



# Procurement Policy Council

**Meeting**

**May 7, 2015**

# GO TIME

GOVERNOR'S OFFICE OF TRANSFORMATION, INNOVATION, MANAGEMENT & EFFICIENCY

## \$109 MILLION IN SAVINGS AND COUNTING

### EFFICIENT PROCUREMENT:

#### \$100 MILLION IN SAVINGS

- ▶ EXAMINE EXISTING CONTRACTS
- ▶ APPLY COMMERCIAL BEST PRACTICES
- ▶ REINTRODUCE REVERSE-AUCTIONING

### GOODS & SERVICES UNDER REVIEW:

- ⚡ ENERGY
- 📶 TELECOMMUNICATIONS
- 💻 IT HARDWARE & SOFTWARE
- 🖨️ OFFICE EQUIPMENT
- 👤 PROFESSIONAL SERVICES
- ♻️ CONSUMABLES

### INNOVATING TECHNOLOGY: 3 MILLION IN SAVINGS

- 👤 REVIEW PUBLIC WORKS TECHNOLOGY
- 📄 ELIMINATE PAPER-BASED SYSTEMS
- 🔧 DEPLOY MODERN CONSTRUCTION TECHNOLOGY

## \$109 MILLION IN SAVINGS

PROCUREMENT: \$100 M

STREAMLINING ADMIN FUNCTIONS: \$6 M

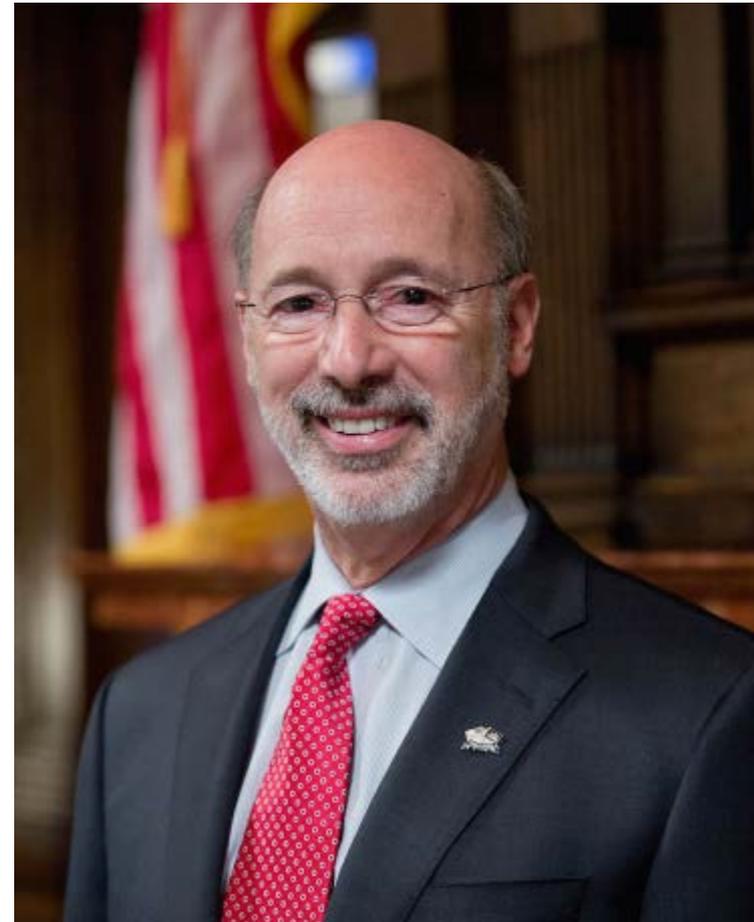
TECH INNOVATION: \$3 M

### STREAMLINING ADMINISTRATIVE FUNCTIONS: 6 MILLION IN SAVINGS

CENTRALIZE, CONSOLIDATE & STREAMLINE MAIL OPERATIONS

CONSOLIDATE HUMAN RESOURCE OFFICES

## Governor Tom Wolf



# Deputate Overview

- Agency partnerships
- Services procurement
- Complex procurement
- Auction support
- Integration across Bureaus

# Strategic Sourcing Overview

***Strategic Sourcing*** - Allows an organization to leverage its consolidated purchasing power to obtain the best values from the best suppliers in the marketplace.

