Ohio | Department of Administrative Services

Agency Procurement Officers Meeting

1. We'll begin promptly at 1:00
2. The meeting's audio is being broadcast through your computer
3. Please verify your computer's speakers are on
4. Questions submitted on-line will be answered after each presentation or during open discussion

Office of Procurement Services Updates

Welcome

Kelly Sanders, Chief Procurement Officer

Ohio | Department of Administrative Services

Ohio | eProcurement

Andrew Cochran, eProcurement Manager

Ohio | Department of Administrative Services

Ohio | ePROCUREMENT

Process Improvement

- Increase efficiency through reengineering, modernizing and standardizing practices
- Full electronic workflow
- Simple, intuitive, fast solution

New Technology

- Robust rules engine with baked in compliance for purchasing
- eMarketplace provides a guided shopping experience to compare, select and buy from suppliers

Streamlined Solicitations

- Develop, publish and award solicitation opportunities
- Build contracts from solicitations with electronic approvals

Transparency

- Relevant supplier information is securely shared across State Agencies
- Enhanced reporting capabilities benefiting State Agencies and suppliers

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Release 2 (R2) Project Phases

Phase	Activity	Approx. Dates
Analysis	• Discovery Workshops • Business Modeling • Requirements Review	January 2nd through February 15th
Design	• Capture Workshops • Refine Workshops • Integration Design	February 5th through April 23rd
Build	• Iterative Builds & Review Workshops • Configuration Work • Integration Work	March 25th through June 20th
Testing	• System Integration Testing (SIT) • User Acceptance Testing	April 9th though August 15th (UAT: July 5th though August 9th)
Training	• Deliver Online and In-Class Training • Report on Participation	August 5th through August 16th
Go-Live	• Release 2 and Integrations	August 19th
Hypercare	Support for Users and State Team	August 19th through November 1st

The eProcurement Build and Test Phases are underway. Activities include:

- eProcurement system configuration
- Change Management pre-implementation activities
- Testing prep and execution
- Supplier communication and readiness

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Ohio | eMarketplace

eMarketplace functionality includes:

- Search for commonly purchased items from State contracts in the eMarketplace catalog environment and place an order for those items using a Pcard.
- A sampling of the goods and services are available for purchase includes: batteries, clothing, footwear, general hardware, gloves, ink and toner cartridges, IT equipment pickup and disposal/delivery services, laboratory supplies, office supplies, soaps and hand sanitizers, writing utensils and eSignature transactions.

eMarketplace provides an online shopping experience for State users purchasing contract and non-contract items provided by suppliers.

eProcurement provides the primary platform for you to do Procurement activities with the State of Ohio.

Ohio | eProcurement

Order-through-Pay functionality includes:

- Utilize quick quoting, guided buying and the addition of even more catalogs for shopping.
- Leverage automated workflows to route items for approval, as well as dashboard capabilities to track activity.
- Seamless linkage across order-to-pay transactions; increasing compliance while automating exception scenarios by routing to proper authority.

Solicitation and Contract Management functionality includes:

- Create bid opportunities, award and manage contracts and measure spend, all in one place.
- Take advantage of data analytics and reporting to track spend across contracts, categories and suppliers. Reporting can be generated both at the agency and enterprise level.

