

MEMORANDUM

To: Chief Information Officers, Chief Fiscal Officers, and Agency Procurement Officers of State Agencies, Boards, and Commissions

FROM: Eric Glenn, Administrator, Enterprise IT Contracting
Kelly Sanders, Chief Procurement Officer

DATE: June 30, 2017

SUBJECT: State Term Schedule Guidance #3

This is the third of several State Term Schedule Guidance documents that DAS will issue to provide information about enhanced transparency measures and associated reporting requirements related to agencies' use of state term schedule contracts.

Initial guidance to implement enhanced transparency measures for the use of State Term Schedule (STS) contracts was issued on June 16. This initial guidance included information on the requirement to obtain at least three quotes or seek a waiver of competitive selection from the Controlling Board; how to address continuations from FY17; use of direct authority; and deadline information to be considered on the Controlling Board agenda for July 10.

Additional guidance was issued on June 23. This guidance included Frequently Asked Questions on State Term Schedule use and introductory information on the transparency reporting requirements and the new STS Contract Purchase form.

In this guidance, we will seek to provide additional clarification on State Term Schedule use as well as provide more information about the transparency reporting requirements.

A. State Term Schedule Use

Additional questions and answers have been added to the State Term Schedule Use Frequently Asked Questions to clarify requirements for release and permit, quotes, payment card purchases, MBE set-aside credit and Controlling Board requests.

B. STS Contract Purchase Form

Another new component for using STS as the purchase authority is a requirement for DAS to provide a report of each agency's use of STS to Controlling Board members on a quarterly basis. To meet the new reporting requirements, an STS Contract Purchase Form was developed to capture data elements that are not currently available in OAKS today, such as details on the quotes received and justification for selecting the awarded supplier.

Three types of the STS Contract Purchase Form listed below will be available in the OAKS FIN eProcurement module to capture all the transactions that are used to make an STS purchase:

- STS Contract Purchase – Requisition Form
- STS Contract Purchase – Interface PO Form

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- STS Contract Purchase – P-Card Form

Agencies will be required to complete the appropriate STS Contract Purchase Form for all purchases made using STS purchase authority. OAKS will not stop transactions using STS as the purchase authority; therefore, **agencies are responsible for the completion of the appropriate form at the time the transaction occurs.** Requisitions that require OBM approval must have the appropriate form completed at the time of submission for approval or it will not be approved.

Screenshots and instructions for each form are provided as attachments to this guidance.

C. Transparency Report

A new OAKS BI report (VA-0011 STS Contract Purchase Form Report) has been developed to meet the new requirement of reporting each agency's use of STS purchase authority to Controlling Board members on a quarterly basis. This report will pull data directly from fields within the STS purchase transaction in OAKS (requisition, payment card voucher or interfaced purchase order) and the corresponding STS Contract Purchase Form to automate population of the required information for the report. Therefore, **agencies should pay close attention to the quality and accuracy of the information entered in the "Description" data field for requisitions and interfaced purchase orders and the "Explanation" and "Sourcing Details" data fields on the applicable STS Contract Purchase Forms.**

This same BI report (run in a different layout) can be used by agencies to monitor completion of the STS Contract Purchase Forms. Additional details about running the report are provided as an attachment to this guidance.

Please direct any questions about this information to Eric Glenn (for IT purchases) at Eric.Glenn@das.ohio.gov and Kelly Sanders (for non-IT purchases) at Kelly.Sanders@das.ohio.gov.

Attachments: State Term Schedule Use Frequently Asked Questions
STS Contract Purchase – Requisition Form
STS Contract Purchase – P-Card Form
Running STS Contract Purchase Form Reports

STATE TERM SCHEDULE USE FREQUENTLY ASKED QUESTIONS June 30, 2017

APPLICABILITY

- 1. Do the new STS purchase requirements apply only to cabinet-level agencies, or do all agencies, boards, and commissions, elected officials and political subdivisions participating in cooperative purchasing need to follow the new processes?**

The new requirement applies to all state agencies, including elected officials, because there are quoting and reporting requirements stipulated in the waiver approved by the Controlling Board. Political subdivisions participating in cooperative purchasing are unaffected by the new requirements.

- 2. In addition to STS contracts, do these changes also apply to other contracts; specifically, multiple award contracts, master maintenance agreements, master license agreements, master service agreements, and master cloud service agreements?**

No, the new requirements are for State Term Schedule purchases only.

- 3. Regarding the STS schedule for office supplies (Bolinds and GBEX), will purchasing agents be required to obtain a third quote from a different vendor?**

The Office Supplies contract with Bolinds and GBEX was awarded through a competitive selection process (it is not an STS contract); therefore, the requirement for three quotes does not apply.

- 4. Does the requirement of three quotes also extend to non-STS direct purchase authority made by agencies or is the guidance strictly for STS?**

The requirement to obtain a minimum of three quotes applies to STS contract purchases only.

- 5. STS Guidance #1 states “These requirements apply to all FY18 purchase orders....” Does this mean that current requisitions in OAKS that budget check in FY17, but pay out in FY18 will be affected?**

The three-quote requirement applies to new purchase orders created for FY18 for STS contract purchases only. Disbursements in FY18 against FY17 purchase orders are not affected by the new requirement.

OBTAINING VS. SOLICITING QUOTES

- 1. Do quotes have to be obtained, or is soliciting them enough? Can no-bid replies and no-responses be considered in the number of quotes received?**

For purchases referencing STS contracts, a minimum of three quotes must be obtained (i.e., received) from suppliers. Simply soliciting (i.e., requesting) quotes from STS suppliers does not meet the requirements approved by Controlling Board, nor does counting no-bid and no-responses.

