This Contract is an emergency: (Please explain; additional sheets may be attached)

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This Contract is necessary: (Please explain; additional sheets may be attached)

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**EXECUTIVE ORDER 2011-12K**

**Governing the Expenditure of Public Funds for Offshore Services**

**DAS Contact Information:**

All forms should be sent to:

DAS, Office of Legal Services, ATTN: Shelia Smith

30 E. Broad Street, Suite 4099, Columbus, OH 43215

Telephone: 614-644-1773

Email: [shelia.smith@das.state.oh.us](mailto:shelia.smith@das.state.oh.us)

**DAS Waiver Determination:**

Approved

Denied

**Date of Determination:**

\_\_\_\_\_

# QUESTIONS?



# Office of Information Technology

Carolyn Chavanne  
Interim Administrator  
Investment Management Services  
Office of Information Technology

# Agency IT Express Procurement Program “Fast Track” R&P Process

Investment Management Services

Prepared by: Carolyn Chavanne  
Eric Glenn

January 31, 2012

# Agency IT Express Procurement Program



## Drivers for a new process

- Expediting agency IT procurements
- Provide solutions that add value to the agency
- Allow DAS staff to focus on pre and post procurement activities
- Implement a solution that will enable IT request pre-approval (procurement starts at planning stage)

# Agency IT Express Procurement Program



## Program Highlights

- Commonly referred to as “Fast Track process”
- Deployed September 19, 2011
- Enables faster turnaround of IT procurement requests
- Establishes the Agency Agreement for program use
- Minor changes to R&P user interface
- Appropriate alignment to the Agency’s IT Plan
- Process documentation on left navigation area of R&P system

# Agency IT Express Procurement Program



Agency IT Express Procurement Program or Fast Track process  
Over \$20 M of IT transactions have been processed

## \*Release and Permit Fast Track Report

Agency Agreement Option	Request ID	Approved Amount
<i>Total Agreement Option: A</i>	196	\$10,808,033.18
Total Agreement Option: B	236	\$42,254,277.67
<i>Total Agreement Option: C</i>	35	\$9,497,588.41
Total	467	\$62,559,899.26

\*as of Jan 23, 2012

# Agency IT Express Procurement Program



## R&P User Interface Change

[View agency agreement processing criteria](#) (Agency Agreement Limit: \$50,000.00)

### Agency Agreement Status:

- For this request, our agency has met all conditions of the Agency Agreement.
- For this request, our agency has not met all conditions of the Agency Agreement.
- For this request, our agency has prior authorization to proceed for an exception item.

# Agency IT Express Procurement Program



## R&P User Interface Change

- Agency Agreement Limit provided
- 1st radio button – “For this request, our Agency has met all conditions of the Agency Agreement”
- 2nd radio button – “For this request, our Agency has not met all conditions of the Agency Agreement”
- 3rd radio button – “For this request, our Agency has prior authorization to proceed with an exception item”

# Agency IT Express Procurement Program



## R&P User Interface Change

1<sup>st</sup> radio button – “For this request, our Agency has met all of the conditions of the Agency Agreement”

- **STS purchases only**
- **Agency Limit only applies** to this option for STS purchases
- **Criteria for Agency Agreement must be followed**

# Agency IT Express Procurement Program



## Agency Limits determined

- Different limits were established for each agency
- Limit determined by history of STS requests processed
- Limit is displayed in system and is for **STS purchases only**
- OIT continuously evaluates limit

# Agency IT Express Procurement Program



## Agency Agreement

### Agency Criteria

- Agency must receive at least three responses from current STS vendors
- Services or products quoted on STS
- Agency issued procurement (e.g. RFQ or RLB) aligns with:
  - DAS procurement guidelines,
  - IT Direction, Policies or Standards, or
  - Standard Terms & Conditions of the STS contract

# Agency IT Express Procurement Program



## Agency Agreement

### Agency Criteria continued

- Agency must use the R&P system and must attach all required documents with the R&P request
  - Request for Quote
  - All received responses as a separate attachment
  - Selection criteria and selection process used
  - Selection Decision
  
