



OREGONBUYS

MONTHLY ALL AGENCY FORUM

DECEMBER 12, 2019

AGENDA

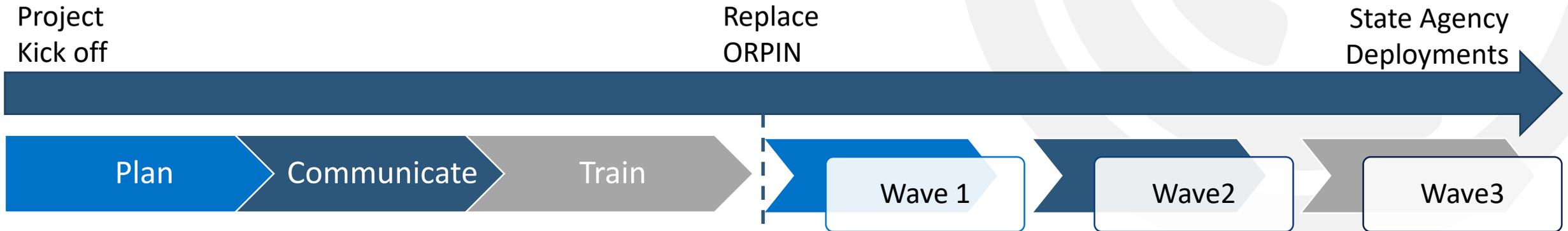
- Project overview
- Implementation status
- Core team development
- Process inventory walk through
- Phase 2 waves enrollment process
- Readiness conversation
- Q&A session

PROJECT SCOPE



- Replace ORPIN with OregonBuys as the eProcurement solution of record for all state agencies
- Integrate with R*STARS, TEAMS, NIC-USA payment portal, COBID; future planned integration to identity management and enterprise data warehouse
- Adopt the OregonBuys procure-to-pay process across all state agencies

HIGH LEVEL PROJECT TIMELINE



Phase 1 Priority – Replace ORPIN

- Enhance existing OregonBuys configurations, if need be
- Develop training materials
- Conduct vendor and ORCPP Outreach
- Upload price agreements into OregonBuys
- Replace ORPIN
- Communicate throughout the project

Phase 2 Priority – Onboard State Agencies

Each onboarding wave is six months long

- Each wave contains multiple phases
- Plan, configure, test, train, go-live
- 3 deployment waves planned for agencies
- Each wave contains a combination of large, medium centralized, medium decentralized and small agencies

HIGH-LEVEL IMPLEMENTATION PROJECT STATUS

- Majority of planning work completed
- Business process inventory for ORPIN Replacement Phase
 - Enterprise “As Is” procurement and sourcing analysis completed
 - Data gathering workshops including agency SMEs
 - Working through the “To Be” process documentation
- Supplier registration underway
- Schedule is being baselined (December)

CORE TEAM DEVELOPMENT

- Who should be included?
- How many members?
- Team responsibilities
- Time commitment
- How might this change between Phase 1 and Phase 2 of the project?



PROJECT COORDINATOR & BUSINESS ANALYST

Active role in Phase 1 & 2

Project Coordinator activities include:

- Planning and scheduling activities
- Coordinating and facilitating core team activities
- Tracking/reporting on progress
- Staying informed of Enterprise happenings

Business Analyst activities include:

