



ACQUIRING TIMES

OregonBuys Project Newsletter for the Department of Forestry

October 2016

What is OregonBuys?

If you're involved at all in requesting, contracting or paying for goods or services for our agency, imagine this: A reliable, fully automated system that reduces the number of steps and keeps you updated all the way through the process. Those are among the goals of **OregonBuys**, which is bringing state agencies together to find a better procurement system that eventually can be used across state government.

ODF is in the forefront of this effort by using the eProcurement solution selected by OregonBuys to replace the antiquated Forestry Order System (FOS). What is an "eProcurement" system, you might ask? In simplest terms, it is the automation of all procurement processes using a web-based application from request all the way through payment. An eProcurement system will also assist in automating many of the contract administration duties by helping with record keeping, invoice approval and processing, contract amendments, and contract close out. The eProcurement system will also allow for standardized reporting, providing a more accurate evaluation of agency spend data and processing time.

"I feel this is an important project that will save us time and money."

- OregonBuys requirements workgroup participant



Family forestland, Polk County

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Old messy process (courtesy of Mark Hubbard)

History of the OregonBuys project

In the beginning...

The Oregon Department of Forestry has been trying for several years to replace the current Forestry Order System (FOS) and to secure an end-to-end state of the art procurement solution. Due to funding limitations and the failed ORPIN 2.0 project, that has been until now an unrealized goal. In the fall of 2014 ODF became aware that two other agencies were also seeking to obtain a state of the art electronic procurement system. At that time, DAS did not have the capacity to take on a statewide procurement system project, so they encouraged the agencies to move forward on their own. The three agencies formed a core team and started promoting the project with other agencies to see if they were interested in participating. As a result, nine agencies joined together and collaborated in the development of requirements, solicitation and selection of Periscope Holdings, Inc. to provide the solution, and are currently negotiating a contract (pending Oracle settlement review—please see below). ODF obtained funding to implement this system during the current biennium and we are working toward having it live in the summer of 2017.

Oracle settlement

As you may know, Oregon recently settled a lawsuit with Oracle involving an online health care enrollment project. Among its provisions, the settlement makes certain Oracle products and services available to the State. To assure that the State gets its money's worth out of this settlement, all software acquisition projects over a certain dollar amount must go through a gap analysis between the projects identified needs and the Oracle products to see if there is a solution available from Oracle. To complete this gap analysis, OregonBuys has hired a contractor to determine if any product included in the settlement meets our needs as an eProcurement system. According to the current budget requirements, ODF must fully implement the procurement system by June 30, 2017. This may require us to push the final date for the project into the new biennium. We should know more on this soon.

How Forestry employees will benefit

If you're involved at all in requesting, contracting or paying for goods or services for our agency, imagine this: A reliable, fully automated system that reduces the number of steps and keeps you updated all the way through the process.

Those are among the goals of **OregonBuys**.

Now you might be asking,

["What's in it for me?"](#)



New neat process (courtesy of Shannon Rand)

"I feel like I made a difference and learned a lot about other agencies."

- OregonBuys workgroup participant

What's next?

Getting key vendors in place

OregonBuys has made an Intent to Award to the successful proposer, Periscope Holdings, and is currently in negotiations to execute a price agreement for the solution. The Oregon instance will be called OregonBuys. It does a very good job of meeting our needs and those of the State. We expect to have a signed price agreement sometime in January or February 2017.

Forestry has contracted with a Quality Assurance (MTG) vendor as required by the Office of the State Chief Information Officer (OSCIO). This vendor will help to identify project risks. You may be contacted by them to get your view of risks. MTG will review major project documentation and attend project team meetings to assess the health of our project. They will regularly report their findings to ODF and to the OSCIO. At the end of the project, MTG will conduct and document an After Action Review with the ODF project team.

Forestry will also be contracting with an Organizational Change Leadership vendor to work with ODF and Periscope to help ensure a smooth implementation of, and transition to the new system. They will help define the differences between the current way we purchase goods and services, and the way processing will be done in the new system. They will help us to implement an effective training plan. In addition, they will help us communicate changes and impacts with all stakeholders.

Implementation preparation

Our Project Team is working toward implementation. Some major steps are almost complete, including the Project Charter, Communication Plan, and Project Management Plan. In addition, the project team is beginning work on a Work Order Contract that will be placed against the Price Agreement. This Work Order Contract will lay out the specific details and requirements for the implementation of the system for ODF.

Employee input is

CRITICAL!

After all this information, you are probably wondering if you will be impacted by the implementation of this new system. Want to find out???? Take this quick 2 minute survey and see!!!

[Link to survey](#)

Please complete the survey by COB Thursday, October 27.



“Doing this type of work with a variety of agencies is the way this should always work. It should get us a better product we can all use.”

- OregonBuys requirements workgroup participant

What's in it for me?

If you now order anything you know the process can be complicated. In the future, you will be able to go online to complete your requisition for goods or services. The request will go to your manager automatically for approval, then follow a predetermined workflow to complete the process.

FEWER PAPER CUTS THAN EVER BEFORE!!

The new system will streamline ordering and payment processes and allow for all steps in the process to be completed electronically. You won't need to manually send paperwork back and forth for approval and payments! Electronic workflows will be established in the system to guide users through each of the required steps, depending on the purchasing mechanism used. Workflows will include (but are not be limited to) obtaining purchase approvals, receiving goods and services, administration of contracts, and requesting solicitations through the Salem Procurement Program.

YOU PURCHASED WHAT AND WHY DIDN'T I KNOW!?

Several reports will be available in the new system including: what has been paid; what is still pending; current status of purchase(s) is in a workflow; who must make the next action in a workflow process; what items are being purchased and how many, and by what office; processing timelines; how many items have been returned to a specific supplier due to quality concerns and everything in between!

NAH NAH NAH NAH.... HEY HEY HEY... GOODBYE FOS!

HELLO USER FRIENDLINESS! The new system will be easy to use and will eliminate the manual processes we currently have in place to meet our needs. The system will be intuitive, walk users through the steps related to their purchase, and notify users as steps in the process are completed. It will also allow users to have more accurate data on their expenditures, information on available funds before approving a purchase, and historical purchase information.



WHAT DO YOU MEAN THERE ISN'T MONEY IN THE BANK!? I STILL HAVE CHECKS IN THE CHECKBOOK!

Contract Administrators will have an electronic process for documentation and acceptance of contract deliverables for the first time! They will be able to keep notes about vendors and how they meet or don't meet requirements and put documents relating to the contract online. The system will also assist in ensuring compliance with contract requirements and helping in the prompt payment of invoices.

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

When will this new system be implemented?

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

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

The project team will work with the Area's and Programs to determine 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 with organizational change leadership. They will help define the gaps between our current business processes and the processes that will be followed when we move to the new system. They will also help us 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.

Why do we have to follow a new process to purchase something?

There are a few reasons:

1. Oregon procurement laws and rules require it.
2. It is the best practice in government procurement.
3. It allows the agency to better track its purchases and make strategic decisions.
4. It brings the agency into compliance with procurement rules related to the use of price agreements.
5. It helps the agency make better decisions in the use of public funds by bundling purchases and getting volume discounts, and helps in the projection of cash needs.

What about emergency purchases during an incident?

Emergency purchases will still be completed as they are now. A special process will be established within the system to manage these payments .



“Without the help of Districts, Areas, and Programs, this system will not be implemented. So please accept our thanks up front for all that you will be doing to make this project a success.”

*- Mark Hubbard
Finance Director*

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)