**Q&A from OregonBuys November Forum**

**Employment Department Auditorium**

**What does “what’s in” and “what’s out” mean in the presentation slides?**

These terms are meant to explain what will be included in Phase 1: ORPIN Replacement and what will be covered in Phase 2. There are also some things that are completely out of scope for the project.

**What agencies are involved in the “to-be” prototyping sessions?**

DAS Procurement Services and staff from a variety of other agencies, who weren’t involved in the instance project, have been working through the prototyping sessions.

**How can smaller agencies leverage and connect with other agencies that are using specific OregonBuys solutions?**

Agencies will always have access to the Periscope team and the OregonBuys project team and we can assist with connecting agencies that are using the system in a similar way.

**What are the tasks of the agency Organization Administrator?**

1. Adding and editing users
2. Building and editing approval paths
3. Adding and editing custom columns
4. Adding and editing bill-to ship-to addresses (this task isn’t included in Phase 1)

**Can vendors leave some registration fields blank?**

Yes, if it’s not a required field - required fields are marked with asterisks. They must also select at least one commodity code.

**How does OregonBuys accommodate vendors that select a country other than the U.S., and how does it affect the payment on the back end?**

Foreign vendors that are awarded a state contract must get a U.S. tax ID. That tax ID would get changed on their profile and staff would have to notify SFMS of the change. Vendors would call the Periscope helpline or send an email if they want to change their tax ID.

**Are there training materials for vendors?**

Periscope has support materials for vendors that will be launched soon.

**Is there a section in OregonBuys for DBAs?**

Yes.

**When vendors register, will we also be able to see if they’re registered with Oregon’s SoS business registry?**

OregonBuys isn’t currently integrated with SoS business registry, however we can consider adding as we move forward.

**Is there an integration from OregonBuys to R\*STARS that sends info about new vendors who have registered that aren’t presently vendors in R\*STARS?**

No – this is not part of the project’s scope.

**Will OregonBuys notify vendors that they need to also get setup for payment with R\*STARS?**

No – but we can consider this. However, not every vendor setup in ORBuys to be setup for payment. We also have to be thoughtful since we don’t want vendors to inadvertently be inactivated because of use. Currently, it would be up to the agencies to contact the vendors if they don’t see a remit address in OregonBuys. This will be a training issue that needs to be addressed at the agency level to remind agency staff that this is their responsibility.

**What kind of notifications are associated with when a vendor receives a purchase order?**

There are standard notifications that OregonBuys sends. If a vendor submits a purchase order does the staff member get an email notification? No – it is posted in a notification tab in OregonBuys.

**Will approvers get a notification to take action?**

Yes, when it’s their turn to approve they are notified by email.

**The wave timelines seem aggressive – what happens if you can’t manage within 6 months will the following waves get pushed out?**

This decision will be made by the executive sponsor and is part of the governance process.

**ORPIN replacement plan involves setting up users (financial component) - will we have a plan in place for users who are active/inactive?**

Each agency will have to review this and put a plan in place on how they’ll communicate within the agency to add/delete users.

**How will OregonBuys affect agencies who are exempt from the public contracting code?**

If your agency is exempt and you want more information, please contact Chris Patchell with the OregonBuys project team.

**Have you considered adding a workflow for legal sufficiency if a procurement is over a certain dollar threshold?**

This is out of scope for the OregonBuys project and must be conducted outside of the system.

**Is OregonBuys mobile friendly for those who work from a tablet or mobile device in the field?**

Yes, OregonBuys is accessible from any device with an internet connection – it’s also available 24/7.