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FEWER THAN THREE QUOTES OR SUPPLIERS

1. *If three STS suppliers are solicited for quotes and only one responds, or if there are not three STS suppliers available, can additional quotes be sought from suppliers outside of the STS?*

Yes, agencies can fulfill the requirement to obtain a minimum of three quotes by obtaining quotes from other suppliers in addition to those that hold an STS contract. However, agencies are encouraged to exhaust all STS supplier quote options before seeking quotes from other suppliers. When obtaining quotes from other suppliers, agencies are discouraged from basing the selection solely on a supplier having an STS contract in place. In addition, agencies obtaining quotes from other suppliers must be prepared to establish the appropriate contract vehicle (e.g., personal services agreement, end user license agreement, etc.) and determine the appropriate purchase authority when a non-STS supplier is selected.

2. *Are agencies required to attach the three quotes to a requisition?*

While attaching quotes to the requisition is not a requirement, it is a recommended practice for easy retrieval should the agency receive questions about the selection process that led to this particular use of an STS contract.

3. *Our agency has invested in certain types of equipment and wants to maintain that relationship; therefore, we will not be able to obtain three quotes. If we want to make a purchase in the amount of \$5,472 and reference the STS contract because the Terms and Conditions are already in place, would we need to seek Controlling Board approval?*

Yes, if you intend to use STS as the purchase authority (referencing the STS contract on the purchase order), then you would need to seek Controlling Board approval. Alternatively, an agency can use the STS as the contract vehicle but use their direct purchase authority and not reference the STS contract on the purchase order if sufficient authority exists under the direct purchasing threshold. In this instance, DAS recommends that the agency list the STS contract ID in the PO comments field so it appears on the printed PO and the supplier will understand that the pricing, terms, and conditions of the STS will apply to the specific purchase.

4. *Our agency has been using STS suppliers to maintain various databases. We have not received three or more quotes for this service in the past, which means we will need to go to Controlling Board, correct?*

Correct.

5. *Three quotes are received, with one supplier not being on STS. One of the STS suppliers submits the lowest quote. Can the STS contract still be referenced although not all of the responding suppliers are on the STS? Will this purchase need to go to Controlling Board?*

Yes, the agency can reference the STS as the purchase authority for the purchase because the selected vendor is an STS contractor. This purchase will not require Controlling Board approval because three quotes were obtained and the purchase is referencing an STS contract. Agencies are encouraged to exhaust all STS supplier quote options before seeking quotes from other suppliers.

6. *There are certain suppliers that have STS contracts that provide goods or services under the contract that are proprietary in nature. When this is the situation, agencies will be unable to*

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solicit three bids based on this guidance and will have to seek Controlling Board approval for purchases above \$50,000. Is there any consideration to offering a special waiver for proprietary items covered under state term contracts?

All single-source and sole-source purchases (when an agency could not obtain three quotes) that reference an STS as the purchase authority will require Controlling Board approval prior to creation of the purchase order.

7. Will all purchases not referencing an STS and not having three bids obtained require a Controlling Board waiver (e.g., parking, memberships, subscriptions, etc.)?

No, the new requirement for obtaining a minimum of three quotes or seeking Controlling Board authority if fewer than three quotes are received applies to STS purchase authority only.

8. If a request for quote includes several different items and one of the three responding suppliers can only fulfill part of it (e.g., one out of three items), is this still considered a complete quote? Can it be counted toward the requirement that the agency obtain three quotes?

This is not a complete quote. The expectation is that the three quotes are complete, comparable (apples to apples), meets the agency's expressed needs and can demonstrate the price competitiveness of the selected supplier. In planning for procurements, it is recommended that agencies research the market of suppliers to ensure each prospective supplier's ability to provide valid quotes.

9. Will new suppliers be added to STS contracts to make it easier to obtain three quotes?

DAS will continue to evaluate requests to establish an STS contract, add additional suppliers to an existing STS contract, or determine if another procurement methodology is more appropriate. Agencies can fulfill the requirement to obtain a minimum of three quotes by obtaining quotes from other suppliers in addition to those that hold an STS contract. However, agencies are encouraged to exhaust all STS supplier quote options before seeking quotes from other suppliers.

[New]10. If an agency receives quotes from only two STS suppliers and the purchase exceeds \$25,000, will they need to obtain a release and permit from DAS prior to going to Controlling Board? If the agency receives Controlling Board approval, does the agency reference the CB number or the STS number on the purchase order in OAKS? Does the agency need to complete an STS Contract Form since the CB approved use of the STS contract without three quotes?

The response to the above questions vary based on requirements of Ohio Revised Code 125.18, which charges the Office of Information Technology within DAS to provide additional guidance and oversight for IT purchases.

Non-IT Purchase

No, the agency will not need to obtain a release and permit from DAS if they intend to use STS as the purchase authority and reference the STS contract and not the CB number on the purchase order. The agency will be required to complete the appropriate STS Contract Purchase Form and will enter the Controlling Board number on the form.

IT Purchase

Yes, the agency will need to obtain a release and permit from DAS if they intend to use STS as the purchase authority and reference the STS contract, and not the CB number, on

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the purchase order. The agency will be required to complete the appropriate STS Contract Purchase Form and will enter the Controlling Board number on the form.

