# OregonBuys Round 3 Demonstrations

## Demonstration topics for all sessions

User interface

Help functionality and documents

Application terminology

Available reports (appropriate to group)

Available templates/documents (appropriate to group)

## Supplier

### Demonstration Participation

Small suppliers - reach out to the SoS small business advocate for listing

Medium suppliers - DAS PS for PA vendors

Large suppliers - DAS PS for PA vendors

We will accept 10 from each supplier group

Each collaborating agency will be allowed 2 attendees, attendees may be evaluators or non-scoring participants.

### Demonstration must at least show the following:

Supplier registration process; including uploading documents, if applicable

Update supplier registration information

Search for open opportunities

Search for existing contracts

Supplier submission of a bid/proposal; including uploading documents

Help function

Supplier Reports available

Supplier user interface

Deliverable reporting

Invoice submission

### Hands-on must at least include the following:

Supplier registration process

Search for open opportunities

Submission of a bid/proposal

### Question and Answer period

### Evaluations are due before session is released

## Requestors and Approvers

Each collaborating agency will be allowed 5 attendees.

### Demonstration must at least show the following:

Creation and modification of request including uploading attachments

Search for existing contracts

Workflow process for approval; including reviewing and approving (or denying) the request

Help function

Status look up

Partial and Final receiving of goods/services

Reporting

User interface

### Hands-on must at least include the following:

Creation of request

Look up status

Request approval/denial

Partial and Final receiving of goods

### Question and Answer period

### Evaluations are due before last session is released

## Procurement and Accounting

Each collaborating agency will be allowed 5 attendees per session.

### Demonstration must at least show the following:

Capture online, phone, email, etc. quotes, ITB, RFP

Search existing contracts, view contract status (e.g. pre-contract, under construction, active, closed)

Place an order (issuance of a non-contract or contract purchase order and purchase using a purchasing card

Modify an order

Purchase order release

Language library/template library

Creation and release of opportunity (both for goods and services)

Modify open opportunity

Receive bids/proposals for an opportunity

Final award for an opportunity

Create stand-alone agreement (IGA and/or IAA)

Single and multiple line items on an award

Contract management (amendment process for contracts)

Partial and final receiving/acceptance of deliverables

Invoice processing including partial and final payment and all workflow steps leading to release of invoice

Verification of approvals and receipt of deliverables (goods and services)

Payment history

Suspending payments

Rush payments

Reporting (including ad hoc)

Help function

User interface

### Hands-on must at least include the following:

Search existing contracts, view contract status, and place order

View contract status (e.g. pre-contract, under construction

Creation and release of opportunity (both for goods and services)

Purchase Order creation

Partial and final receiving/acceptance of deliverables

Invoice processing including partial and final payment and all workflow steps leading to release of invoice

Payment history

Rush payments

Suspension of payments

Verification of approvals and receipt of deliverables (goods and services)

Ad hoc reporting

### Question and Answer period

### Evaluations are due before last session is released

## System Administration/Information Technology

Each collaborating agency will be allowed 5 attendees per session.

### Demonstration must at least show the following:

Help function

Workflow creation and modifications

Audit Trail

Ad-hoc report creation

User set up; including user roles (such as menu access, audit log access, hierarchy functionality, report access, etc.)

Deactivation of a user

Modify and create drop down list values

Form validations and modifications

Maintenance of tables

### Hands-on must at least include the following:

Set up new user

Ad-hoc report creation

Modify and create drop down list values

Create a workflow

Modify an existing workflow

### General overview of the following:

Data and System Security

System Architecture

Business Continuity plan (system availability and stability plan)

Hosting Information

Employee back ground checks

Interface approach and capability

Audit logs (types of logs)

### Question and Answer period

### Evaluations are due before last session is released