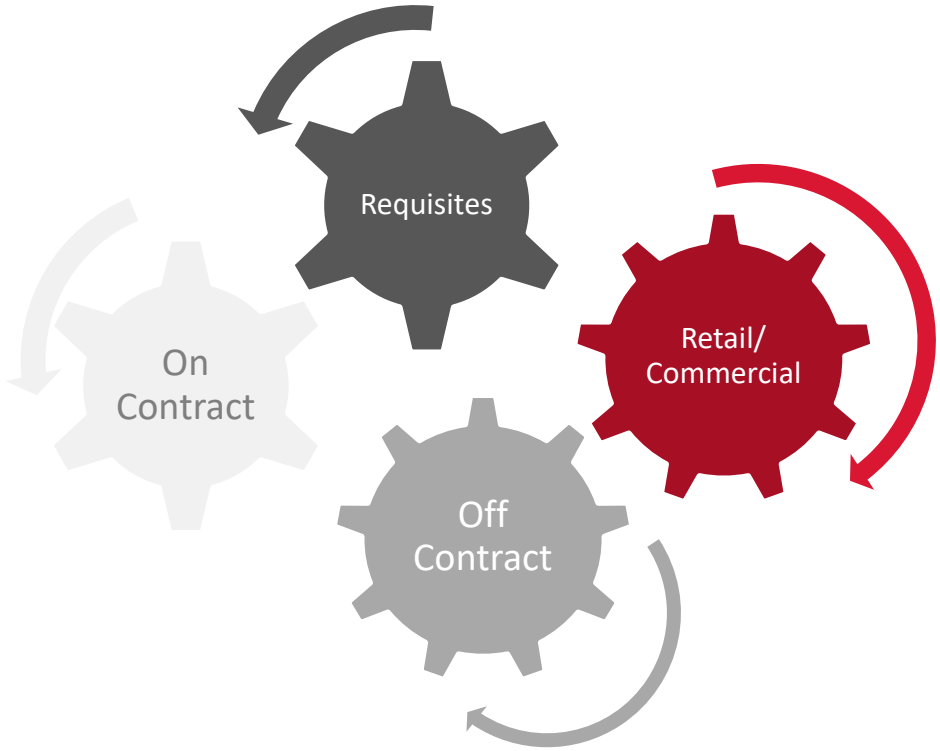
Ohio *e*Procurement

Open Marketplace

The Open Marketplace creates a simple shopping experience that allows users to find everything they need in one place, rather than having to look in multiple locations.

The Ohio eProcurement Open Marketplace:

1. Creates a “catalog of catalogs” shopping experience with a single view of all sources to buy from.
2. Gives the user options to make the best possible purchasing decision.
3. Promotes spend visibility and allows the State to more effectively manage spend.



Quick Quote Process Overview

Quick Quote Solicitation

The Quick Quote Solicitation process refers to an instance when a Requisitioner or Quick Quote Procurement User can create a simplified solicitation for a purchase requisition. As part of this simplified solicitation, the solution will contain alerts to ensure state policies on quoting are properly followed.

Technology

Ohio eProcurement tracks invited Supplier/Bidders' responses and compares their bids to the original purchase requisition amount.

Process Improvement

The Quick Quote process in Ohio eProcurement encourages additional competition from Bidders/Suppliers.

Transparency

Ohio eProcurement keeps a complete log of who was invited to a quick quote, who submitted bids, and who was awarded.

Quick Quote 5 Key Takeaways

Subject	Takeaways
1 Overview	The Quick Quote process refers to an instance when a Requisitioner or Quick Quote Procurement User can create a simplified solicitation for a purchase requisition.
2 Bidders/Suppliers	In addition to inviting specific Bidders/Suppliers, quick quote solicitations are automatically posted to the Public Portal so non-invited Bidders/Suppliers can submit quotes.
3 MBE Set-Aside	If a quick quote solicitation is marked as MBE set-aside, only Bidders/Suppliers with an MBE status will able to submit quotes.
4 Solicitation	After the Bid End Date has been entered and the items have been confirmed, the user responsible for the quick quote can release the solicitation for quotes to the selected Bidders/Suppliers.
5 Awarding	Once an award has been selected, the associated purchase requisition can be updated to include the award details. The awarded Supplier will not be notified until the purchase requisition creates a purchase order.

Questions?

Procurement Team Updates

Eric Glenn, Deputy Chief Procurement Officer

Randy Dublikar, State Contracts Manager

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Procurement Team Updates

- PC Bids
- Requests to Purchase
  - Be clear with applicable fiscal year(s) and dollar amount needed for each year.
  - Be sure to include an account code on the RTP. RTP's referencing account codes included in the Blanket Release and Permit do not need to be submitted.
  - Be specific with the description of the purchase.
  - Submit RTP's as early in the process as possible (prior to Controlling Board, prior to obtaining quotes, etc.)

Questions?

What's on Your Mind?

Agency Procurement Officers

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NEXT MEETING

Date: September 24, 2019

Time: 1:00 PM – 4:00 PM

Location: Walnut - Willow Conference Room ● 4200 Surface Road

WebEx: Link will be forwarded prior to meeting