GENERAL QUESTIONS

- 1. *Our agency currently requires two verbal quotes for all purchases under \$500.00, including STS requests, but the new STS guidance does not specify a dollar threshold for requiring three bids. Are three quotes required for all STS purchases, no matter the dollar amount?***

Yes, the new STS requirements for obtaining a minimum of three quotes or seeking Controlling Board authority if fewer than three quotes are received applies, regardless of the value of the STS purchase.

- 2. *Since quotes from contract and non-contract suppliers can be requested, what happens when a non-contract supplier returns a lower quote?***

If a non-contract vendor quote is the lowest quote or provides the best value to the state (based on predetermined quote selection criteria), the agency should proceed with the purchase taking into consideration the need for a written contract, release and permit requirements, and Controlling Board approval if the value of the purchase or cumulative spend with the supplier exceeds the \$50,000 threshold.

- [New]3. Is there a definition on what qualifies as a quote? Do we need to develop specifications for each request for quote? Do we have to receive a response generated from a supplier's representative (email, fax, etc.) or can we accept verbal quotes? For payment card purchases, would printing a screenshot from Walmart's webpage suffice?***

There is not currently a defined method for obtaining STS quotes from a central procurement perspective; therefore, it is up to the agency to determine how they would like to solicit quotes from suppliers.

DAS encourages the following practices:

- Obtain and retain something in writing from suppliers to support the STS contract purchase requirements.
- When seeking quotes, provide sufficient details in the solicitation about the supplies or services being sought to enable suppliers to respond with comparable (apples-to-apples) quotes that meet the agency's expressed needs.
- Maintain records of the competitive process/evaluation conducted. Such documentation shall contain the basis on which the award was made.
- Attach quotes to the requisition or payment card voucher in OAKS. While this is not a requirement, it is a recommended practice for easy retrieval should the agency receive questions about the selection process that led to a particular use of an STS contract.

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PAYMENT CARD PURCHASES

1. *Can payment cards be used to make STS purchases? Or will Controlling Board approval and a purchase order be needed?*

Payment cards can still be used to make STS purchases, but the three-quote requirement still applies. After the purchase is made, an STS Contract Purchase form, but not a purchase order, will need to be completed and captured in OAKS for reporting purposes. Agencies can also elect to use their direct purchase authority and not reference the STS contract. In these cases, the STS Contract Purchase form will not need to be completed.

[New]2. *The guidance on payment card purchases referencing an STS states an STS Contract Purchase form will need to be completed and captured in OAKS for reporting purposes. Does that mean we are to attach a copy of the form at the voucher level for the transaction referencing the STS? Does the STS Contract Purchase form that is submitted to DAS, need to be attached to the requisition in OAKS?*

The new STS Contract Purchase forms (one type each for requisitions, payment card purchases and interfaced purchase orders) will be located in OAKS FIN in the eProcurement module. Agencies will not have to manually attach the forms: they will link automatically to the specific transaction.

MBE SET-ASIDE

1. *Page 49 of the Procurement Manual states that two certified MBEs must be identified and engaged for a solicitation to obtain set aside credit (even if one does not respond) for a non-MBE3 contract. How would this new policy affect that statement?*

An agency can still receive set-aside credit for STS purchases; however, the new STS requirements for obtaining three quotes or seeking Controlling Board authority must be taken into consideration if fewer than three quotes are received, regardless of the value of the STS purchase. Currently, there are no exceptions for MBE set-aside STS purchases.

[New]2. *Currently the STS-652 contract is MBE participation only as there are only two certified suppliers. If I get a quote from those two suppliers and another MBE supplier not on the STS, but the STS supplier is lower, am I now allowed to get MBE set-aside credit and still reference the STS?*

Yes, if you do a sheltered Ohio certified MBE set-aside request for quotes you can receive MBE set-aside credit.

STS CONTRACT PURCHASE FORM

1. *What is the expected turnaround time for approval of the STS Contract Purchase Form after submission? Will an authorization number be issued by DAS upon approval of the STS Contract Purchase Form? Will agencies need to reference that number when entering a requisition?*

There will not be a formal approval process for the STS Contract Purchase form; therefore, DAS will not be issuing authorization numbers for or otherwise reviewing or approving the individual

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completed forms. Agencies will be responsible for ensuring accurate and timely completion of the form to meet the quarterly reporting requirement to Controlling Board members as stipulated in the approved FY18-19 Controlling Board waiver request. An exception report is under development to assist agencies and DAS with monitoring completion of the STS Contract Purchase form. Additional information will be provided in future guidance.

OIT PROCUREMENTS

- 1. Can more detailed information be provided, especially with regard to the OIT procurement process? IT staff often feel bound to procure off of certain OIT contracts. Any clarification would be appreciated.**

The Frequently Asked Questions (FAQs) are regarding the new STS requirements approved by the Controlling Board for the upcoming biennium FY18-FY19. Please follow up with your agency's OIT Enterprise IT Contracting representative for detailed information regarding the OIT procurement process.

- [New]2. Will the new STS requirements result in any changes to the process of requesting a Release and Permit for IT purchases that will reference an STS as the purchase authority?**

Yes, in order to receive a Release and Permit from DAS OIT to make an STS purchase of IT goods or services, agencies must complete the following:

- Select STS as the purchase authority, this includes release and permit requests for Controlling Board approval to make a purchase using STS purchase authority
- Attach all quotes (at a minimum the complete cost summary) received, not just the quote from the selected supplier
- If the agency was unable to obtain three or more quotes, an explanation must be included in the vendor selection field of the request.

