DGS

GENERAL SERVICES

Department of General Services
Procurement Division
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TO: eP Pilot Departments and System Administrators

RE: eProcurement Reaches 1-year Milestone

eProcurement system turns 1-year old!

The DGS eProcurement system went "Live" on March 16th, 2009, and we have made tremendous progress over this past year. You have stayed with us through "growth spurts" and "growth pains". I would like to take this opportunity to reflect on what we, as a team and with your assistance, have accomplished in these past 13 months.

Based on your commitment to testing and providing valuable feedback, the system has continued to grow and expand to become a viable tool and resource. With your help, the eP team resolved over 540 issues, and while we still have more to resolve, the following list reflects a few of the many notable improvements.

- SCPRS
    - Addition of a "Pending" tab to allow multiple entries prior to finalizing
    - Ability to attach purchase orders to LPA contracts
    - Elimination of requirement to enter Purchasing Authority number
    - Real time SB/DVBE participation
    - Support for standard acquisition methods and types in accordance with the State Contracting Manual
    - Enhanced accessibility of documents in support of Public Records Requests
- CSCR
    - Support for standard acquisition methods representing the different areas of purchasing
    - Live posting and awarding of NCB's
- Requisition to Purchase/SCPRS
    - System use of the Purchase Estimate/Std. 66 process
    - All LPA's in the system to help streamline purchasing
    - Online questions/answers and Bid responses
- Supplier

- o Capability to import supplier lists
- o The supplier search tool allows users to receive a listing of only approved suppliers

These represent just a few improvements to remind you that we have come a long way, in such a short period, and we could not have come this far without your support, commitment, and dedication to eProcurement. Thank you for staying with us through this journey, and I'm saying "thank you", knowing that the system still continues to grow.

This coming year, you will see other enhancements to the program such as:
- DGS admin fee billing calculated directly from SCPRS entries
- Multiple supplier contacts for one FEIN showing more information such as multiple addresses
- Option to use multiple account codes to help with reporting for your agency
- Additional reporting fields

Over the next 12 months, other agencies will come onboard with full functionality of our eProcurement system. Full functionality allows for single entry from Requisition to Solicitation, and ultimately purchase, with no double entry for SCPRS.   We anticipate bringing them up in a measured and thorough manner, and will look to our pilots as experts for lessons learned.

Additionally, for those departments which have an existing ERP system, we are developing a process for you to upload SCPRS transactions via a batch file generated by your existing ERP system.

The success of our eProcurement system is because of you, so thank you for helping eProcurement reach its 1st birthday!

Regards,

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