

MARCH FORUM Q&A DOCUMENT



1. When will there be a list of the coding on OA sent out for review?

This will be address in the April forum

2. Will there be in-person training available

For Shopper, Requisitioner, Approver Only and Inquiry user roles, we are planning to deploy on-line curricula and courses (as demonstrated in the Forum) and conduct follow-up session in Zoom to do quick demos, provide guidance and answer question. For Basic Purchasing (i.e., Buyer) users, we are analyzing the demand for in-person training and its parameters. We will be deploying a survey to Procurement Officers/SMEs to determine demand and will develop the training approach for this user group accordingly. Our approach and general plan will be presented in the April Forum.

3. What happens if they are not all corrected at the end of March? What will happen if they are not finished?

OAs that are not corrected or completed by the end of March will not be migrated to ARBuy. As such, these OAs will need to be built manually in ARBuy by Dept/Entity personnel (with the Basic Purchasing role) probably in the month of May.

4. Can we get an updated list of registered vendors and the list of those that are in still pending (uncompleted)? If a vendor is not registered,

then the OA will not convert.

Yes, it will be sent out with this Q&A response document. Current OA vendors that did not register in ARBuy have been migrated from AASIS data.

5. Do we need to just update the validity end dates in AASIS to ensure contracts get transferred to ARBuy? Or do they have to be completed and gone to ALC review? Also, who will be doing the manual entry?

In order to have your outline agreements migrated to ARBuy as Master Blanket Purchase Orders, the outline agreements must have a valid end date, must not have been overspent and must have line items using appropriate units of measure.

The validity end date must be less than 7 years after the original contract validity start date. If it is not, the contract must be closed since the contract term exceeds the legal limit. Note that there are a very few exceptions to the 7 year limit allowed by law.

Each line item of the outline agreement must have a value equal to or greater than the sum of the purchase order lines released in reference to it. The value in the *Targ. Qty* field in the OA must be greater than or equal to the sum of the quantities of the purchase order lines which were released in reference to that line. If it is not, the contract would be considered overspent, and the value of the contract must be increased to equal or exceed the values of the PO lines.

If the contract is for services, an increase in total projected cost, an increase in target value or the addition of a line item will trigger the requirement for legislative review. The review must be complete before the contract can be released.

If the end validity date is the only necessary change, an amendment can be submitted and the contract released immediately. It will be included on a report to the next ALC-Review meeting. The next review meeting will be held on April 19th. The deadline for submissions is

March 25th.

If an outline agreement does not meet these requirements or is not fully released, it can't be included in the automatic upload to ARBuy. It will have to be manually loaded into the system when it has been corrected. It has yet to be determined who can make the manual entries.

6. We were told that AASIS purchasing functions would be closed March 28-31. Will those functions now be open during those dates?

Given the move of the date for the ARBuy-AASIS integration being live (now July 5, 2022), all purchasing operations will remain in AASIS until 6/30/22 (when AASIS is taken down for YE activities) with no change in process or standards of use.

7. If round 7 is not until mid-April, then we cannot have everything ready by the 3/31/2022 deadline.

The target date for Depts/Entities to return their Round 7 recoding of OAs is 04/07/2022. The spreadsheets will be sent out by Rhoda Classen on 04/01/2022. So, if they are returned on time, they will make the OA migration file to create the Master Blanket Purchase Orders (MBPOs) in ARBuy.

8. If we have employees that only have P-cards but do not do purchases orders, will this still be required to them for still use P-cards?

No. When Pcards are used directly to make a purchase at a vendor (e.g., maintenance personnel run to Home Depot to purchase plumbing supplies), the process for reconciliation of that purchase (in AASIS) will not be impacted by the implementation of ARBuy. In ARBuy, Pcards will be allowed to be used as a payment method on Reqs/POs, but those Reqs/POs will not be integrated to AASIS. Such purchases will be reconciled, etc. in AASIS using the current process.

9. For items identified for purchase in the Marketplace after the 'Phase 1'

rollout, will we still be using the current AASIS process (e.g., an AASIS purchase requisition, NGIP material numbers, etc.) to do so?

Yes, Marketplace will be used before July as the repository of Statewide contracts/items available for purchase (searching ONLY). Reqs/POs for purchases from these contracts will still be executed in AASIS until the end of June.

10. Because we are still receiving renewals and most of our contracts require ALC review. What are the criteria to ensure contracts roll over to ARBuy?

We are aware of the contracts that are changing and will provide instructions for how those may be entered manually later.

11. We will only use ARBuy with what we use POs for?

Beginning in FY23 (July 2022), ARBuy will be used to originate Requisitions (PRs), Purchase Orders and Master Blanket POs (Outline Agreements). These documents will be integrated to AASIS for Receiving and Invoicing and to feed the Transparency website. Further, any changes to these documents will be made in ARBuy (and integrated to AASIS). AASIS documents for PRs, POs and OAs will not be able to edited by users after cut-over.

12. Would we now have to get all our sub-grant vendors into this new system so their contracts can roll over? Or are these vendors be automatically transferred into ARBuy?

Subgrants will not be tracked using ARBuy documents. The subgrant process will continue in AASIS using the existing process. The recipients do not need to be registered in ARBuy unless they are also a procurement vendor. Subgrant vendor maintenance will continue with the current AASIS process.