DAS OIT may return Release and Permit requests that lack these required elements.

RELEASE AND PERMIT

- 1. Does this new policy affect blanket release and permits issued by DAS?**

The new STS requirements for obtaining a minimum of three quotes or seeking Controlling Board authority if fewer than three quotes are received applies regardless of the expense account code referenced and the value of the STS purchase. This would include agency use of blanket release and permits issued by DAS.

CONTROLLING BOARD REQUESTS

- 1. Are there any blanket requests that can be made of controlling board or will these be a by purchase order scenario?**

Yes, an agency may combine multiple waivers for a single project on one Controlling Board request. The required questions should be answered for each supplier and each vendor should be listed under the supplier information on the request.

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An agency can also submit a request with a not to exceed amount if the exact amount is unknown (e.g., lab supplies, reagents, EDI transactions, processed pharmacy claims, etc.), monitor expenditures, and then seek additional Controlling Board authority, if necessary.

2. When preparing a Controlling Board request for approval to use an STS contract without obtaining three quotes, does the agency need to include a copy of the STS contract as an attachment to the Controlling Board request?

The agency should cite the specific STS contract number in the Controlling Board request narrative, but it does not need to attach the STS contract itself to the request. All STS contracts – including any amendments and price lists – are publicly available at www.procure.ohio.gov.

[New]3. When preparing a Controlling Board request for approval to use an STS contract without obtaining three quotes, can an agency seek a waiver for both FY18 and FY19?

When an agency knows that an FY18 purchase referencing the STS as the purchase authority will continue in FY19, the agency can seek a waiver for both FY18 and FY19 on the Controlling Board request when the STS contract does not expire before 6/30/19. If the contract expires during FY19, please check with the DAS analyst.

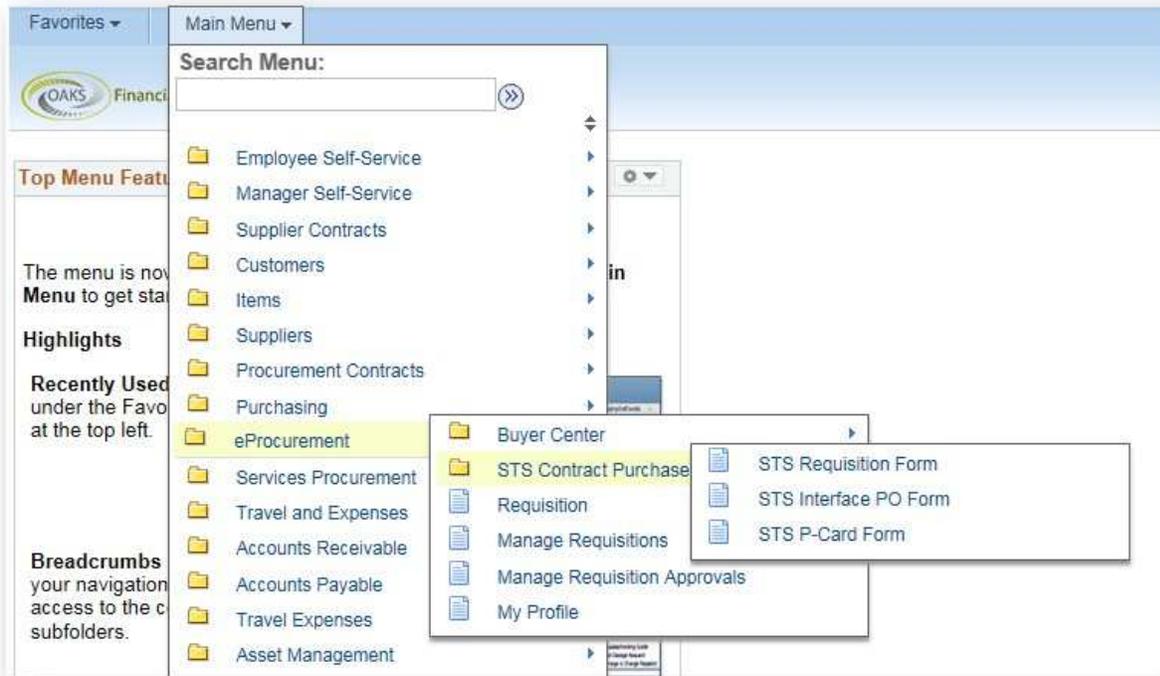
[New]4. Has the Controlling Board submission process changed for STS contract requests?

No, the Controlling Board submission process and deadlines have not changed. If an agency is seeking a waiver or an agency release for multiple suppliers in one request, they still have to provide information for each supplier, the amount for each supplier and complete the require questions for each supplier.

STS Contract Purchase – Requisition Form

Entering Quotes in the STS Contract Purchase Requisition Form

Navigation: *Main Menu > eProcurement > STS Contract Purchase Forms > STS Requisition Form*



STS Contract Purchase – Requisition Form

The screenshot shows a web application interface for the STS Requisition Form. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > eProcurement > STS Contract Purchase Forms > STS Requisition Form. Below this is the OAKS Financials logo. The main heading is "Requisition Quote Details". A sub-heading reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below that is a section titled "Search Criteria" with a dropdown arrow. The search criteria include: Business Unit (dropdown: "begins with", text: "DAS01"), Requisition ID (dropdown: "begins with", text: "0000021719"), Requisition Date (dropdown: "=", empty text), and Supplier ID (dropdown: "begins with", empty text). At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

Users may enter search criteria to narrow the results or just click Search and return the first 300 results.