- Requested IT service or product does not conflict with OIT Enterprise Direction List

# Agency IT Express Procurement Program



## Agency Agreement Vendor compliance

- Selected vendor provides "not to exceed" prices or rates
- Selected vendor agrees to adhere to DAS IT policies; standards and terms & Conditions of the STS Contract
- Vendor does not have any unresolved findings for recovery

# Agency IT Express Procurement Program



## R&P User Interface Change

2nd radio button – “For this request, our Agency has not met all conditions of the Agency Agreement”

- Default option
- Business as usual option prior to establishing this program

# Agency IT Express Procurement Program



## R&P User Interface Change

3rd radio button – “For this request, our Agency has prior authorization to proceed with an exception item”

- Applies to enterprise contracts identified in the R&P system
- Most appropriate procurement authority can be used
- Pre-authorized criteria satisfied

# Agency IT Express Procurement Program



## Enterprise Contracts associated with 3<sup>rd</sup> radio button option

- PC/laptops
- Server hardware
- Switches, routers and firewall hardware
- PC monitors

# Agency IT Express Procurement Program



## Pre-authorized criteria

- Apply Agency Agreement criteria defined for 1<sup>st</sup> radio plus a pre-authorized deviation
- Agency obtains pre-authorization of a deviation prior to submitting request
- Specify name/title of the authorized person who approved the deviation
- Describe relevant conversation between OIT and the Agency regarding the authorized deviation

## On the Request

- Note pre-authorization for the deviation or specify “Enterprise Buy”

# Agency IT Express Procurement Program



## General Guidance

- Agencies must pay close attention to error messages if encountered
- OIT IMS and ITPS are available to assist
- Process for submitting request remains unaltered
- Approval of request instantaneous
- In most cases PO process can be initiated the next day

# Agency IT Express Procurement Program



## Auditing Process

- Team from OIT IMS and ITPS established
- Team currently reviewing trends and identifying issues
- Team is conducting a quarterly to six month review
- Agencies will be contacted to address issues after review
- Process is ongoing
- Consequences for misuse are being discussed

# Agency IT Express Procurement Program



## Auditing Process

- Issues found to date are as follows:
  - Required paperwork missing e.g., 3 quotes not provided
  - Procurement authority not indicated
  - Procurement authority not STS for 1<sup>st</sup> radio button option
  - Modifications exceed Agency Limit
  - Not obtaining pre-authorization from OIT when required for deviations
  - IT requests conflict with IT enterprise direction
  - STS pricing can't be verified based on quote

# Agency IT Express Procurement Program



## Support

- Contact Carolyn Chavanne @ 466-1755 via email [carolyn.chavanne@oit.ohio.gov](mailto:carolyn.chavanne@oit.ohio.gov) or Eric Glenn @ 466-2634 via email [eric.glenn@oit.ohio.gov](mailto:eric.glenn@oit.ohio.gov) for questions about the program.

## Training

- Offered on an agency request basis. Contact POCs for program if training is needed

# Agency IT Express Procurement Program



## QUESTIONS?

**BREAK**



**15 MINUTES**

# Staff Augmentation Overview

Curtis Brooks

IT Procurement Manager

Office of Procurement Services

## Staff Augmentation Contract

- New Contract for IT Staff Augmentation Time & Material Resources
- 27 Job Titles Covering All Levels of IT Positions
- Fixed Rate for Each Position & Level

## Managed Services Provider

- Computer Aid Inc. (CAI) is MSP
- CAI's Role & Responsibilities
  - Managing the state's network of IT staff augmentation subcontractors
  - Soliciting and receiving vendor responses to staff augmentation requests
  - Validating and screening candidates for agency evaluation
  - Facilitating interviews of candidates
  - On-boarding the selected resources
  - Invoicing for each agency