- ***Develop best practices and training materials***
- ***Enhance BOP/Agency relationships – 5 Be's***
  - ***Be Entrepreneurial***
  - ***Be Professional***
  - ***Be Customer-Service Focused***
  - ***Be Collaborative***
  - ***Be Action-Oriented***
- ***Issue a Strategic Sourcing Spend Assessment RFP***
- ***Re-launch the reverse auction tool***
  - ***Conducted first BAFO auction on 4/30 as part of an RFP for a Service***
  - ***Road Salt IFB Reverse Auction scheduled for 5/13***

# Policies & Procedures Updates

- New delegation limits
- P-card threshold – under review (off contract spend)
- Waivers – identification
- Sole Sources/Emergency procurements
- Contract renewals

# Thresholds

## Thresholds and Delegations

The following not-to-exceed thresholds apply for procurements by all Commonwealth Agencies for which DGS is to act as the purchasing Agency:

Dollar Threshold	Materials	Services	Construction	Mfgr Equip Repair, Calibration, Maint & Modification Services	Mfgr Repair Parts / Software License Agmnts & Renewals
Up to \$10K	No Bid / No Documents Agency	No Bid / No Documents Agency	No Bid / No Documents Agency	No Bid / No Documents Agency	No Bid / No Documents Agency
\$10,001-\$50K	Formal Method Agency	Formal Method Agency	Formal Method Agency	Formal Method Agency	Formal Method Agency
\$50,001-\$100K					
\$100,001-\$250K	Formal Method		Formal Method		Formal Method
\$250,001 and above	DGS	Formal Method DGS / Agency Delegated	Formal Method DGS	Formal Method DGS	DGS

## Procurement Organization and Responsibility Under the Commonwealth Procurement Code

	Supplies		Services		Construction	
	Policy	Procure	Policy	Procure	Policy	Procure
<b>Executive Agencies</b>	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321(i); and §514 and exceptions §301(c)(2)(3) and (4)	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321 (1) and §514	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321(1) and §514 and exceptions §301(c)(1)
<b>Independent Agencies</b>	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321(i); and §514 and exceptions §301(c)(2)(3) and (4)	<u>DGS sets policy</u> §301(a) and §311	<u>Ind. Agency procures</u> §301(b)	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321 (1) and §514
<b>Row Offices Attorney General Auditor General Treasury</b>	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321(i); and §514 and exceptions §301(c) and (2-5)	<u>Row Office sets policy</u> §301(c)(5)	<u>Row Office procures</u> §301(c)(5)	<u>DGS sets policy</u> §301(a) and §311	<u>DGS procures</u> §301(a) except as delegated by DGS §321 (1) and §514
<b>State Affiliated Agencies</b>	<u>SAE sets policy</u> §301(d)	<u>SAE procures</u> §301(d)	<u>SAE sets policy</u> §301(d)	<u>SAE procures</u> §301(d)	<u>SAE sets policy</u> §301(d)	<u>SAE procures</u> §301(d)

- Gift Ban review
- Procurement implications
- FAQ's

# Contract Case Study

## **Overview:**

*IFB – 3-year contract with 2 optional 1-year renewals*

*Award made to responsive and responsible bidder with highest discount off list*

*No SDB participation was considered in award decision due to IFB*

## **Contract Period:**

Multiple service issues with supplier that were documented in emails with DGS and Agencies

As a result, DGS did not exercise final 1-year renewal

DGS participated in a cooperative purchase with another state for the contracted services. New contract provides a higher discount and covers broader category list of service

# Contract Case Study

## Aftermath:

Supplier complaints led to internal investigation. Review of contract determined that performance issues were not valid because no CRP was ever entered. DGS has to revise contract to expire after one year instead of having a multi-year contract. A new RFP for this category will then be issued.

## Lessons Learned:

Issue CRP if there are significant service issues  
SDB supplier that wasn't recognized because IFB

**Bureau of Fiscal Review**

Payment Processing  
Considerations

# Payment Processing Considerations

## Fiscal Code Section 1502

Requisitions shall be audited by the Treasury Department in accordance with Generally Accepted Auditing Standards and if they appear to be lawful and correct, the State Treasurer shall issue his warrant for the payment thereof. Otherwise, they shall be returned to the source from which they came for revision, correction, or cancellation.

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

Fiscal Year 2013-14

26M payments totaling \$70B

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

Treasury may identify an issue that was not previously identified. Just because it was paid in the past, does not mean it will be accepted in the future.

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

### Treasury's Pre-Audit Relates to Procurement

Payment for goods/services not subject to a valid procurement/contract may not be legal and correct.

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

Items reviewed that may result in delayed or rejected payments:

- Is the contract fully executed?

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

Is contract in place when goods/services provided?