STS Contract Purchase – Requisition Form

Req Quote Details Form

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [STS Contract Purchase Forms](#) > [STS Requisition Form](#)



Req Quote Details

Business Unit: DAS01 **Requisition ID:** 0000021719 **Requisition Date:** 06/07/2017
Supplier ID: 0000202304 **Name:** SMART ERP SOLUTIONS INC
Req Name: PJK OIT-71415 SmartErp

Requisition Line Find First 1 of 1 Last

Line: 1 **Description:** Consulting Services to enhance the Smart ePAR solution. 120 hours @ \$165.00 per hour
Controlling Board Number:
 Continuation Flag **FY Originally Procured:**
 Lowest Quote Selected
Justification:
Explanation:
Sourcing Details

Supplier Quotes 1 of 1

Winning Quote	*Supplier Name	UOM	Qty	Unit Price	Total
<input checked="" type="checkbox"/>	SMART ERP SOLUTIONS INC	AMT	1.0000	19800.00000	19,800.00 <input data-bbox="1209 1480 1242 1512" type="button" value="+"/>

The form will pre-populate with the requisition line information for each line (Description, Supplier Name, UOM, Qty, Unit Price, and Total).

Users may enter additional quotes on a line by clicking the **Add a new row** icon [+] in the Supplier Quotes section at the bottom of the page.

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STS Contract Purchase – Requisition Form

Entering 3 Quotes w/ Lowest Quote Selected

Requisition Line Find First 1 of 1 Last

Line: 1 Description: Consulting Services to enhance the Smart ePAR solution. 120 hours @ \$165.00 per hour

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:

Explanation:

Sourcing Details

Supplier Quotes 1-3 of 3

Winning Quote	*Supplier Name	UOM	Qty	Unit Price	Total		
<input checked="" type="checkbox"/>	SMART ERP SOLUTIONS INC	AMT	1.0000	19800.00000	19,800.00	+	
<input type="checkbox"/>	<input type="text" value="OAKS CONSULTANTS"/>	<input type="text" value="AMT"/> 🔍	<input type="text" value="1.0000"/>	<input type="text" value="20000.00000"/>	20,000.00	+	-
<input type="checkbox"/>	<input type="text" value="ACME CONSULTING"/>	<input type="text" value="AMT"/> 🔍	<input type="text" value="1.0000"/>	<input type="text" value="21000.00000"/>	21,000.00	+	-

Enter the **Supplier Name**, **UOM**, **Qty**, and **Unit Price** for each additional quote. If the lowest quote is also the Winning Quote, select the **Lowest Quote Selected** checkbox.

If the user has entered at least 3 quotes, and if the Lowest Quote Selected checkbox has been selected, the user may successfully save the form.

STS Contract Purchase – Requisition Form

Entering Fewer Than 3 Quotes w/ Lowest Quote Selected

Requisition Line Find First 1 of 1 Last

Line: 1 Description: Consulting Services to enhance the Smart ePAR solution. 120 hours @ \$165.00 per hour

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:

Explanation:

Sourcing Details

Supplier Quotes 1-2 of 2						
Winning Quote	*Supplier Name	UOM	Qty	Unit Price	Total	
<input checked="" type="checkbox"/>	SMART ERP SOLUTIONS INC	AMT	1.0000	19800.00000	19,800.00	+
<input type="checkbox"/>	ACME CONSULTING	AMT	1.0000	21500.00000	21,500.00	+ -

If the user has entered fewer than 3 quotes, a **Controlling Board Number** should be entered. If the form is saved without it, they will receive a warning message that they need Controlling Board approval.

Message

Warning -- Requisition Line 1: Referencing an STS contract with fewer than three quotes received requires Controlling Board approval.
(26000,101)

When the user clicks OK, the form will save. However, the user should go back and enter the Controlling Board Number on the form and click Save again to update the form with the changes.

STS Contract Purchase – Requisition Form

Entering Fewer Than 3 Quotes, Lowest Quote is Not Selected

Requisition Line Find First 1 of 1 Last

Line: 1 Description: Consulting Services to enhance the Smart ePAR solution. 120 hours @ \$165.00 per hour

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:
Fewer Than 3 Quotes Received
Lowest Quote Selected
Other
Single-Source Procurement
Sole-Source Procurement

Explanation:

Sourcing Details:

Supplier Quotes						
Winning Quote	*Supplier Name	UOM	Qty	Unit Price	Total	
<input checked="" type="checkbox"/>	SMART ERP SOLUTIONS INC	AMT	1.0000	19800.00000	19,800.00	+
<input type="checkbox"/>	<input type="text" value="ACME CONSULTING"/>	<input type="text" value="AMT"/> 🔍	1.0000	21500.00000	21,500.00	+ -

If the user has entered fewer than 3 quotes, the **Controlling Board Number** should be entered. If the Winning Quote was not the lowest quote received, the user must select a **Justification** value from the dropdown list and enter the **Sourcing Details** for this purchase.

The Justification and Sourcing Details fields are required in order for the user to save the form.

STS Contract Purchase – Requisition Form

Entering a Quote for the Continuation of a Prior Purchase

Requisition Line Find First 1 of 1 Last

Line: 1 Description: Consulting Services to enhance the Smart ePAR solution. 120 hours @ \$165.00 per hour

Controlling Board Number:

Continuation Flag FY Originally Procured: 2017

Lowest Quote Selected

Justification: Other

Explanation: Continuation of PO 0000012345, which was closed unexpectedly.