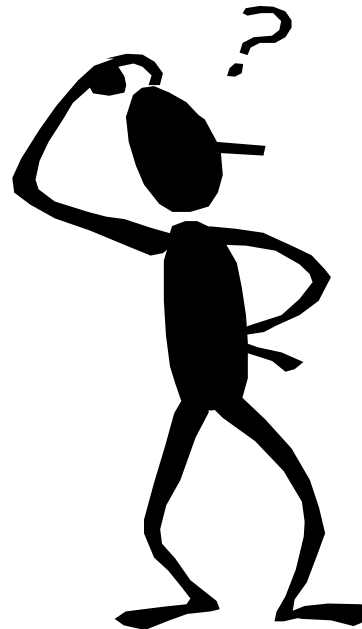
## Initiative Status

- Executed Participation Addendum
- Kick-Off Meetings Held January 18-19th
- Currently Finalizing Implementation Details
- Formal Announcement
- Upcoming Agency & Vendor Information Meetings
- Future – Agency Training Announcement
- Go-Live Target for New Positions – Week of 2/20

## Questions

Please E-Mail Your Questions to:

[ITProcurement@das.state.oh.us](mailto:ITProcurement@das.state.oh.us)



# Job Order Contract (JOC)

Gayle Blankenship  
Procurement Manager  
Office of Procurement Services

# Questions



## Sourcing Review & Determination

Gretchen Adkins  
Chief Procurement Officer  
Office of Procurement Services

## Supplies & Services Procurement Decision Process

### Required State Sources:

- Ohio Penal Industries
- Community Rehabilitation Program
- Dept of Mental Health, Office of Support Services
- Rehabilitation Services Commission

If not available from a State Source....

# Supplies & Services Procurement Decision Process


## DAS Existing Contracts

- Supplies and Services
- Printing Services
- Technology Supplies and Services
- Some contracts are required and some optional

If not available from existing DAS Contract....

# Submit Request to Purchase (RTP)

To DAS Online at State Procurement website under Forms  
<http://apps.das.ohio.gov/requesttopurchase/requestform.aspx>



OhioDAS

for Contractors/Vendors      for Government Entities      for State Employees      for the Public

### Request To Purchase

This form is for use by Ohio governmental entities only. Vendors are not to complete or submit this form. Non-State entities should only complete this form if anticipated purchase is more than \$50,000.

[Auditor Login](#)

**NOTE: If this request is for an IT supply or service please submit your request to the Information Technology Procurement Services office at <https://itrelease.ohio.gov>.**

Please click [here](#) for Frequently Asked Questions

#### Section 1 Contact Information

\* - Required Field      \*Date of Request: 10/30/2011

\*Government Entity:

\*Business Unit:

\*Street Address:

\*City:

\*State:

\*ZIP:

**Contact Person:**

\*First Name:

\*Last Name:

\*Email:  (username@domain.com)

\*Phone No.:  (xxx-xxx-xxxx)

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#### Section 2 Request Information

## OPS Request to Purchase (RTP) Process

WHAT: Request to Purchase, DAS's review of purchasing needs to determine the best procurement method

- State Agency Resource
- Existing DAS Contract
- Competitive Bid/RFP
- Negotiated Contract
- Release & Permit

## OPS Request to Purchase (RTP) Process

**WHEN – If needed purchase estimate exceeds Direct Purchasing Authority (\$50,000), and**

- Need is not met through an existing DAS contract
- Need cannot be met through a state resource

## OPS Request to Purchase (RTP) Process

### HOW – The Process

- Agency initiates request using on-line RTP form - vendors are not to submit forms
- Office of Procurement Services receives RTP and determines best procurement method
- Office of Procurement Services advises agency through email of determination

## OPS Request to Purchase (RTP) Process

- Allow 10 Business Day for Response
- Online - State Procurement website under Forms
- <http://apps.das.ohio.gov/requesttopurchase/requestform.aspx>

# Office of Procurement Services

## Office of Procurement Services Staffing Update

# Roundtable Discussion



***WHAT QUESTIONS OR CONCERNS  
DO YOU HAVE?***

## Next APO Meeting

**July 12<sup>th</sup> @ 8:30am**

**GSD-Willow/Walnut Conference Room**