### 1. TERM OF PURCHASE ORDER

The term of the Contract created by the issuance of the Purchase Order shall commence on the Issue Date printed on the Purchase Order after the Purchase Order has been fully executed by the Commonwealth (signed and approved as required by Commonwealth contracting procedures and sent to the Contractor). If the Purchase Order output form does not have “Fully Executed” at the top of the first page, does not have a printed date in the “Issue Date” box and does not have the name of the Purchasing Agent printed in the appropriate box, the Purchase Order has not been fully executed. Subject to the other provisions of the Contract, the Contract shall end on the later of: a) complete delivery and acceptance of the awarded item(s); b) the expiration of any specified warranty and maintenance period; c) payment by the Commonwealth for the item(s) received; or d) any Expiration Date identified in the Purchase Order.

# Payment Processing Considerations



**FULLY EXECUTED**  
Purchase Order No: 4300457865  
Original PO Effective Date: 05/01/2015  
PO Issue Date: 05/06/2015  
Valid From: 05/15/2015 To 06/30/2016

Your SAP Vendor #: 126973

**Please Deliver To:**  
Archival & Records Management  
350 North Street Archives Bldg - RM A-24  
Harrisburg PA 17120 US

**Supplier Name/Address:**  
GEORGE W WEAVER & SON INC  
DBA HARRISBURG STORAGE CO  
165 LAMONT ST  
NEW CUMBERLAND PA 17070-2474 US

**Please Bill To:**  
Commonwealth of Pennsylvania - PO Invoice  
PO Box 69180  
Harrisburg, Pennsylvania 17106

**Supplier Phone Number:** 7177747835  
**Supplier Fax Number:** 717-774-0774

For a Paperless Email Invoice option, visit  
[www.budget.state.pa.us](http://www.budget.state.pa.us)  
Click Vendor Services and select E-Invoicing

**Purchasing Agent**  
**Name:** Health Central  
**Phone:** 717-787-7166  
**Fax:** 717-783-3794

**Purchase Order Description:**  
7814 Transporting Birth/Death Records

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

- Are terms & conditions present?
- Is pricing in accordance with contract?

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

Are there Procurement Violations?

***Splitting orders to circumvent***

- no bid threshold; or
- sole source requirements.

# Payment Processing Considerations

## Elements of Fiscal Review's Audit

### Is the Payee Correct?

- Payment assignments
- Contract issued to incorrect vendor record
- Different invoicing entity

## Review of the Notice of Forthcoming Procurement Checklist.

- Focus on items typically missed
  - Approvals
  - Statement of Work
  - Appendices
  - Committee Listing

# Bureau of Supplies and Surplus Operations

## **“SAVING MONEY WITH SURPLUS”**

# Saving Money with Surplus

## “Saving Money with Surplus”

Need to replace a forklift? Need a generator for emergency preparedness? Can't afford them? Budget money tight?

**We Can Help!**

***Cost saving opportunities*** available through

Programs that provide ***alternative ways*** to acquire much needed property.

# Saving Money with Surplus

## 1<sup>st</sup> – State Surplus Property Program

- Transfer Property **AMONG** the agency
- Transfer Property **BETWEEN** agencies
  - From the Harrisburg warehouse
  - Across the state at other locations
    - *Notification via email*
- Take Requests

# Saving Money with Surplus

## 2<sup>nd</sup> – Federal Surplus Property Program

- Inventory in Harrisburg Warehouse
- Check **Inventory Online**
- **Take Requests** (via online Wants Form)
- Nominal service charge via cost allocation
- Authorized Representatives
- **Email notifications** of new property or direct allocations

## 3rd – Fixed Price Vehicle Program

- Only one prior owner – federal government
- Inventory at Harrisburg warehouse
- Check **Inventory Online**
- **Take Requests** (via online Wants Form)

# Saving Money with Surplus

## 4<sup>th</sup> – 1033 Program

- Law Enforcement Agencies **ONLY**
- Primary function is the Enforcement of Laws
- Compensated officers who have the powers of arrest and apprehension
- Annual service charge based on the number of officers
- Take requests

# Saving Money with Surplus

## 5<sup>th</sup> – 1122 Program

- New Property from **GSA Schedules**
- Piggy-backing on federal government contract pricing
- Must be used for:
  - **Counter-drug**
  - **Homeland Security**
  - **Emergency Response**
- Receive a quote - use of comparison

## Chapter 28

### Cooperative Purchasing

Submit **Business Case** to **BOP** for approval

#### Schedule 84 – Total Solutions

- Law Enforcement
- Security/Surveillance
- Fire/Rescue
- Marine Craft
- Emergency/Disaster Response