Sourcing Details

Supplier Quotes						
Winning Quote	*Supplier Name	UOM	Qty	Unit Price	Total	
<input checked="" type="checkbox"/>	SMART ERP SOLUTIONS INC	AMT	1.0000	19800.00000	19,800.00	+
<input type="checkbox"/>	OAKS CONSULTANTS	AMT	1.0000	20000.00000	20,000.00	+ -
<input type="checkbox"/>	ACME CONSULTING	AMT	1.0000	21000.00000	21,000.00	+ -

Some agencies will have situations in which they wish to renew or continue an effort from FY 2017 by creating an FY 2018 purchase order referencing STS purchase authority. Once the FY18 requisition has been created, they may enter the requisition quote details. If any quotes were obtained for the original purchase, then the user should enter those quotes into the form and selects the **Continuation Flag**. When the Continuation Flag is enabled, the user must also enter a value in the **FY Originally Procured** field. The user then selects a **Justification** from the dropdown list. If they choose to use “Other”, they must enter an **Explanation** before they can save the form.

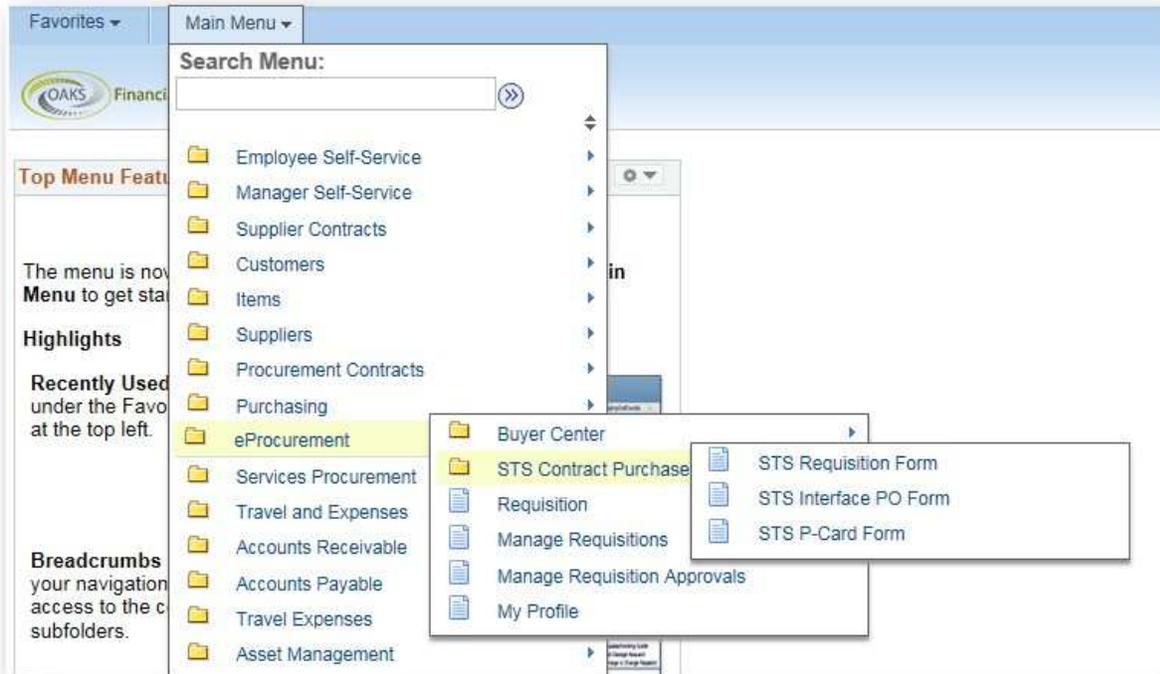
(Note: In these cases, if the agency had previously obtained three or more quotes when the original procurement occurred, then it is not necessary for the agency to repeat the process of obtaining three quotes prior to creating the FY 2018 purchase order. However, if the agency did not originally obtain three quotes when the initial procurement occurred, then the agency can pause the ongoing effort in order to conduct a request for quotes or other similar competitive process to obtain a minimum of three quotes. Alternatively, the agency can seek a Controlling Board waiver of competitive selection or contact a DAS procurement representative to explore other procurement options.)

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STS Contract Purchase – P-Card Form

Entering Quotes in the STS Contract Purchase P-Card Form

Navigation: *Main Menu > eProcurement > STS Contract Purchase Forms > STS P-Card Form*



STS Contract Purchase – P-Card Form

The screenshot shows a web application interface for searching P-Card transactions. At the top, there is a breadcrumb trail: Favorites > Main Menu > eProcurement > STS Contract Purchase Forms > STS P-Card Form. Below this is the 'OAKS Financials' logo. The main heading is 'pCard Quote Details'. A sub-heading reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'Empl ID' (dropdown: 'begins with', text input, search icon), 'Transaction Date' (dropdown: '=', text input, calendar icon), 'Card Number' (dropdown: 'begins with', text input), 'Billing Date' (dropdown: '=', text input, calendar icon), 'Merchant' (dropdown: 'begins with', text input), 'Transaction Amount' (dropdown: '=', text input), 'Quote Data Exists' (dropdown: '=', dropdown menu), and 'Term Contract ID' (dropdown: 'begins with', text input). There is a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

Users must enter the Empl ID and click Search to find P-Card transactions. They may also use other search criteria in addition to the Empl ID to narrow the results.

