

**OregonBuys Frequently Asked Questions**

Q: What vendor has been selected for the new system?

A: We are currently in negotiations with Periscope Holdings, Inc., who offer the “BuySpeed” eProcurement solution.

Q: When will this new system be implemented?

A: Right now the plan is to start the implementation in Jan/Feb of 2017.

Q: How will this affect people outside of Salem Procurement and Finance?

A: When the solution has been finalized the ForestryBuys team will start discussion with the Area’s and Programs on how the system will be configured (workflows, agency procurement rules, etc.) and how it will affect the way we do business.

As we move into the implementation, we will have a contractor on board who will work with us and Periscope to help us in the change leadership of this project. They will be helping to define the gaps between our current business processes and the processes that will be followed when we move to the new system. They will help us to build a training plan communicating changes with all stakeholders.

As these changes are identified, we will be bringing in staff from the field and programs to help us better understand how this will affect the workflow and the workload of each office.

Q: How will I be informed as the project progresses?

A: The ODF Project Team will be putting out a monthly newsletter that will update everyone on the current state of the project.

Q: Why do we have to do any paperwork or entry into the new system (i.e. do a requisition or a Purchase Order) before we can purchase something?

A: There are a couple of reasons:

1. Oregon procurement laws and rules require a written offer and acceptance must be made between a state agency and a supplier BEFORE the purchase is made.
2. It is the best practice in government procurement.
3. It allows the agency to better track its purchases and make strategic procurement decisions at the overall agency level. It will also provide additional reporting capacity for spend analysis.
4. It allows the agency to be in compliance with procurement rules related to the use of price agreements.
5. It helps the agency make better decisions in the use of its budget by bundling purchases and getting volume discounts. The new system will also have an added step that will do what’s called an encumbrance. In the past we’ve only done these at the Fiscal Year End, however, this system will allow us to do an encumbrance at the end of each day, giving us the information of how much budget is needed in the near future for all the purchases that we have made. This will help in the projection of the cash needs of the agency.

Q: What will change about how I purchase items?

A: We don’t know all of the answers yet, SPOTS card and emergency purchases will still be allowed although there may be a different process.

Q: What about emergency purchases such as those done on an incident?

A: Emergency purchases will still be made as they are now and a special process will be established within the system to manage these payments in the most efficient way possible.

Q: What about SPOTS purchases?

A: SPOTS will now be a payment type instead of a purchase method. The new system will have a workflow that allows for approvals of purchases before the purchase is made and the payment is logged into the system.

Another feature we are trying to get figured out is the use of this system to track and log SPOTS purchases. Our overall goal is that the system will replace the SPOTS log, and that the whole approval and reconciliation process can be done electronically.

Q: What about recurring payments like utilities?

A: There will be the ability to set up a PO at the beginning of a fiscal year for the whole years power bill, phone bill, etc. Then you would be able to make payments each month against that contract/PO. These payments could be made by SPOTS or by warrant – preferably by SPOTS.

Q: Do I have to print out the PO for my manager to sign?

A: No you don’t. All approvals will be done online. Every manager will have their own log-in that will get them the information they need to approve the request before the purchase is made. If the items received are exactly what was requested, then there will not need to be a second approval by the manager. Only if there is a change made to the order – number or model received, for instance - or the cost comes in higher by a significant threshold than what was originally quoted, will the manager have to take a second look at the PO.

Q: How do I get the invoice to Salem Finance to pay?

A: You will upload the invoice into the system, attaching it to the PO. When the item has been received and that information has been added to the PO in the system, it will automatically notify Salem Finance that the package is ready for payment.

Q: Will the system handle employee reimbursements?

A: No it will not. At a later time we may look into whether this could be done through this system.