



ACQUIRING TIMES

OregonBuys Project Newsletter for the Department of Forestry

November 2016

A word from our Sponsor

A LONG, LONG TIME AGO IN A BIENNIUM FAR, FAR AWAY...

Over the past few years the Administrative Services Division (ASD) has asked for field input on ways we could assist in making your jobs easier. I bet you all thought we just filed that away somewhere as an “exercise” don’t you? **WRONG!** We truly appreciate the input we have received from all of you and we are taking all of your concerns into account as we move forward with the OregonBuys software solution.

As we move forward with the planning and implementation of the OregonBuys solution here at ODF, it will be very important that we all challenge the “status quo.” We are going to need help from all of you in identifying potential problems and impediments to implementation as well as finding ways to resolve them. We will also need your help in determining what will make this solution work the best for the Department.

At the present time we don’t have a great amount of information about how this solution will work at ODF, but as we move into the signing of the contract and begin the implementation, we will begin to get more and more information. This will happen at breakneck speeds once we have a contract in place (we currently estimate a contract will be signed in January 2017). **OUR SUCCESS WILL DEPEND ON YOU – GET INVOLVED!!!**

In order to make the transition as seamless as possible, we are attempting to do as much groundwork up front as possible. As we begin laying the groundwork for implementation, one of the areas we are evaluating is the risks that surround this project. We have contracted with MTG Consulting to provide Quality Assurance on the project. They will be doing interviews around the agency to determine what people see as the risks associated with this project. So if you get a call from someone from MTG asking you strange questions about your impressions of the project or the risks associated with it, be honest with them, but please be gentle.

As always, if you have any questions about the project, please send an email to either Dave Whitbeck or Mark Hubbard. Thank you very much for your attention and feedback. We will now return you to your regularly scheduled program....



“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

- Margaret Mead

In This Issue

- Project accomplishments
- Upcoming activities
- What’s in it for me?
- FAQ’s
- Contacts

Accomplishments



Project Charter

The project charter has been completed and signed by the Executive Sponsor, Satish Upadhyay. The project charter formally authorizes the existence of a project and provides the Project Manager with the authority to apply organization resources to project activities. It outlines the scope, objectives, and project participants as well as their roles and responsibilities. The customer impact for the project is outlined along with the expected outcomes. The document also includes a governance structure and identified project risks. Risks can be either as a result of not going through with the project or meeting an obstacle during the project.

Project Timeline

We have drafted a high-level timeline, which was extended by two to three months due to the need for gap analysis with the Oracle PeopleSoft product. The expected live date for the new OregonBuys solution is early fall 2017.

What's in it for me?

We are so glad you asked!!! Here are 5 concerns that were identified during Administrative Services Division's process improvement reviews and how the new OregonBuys software will assist in resolving them.

"Payments to vendors (especially small businesses) take too long; many cannot wait 45 days to receive a check."

OregonBuys will help the payment process be more efficient so that payments can be made more expeditiously. The solution will help with tracking of current expenditures as well as ensure timely payment for goods and services received. For field offices, electronic delivery of documentation to Salem Finance will eliminate one or two days for mail delivery.

"There needs to be better alignment between the business functions of the Administrative Services Division to decrease inefficiencies and duplication of efforts."

OregonBuys will align many of the procurement and finance functions which will enable more efficient process to be established. It will create a more transparent process with less duplication of effort.



"Charge codes are difficult to find and often require multiple corrections which is very frustrating."

The solution should help with this as charge codes will be built into the new system with logic being built into the system that, where appropriate, will tie PCA/Index/Project together. You will still need to be vigilant, as no system can code for you; you will have to know your coding. There will be helps and hints available to help find the appropriate coding. Bottom line, the new solution should assist in creating consistency in coding across the agency, yet be flexible enough to meet seasonal coding needs.

"There is too much duplication of paperwork/copies required to process payments."

OregonBuys will allow for electronic delivery of documentation to the appropriate entities so you don't have to make copies and have a stack of paper sitting on your desk!

"Is there a better business process for payments? A real-time way to see where we are tracking expenditures because units devise their own."

OregonBuys will allow for real-time tracking of expenditures, payments, and have better reporting functionality so that staff has access to ACCURATE information immediately.

Your input and involvement is very important to ensuring the system is implemented in a way that is helpful to you; we know how valuable your time is and we want to help make the most it!

HELP US HELP YOU to make OregonBuys the best it can be!! Your input and willingness to put in time on the project is greatly appreciated and will make all the difference in the end product.



FAQ's ([click here for additional FAQ's](#))

What about ORPIN?

This project does not include the replacement of the ORPIN system in its scope and we will continue using ORPIN as we do today. The OregonBuys system will assist in the administration of contracts and will be more closely tied to the ORPIN entries and data to ensure proper procurement processes are followed.

Will we need to print out and keep paper copies of PO's?

Only if you need to take a PO to a vendor. You will not need to keep paper copies of anything. All documentation will be kept online. All processing will take place online. All approvals by a manager will be done online. You can send the PO by email to a vendor if they need a copy. You don't have to keep the original. If you receive a scanned copy of the invoice or receipt from the vendor, you can attach it directly to the PO in the online system. If you receive a paper copy of an invoice or a receipt, or any other backup documentation, you will be able to scan it all and attach it as a PDF to the online copy of the PO. Everything will be kept electronically. No more need for paper copies floating around. No more sending signed PO's through the mail to Salem.

When will this impact my office?

The project team is working on a detail timeline that will show when we will be working with your office.



Upcoming Activities

Communication Plan

Over the next month the ODF Project Team will be finalizing the project communication plan. Effective communication means that information is provided in the right format, at the right time, to the right audience, and with the right impact. The main goal of the communication plan is to help ODF employees understand the benefit of this procurement improvement initiative, their role in implementing it, and steps planned to ensure a successful outcome. We will also be highlighting ODF's pioneering role in the interagency OregonBuys program.

Quality Assurance

Oregon has contracted with MTG consulting to perform quality assurance on our project. They are currently working on a risk assessment. You may be contacted by them to obtain your view of this project's risks.

Timeline

The project team is working on a detail timeline that will show when we will be working with your office.

"If you don't know where you are going, you might wind up someplace else."

- Yogi Berra

Contact Us

Didn't find the answers you need? Don't hesitate to contact us and get more information!

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Visit our SharePoint page: [ForestryBuys](#) (ODF's implementation of OregonBuys)