STS Contract Purchase – P-Card Form

P-Card Quote Details Form

Favorites ▾ Main Menu ▾ > eProcurement ▾ > STS Contract Purchase Forms ▾ > STS P-Card Form 🔍

 OAKS Financials

pCard Quote Details

Employee ID: 10001134 RACKHAM,MARIA
Card: *****9494
Tran Nbr: 24435656140206610500017
Billing Date: 05/21/2016 Transaction Date: 05/18/2016
Merchant: BROWN ENTERPRISE SOLUTIO
Supplier: Name:
Reference: 24435656140206610500017

Controlling Board Number:
 Continuation Flag FY Originally Procured:
 Lowest Quote Selected
Justification:
Explanation:

Sourcing Details

Vendor Quotes 1 of 1

Winning Quote	*Supplier Name	UOM	*Qty	Unit Price	Total	
<input checked="" type="checkbox"/>	BROWN ENTERPRISE SOLUTIO	EA	1.0000	44.80000	44.80	<input type="button" value="+"/>

The form will pre-populate with the transaction details (Transaction Number, Billing Date, Transaction Date, Merchant Name, Supplier ID and name and Reference Number).

Users may enter additional quotes by clicking the **Add a new row** icon [+] in the Supplier Quotes section at the bottom of the page.

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STS Contract Purchase – P-Card Form

Entering 3 Quotes w/ Lowest Quote Selected

Merchant: BROWN ENTERPRISE SOLUTIO
Supplier: Name:
Reference: 24435656140206610500017

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:

Explanation:

Sourcing Details

Vendor Quotes							1-3 of 3	
Winning Quote	*Supplier Name	UOM	*Qty	Unit Price	Total			
<input checked="" type="checkbox"/>	BROWN ENTERPRISE SOLUTIO	EA	1.0000	44.80000	44.80	+		
<input type="checkbox"/>	<input type="text" value="ACME ENTERPRISES"/>	EA <input type="text" value="Q"/>	1.0000	<input type="text" value="45.00000"/>	45.00	+	-	
<input type="checkbox"/>	<input type="text" value="OAKS SOLUTIONS"/>	EA <input type="text" value="Q"/>	1.0000	<input type="text" value="46.00000"/>	46.00	+	-	

Enter the **Supplier Name**, **UOM**, **Qty**, and **Unit Price** for each additional quote. If the lowest quote is also the Winning Quote, select the **Lowest Quote Selected** checkbox.

If the user has entered at least 3 quotes, and if the Lowest Quote Selected checkbox has been selected, the user may successfully save the form.

STS Contract Purchase – P-Card Form

Entering Fewer Than 3 Quotes w/ Lowest Quote Selected

Merchant: BROWN ENTERPRISE SOLUTIO
Supplier: Name:
Reference: 24435656140206610500017

Controlling Board Number:
 Continuation Flag FY Originally Procured:
 Lowest Quote Selected
Justification:
Explanation:

Sourcing Details

Winning Quote	*Supplier Name	UOM	*Qty	Unit Price	Total		
<input checked="" type="checkbox"/>	BROWN ENTERPRISE SOLUTIO	EA	1.0000	44.80000	44.80	+	
<input type="checkbox"/>	ACME ENTERPRISES	EA	1.0000	45.00000	45.00	+	-

If the user has entered fewer than 3 quotes, a **Controlling Board Number** should be entered. If the form is saved without it, they will receive a warning message that they need Controlling Board approval.

Message

Warning -- Referencing an STS contract with fewer than three quotes received requires Controlling Board approval.

(26000,101)

When the user clicks OK, the form will save. However, the user should go back and enter the Controlling Board Number on the form and click Save again to update the form with the changes.

STS Contract Purchase – P-Card Form

Entering Fewer Than 3 Quotes, Lowest Quote is Not Selected

Merchant: BROWN ENTERPRISE SOLUTIO
Supplier: Name:
Reference: 24435656140206610500017

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:
Explanation:

Sourcing Details:

Best Value Quote Selected
Fewer Than 3 Quotes Received
Lowest Quote Selected
Other
Single-Source Procurement
Sole-Source Procurement

Vendor Quotes							1-2 of 2	
Winning Quote	*Supplier Name	UOM	*Qty	Unit Price	Total			
<input checked="" type="checkbox"/>	BROWN ENTERPRISE SOLUTIO	EA	1.0000	44.80000	44.80	+		
<input type="checkbox"/>	ACME ENTERPRISES	EA	1.0000	45.00000	45.00	+	-	

If the user has entered fewer than 3 quotes, the **Controlling Board Number** should be entered. If the Winning Quote was not the lowest quote received, the user must select a **Justification** value from the dropdown list and enter the **Sourcing Details** for this purchase.

The Justification and Sourcing Details fields are required in order for the user to save the form.

STS Contract Purchase – P-Card Form

Entering a Quote for the Continuation of a Prior Purchase

Merchant: BROWN ENTERPRISE SOLUTIO
Supplier: Name:
Reference: 24435656140206610500017

Controlling Board Number:

Continuation Flag FY Originally Procured:

Lowest Quote Selected

Justification:

Explanation:

Sourcing Details

Vendor Quotes 1-3 of 3						
Winning Quote	*Supplier Name	UOM	*Qty	Unit Price	Total	
<input checked="" type="checkbox"/>	BROWN ENTERPRISE SOLUTIO	EA	1.0000	44.80000	44.80	
<input type="checkbox"/>	<input type="text" value="ACME ENTERPRISES"/>	EA	1.0000	<input type="text" value="45.00000"/>	45.00	
<input type="checkbox"/>	OAKS SOLUTIONS	EA	1.0000	<input type="text" value="46.00000"/>	46.00	