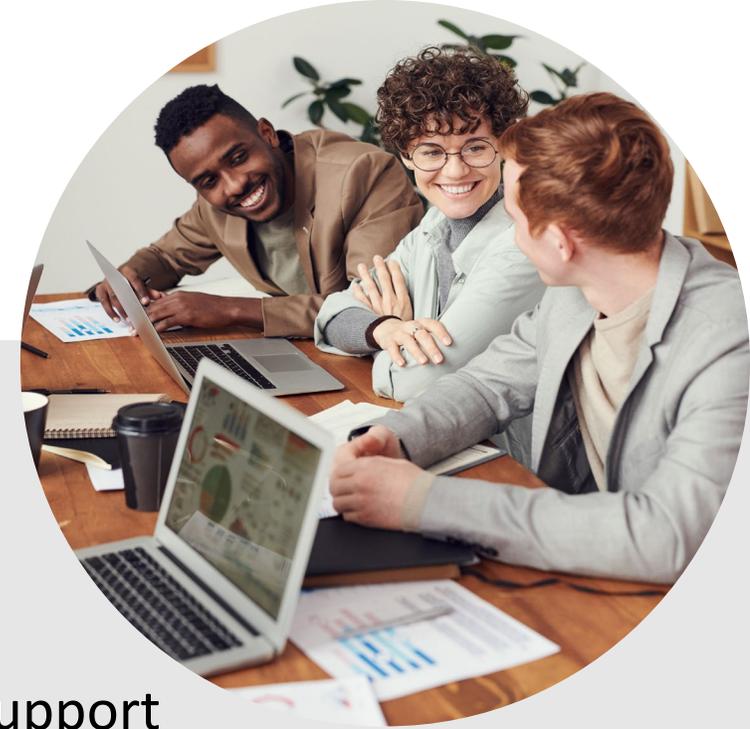
- Documenting agency “As Is”/“To Be” processes
- Updating agency documentation
- Documenting agency-specific test scenarios



PROCUREMENT SUBJECT MATTER EXPERTS

Active role in Phase 1 & 2

- Participate in data gathering on “As Is” procurement process
- Attend Core Team orientation on OregonBuys procurement documents and recommended system use
- Develop agency-specific “To Be” processes and documents to support Requests, Intermediate Procurements, and Agreements / Contracts
- Collect data related to procurement users (approvers, departments / locations, approval types and paths)
- Develop agency-specific test scenarios that align with the “To Be” process
- Modify agency documents (if required)
- Perform functional testing of “To Be” process



ACCOUNTING/BUDGET SUBJECT MATTER EXPERTS

Limited role in Phase 1; Active role in Phase 2

- Participate in data gathering on “As Is” payment process
- Attend Core Team orientation on OregonBuys
- Develop agency-specific “To Be” processes and document uses
- Collect data related to accounts payable users and approval paths
- Develop agency-specific test scenarios that align with “To Be” process
- Modify agency documents (if required)
- Perform functional testing and payment validation



ORGANIZATION ADMINISTRATOR

Active role in Phase 1 & 2 (and ongoing)

- Attend Core Team training sessions
- Collect information on users, approvers, departments / locations, addresses, approvers
- Configure agency organization in OregonBuys
- Complete the checklist for agency implementation
- Provide ongoing maintenance for users and organization



CORE TEAM ROLES - ESTIMATED TIME COMMITMENTS (BY AGENCY SIZE)

Role	Large	Medium	Small
Project Coordinator	1 rep 20-30 hours/week	1 rep 10-20 hours/week	N/A
Business Analyst (documentation, process inventory, etc.)	1 rep 15-20 hours/week	0-1 rep 10-15 hours/week	N/A
Subject Matter Experts	5 reps 10-15 hours/week	2-3 reps 5-10 hours/week	1-2 reps 5-10 hours/week
Organization Administrator	2 reps & 1 backup 10-20 hours/week during peak periods	1 rep & 1 backup 10-20 hours/week during peak periods	1 rep 10-20 hours/week during peak periods

PROCESS INVENTORY WALK THROUGH



AGENCY WAVES ENROLLMENT

- DPOs will select wave for agency via online enrollment form
- First come, first served basis
- Every wave has a limited number of agency size categories available
- Assumes agency leadership agrees on wave placement
- Final evaluation of waves made by project team
 - slight adjustments may be necessary

We'll announce open enrollment dates soon

TEMPERATURE CHECK





QUESTIONS & FEEDBACK



OREGONBUYS.INFO@OREGON.GOV



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THANK YOU!