Save Return to Search Previous in List Next in List Notify

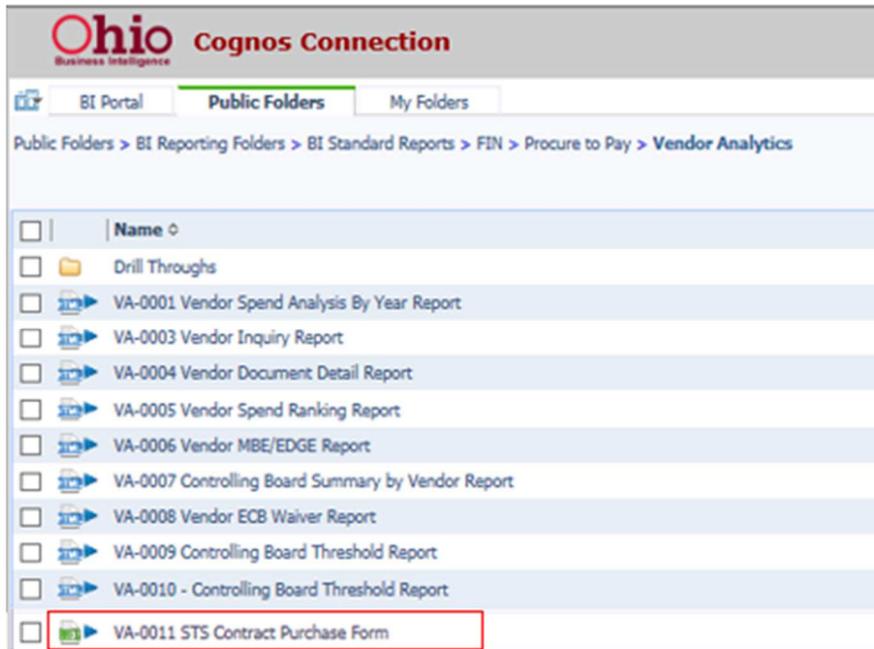
Some agencies will have situations in which they wish to renew or continue an effort from FY 2017 by making an FY2018 payment card purchase referencing STS purchase authority. Once the FY18 payment card transaction occurs, they may enter the payment card quote details. If any quotes were obtained for the original purchase, then the user should enter those quotes into the form and select the **Continuation Flag**. When the Continuation Flag is enabled, the user must also enter a value in the **FY Originally Procured** field. The user then selects a **Justification** from the dropdown list. If they choose to use “Other”, they must enter an **Explanation** before they can save the form.

(Note: In these cases, if the agency had previously obtained three or more quotes when the original procurement occurred, then it is not necessary for the agency to repeat the process of obtaining three quotes prior to creating the FY 2018 purchase order. However, if the agency did not originally obtain three quotes when the initial procurement occurred, then the agency can pause the ongoing effort in order to conduct a request for quotes or other similar competitive process to obtain a minimum of three quotes. Alternatively, the agency can seek a Controlling Board waiver of competitive selection or contact a DAS procurement representative to explore other procurement options.)

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Running STS Contract Purchase Form Reports

Navigation (within the BI Cognos application): *Public Folders > BI Reporting Folders > BI Standard Reports > FIN > Procure to Pay > Vendor Analytics > VA-0011 STS Contract Purchase Form*



Click the report name to execute the report and move to the Prompt Page

VA-0011 STS Contract Purchase Form Prompt Page

Prompts:

- 1) Layout (*required*) – Select the layout(s) that you would like to receive
 - a. Quote Details – This output displays all STS transactions and displays associated quotes if they exist. This is the transparency report of each agency’s use of STS contracts which will be shared with the Controlling Board members on a quarterly basis to comply with the new requirements around STS contract usage
 - b. Exceptions – This output displays all STS transactions which have no associated STS Contract Purchase Form. This layout can be used to monitor transactions which need an STS Contract Purchase Form added to comply with new requirements around STS contract usage
- 2) Business Unit (*required*) – Enter the business unit for which you would like results
- 3) Date (*required*) – Enter the date range for which you would like results. The date being filtered by this prompt is the PO date or PCard transaction date for those respective transactions. You cannot select a From date earlier than 7/1/2017
- 4) Contract Number Starts With (*optional*) – Enter starting or all characters of a contract number
- 5) Amount Greater Than (*optional*) – Enter an amount which the transaction must exceed for it to be returned. The transaction amount corresponds to the requisition line, PO line, or PCard line amount.

Click Finish to execute the report.

VA-0011 STS Contract Purchase Form Report

Layout:	<input type="checkbox"/> Quote Details - Transactions Along With Any Associated Quotes <input type="checkbox"/> Exceptions - Transactions with No Associated Quotes Select all Deselect all
Business Unit:	<input type="checkbox"/> - <input type="checkbox"/> AAM01 <input type="checkbox"/> ACC01 <input type="checkbox"/> ADA01 <input type="checkbox"/> ADJ01 <input type="checkbox"/> AFC01 <input type="checkbox"/> AGE01 <input type="checkbox"/> AGO01 <input type="checkbox"/> AGR01 <input type="checkbox"/> AIR01 Select all Deselect all
Date (PO Date or PCard Transaction Date):	From: <input type="text" value="Jul 1, 2017"/> To: <input type="text" value="Jul 1, 2017"/>
Contract Number Starts With:	<input type="text"/>
Amount Greater Than:	<input type="text"/>

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