#### Schedule 70 – General IT

- Computers
- Telephones

## Chapter 28

### Cooperative Purchasing

Submit **Business Case** to **BSSO** for approval

Schedule 51 – Hardware Superstore

- Tools

Schedule 56 – Building Materials

- Generators/Power Equipment

Schedule 58 – Audio/Video

- Telecommunications

Schedule 66 – Scientific Equipment/Services

- GPS/Laboratory

Schedule 67 – Photographic Equipment

- Cameras

## Chapter 28

### Cooperative Purchasing

Submit **Business Case** to **BSSO** for approval

Schedule 36 – Office/Imaging/Document

- Projectors

Schedule 874 – Mission Oriented Business Services

- Training

Schedule 71 – Furniture

Schedule 75 – Office Products/Supplies

Schedule 78 – Sports/Outdoor/Recreational

- Camping/Hiking/Parks

Schedule 23 – Command Centers

# Saving Money with Surplus

These are **Other Options**

- **Re-utilize**
- **Re-purpose**
- **Re-ceive Federal Contract Pricing**

Hope you will consider:

- **Contacting Us**
- **Signing up for our emails**

# Bureau of Vehicle Management

## Vehicle Purchasing Info

- Suggested swaps will be sent out on a regular basis.
- Make every attempt to execute the changes.
- Necessary to protect the value of the vehicles.

# 87 entry for Special Fund Units

- Some 87's are months old
- Turn-in vehicles lose value
- Ties up assets

Please pick up your special fund units in a timely fashion.

- **Requests for Automotive Equipment**
- All Purchases of equipment (vehicles, trailers, tractors, etc.) must have a STD-557 approved by the Director of BVM **PRIOR** to their purchase.
- Any approved acquisition of equipment under \$10,000.00 that is on State Contract can be purchased with a P-Card or on a purchase order. The STD-557 must be approved by the Director of BVM **PRIOR** to the purchase and specify the payment method to be used.
- Any approved acquisition of equipment under \$10,000.00 that is *not* on State Contract *must* be purchased with a P-Card. The STD-557 must be approved by the Director of BVM **PRIOR** to the purchase.
- All equipment under \$10,000.00 can be delivered directly to the Agency location.
- All Equipment *not* on State Contract and over \$10,000 must be bid thru DGS Procurement. Procurement requires an approved STD-557 attached to the shopping cart **PRIOR** to sending the equipment out for bid. The delivery location of this equipment must be approved by BVM.
- The Agency is responsible for delivering the MCO and completed MV-1 to BVM for processing along with the invoice and a delivery inspection report. All equipment purchased that has an MCO cannot be retained by an agency without the MCO being executed and titled in DGS's name.

- You must have an approved 557 prior to ordering any unit.
- You must send in a shopping cart to have a unit ordered.
- Do not send a vendors Quote.
- **QUESTIONS.**

# Office of the Budget

## PO VALIDITY DATES AND PO WITH ACCOUNT ASSIGNMENT

# Changes to Inventory POs

- Effective 7/12/15 the Budget Period on Inventory POs will be adjustable
- This will allow agencies to keep these POs in compliance with Management Directive 310.3
  - POs approved in June will be able to have the correct fiscal year funding

# PO Validity Start & End Dates

- Effective 7/12/15 the PO Validity Start & End Dates will be mandatory for POs containing a service line.
- Reasons for the change:
  - Standardizes and regulates the PO service period
  - Ensures these fields are available for BW reporting

# PO Validity Start & End Dates

- A service line is defined as a line with a Product Category Code beginning with a 7, 8 or 9
- Validity start date cannot be earlier than the initial final approval date of the PO – system will change start dates in the past
- System will also change validity end dates that are in the past to the final approval date plus 30 days

# PO Validity Start & End Dates

- System will not allow a service line to be added to any PO created prior to 7/12/15
  - Quantity can be added to existing lines
- POs for materials only created after 7/12/15 cannot have a service line added after approval
  - Because no service period had originally been established

# Replacement PO Indicator & Replacement PO Number

- These new fields are available for those occasions when past validity start and/or end dates are necessary
  - Old PO is systematically broken and beyond repair
  - New PO needed due to vendor number change
  - New PO needed to add estimated quantity after contract referenced on old PO has expired
  - Adding new service line but original PO created prior to 7/12/15

# Replacement PO Indicator & Replacement PO Number

- Comptroller Operations will be monitoring these fields for appropriate use

# IT Applications Update

## ITQ

- New user interface
- Enhanced supplier search capabilities
- Various enhancements to proposal review and contract management processes

## eMarketplace / eAlerts

- eMarketplace will include various user-requested enhancements
- eAlerts will offer the ability to add groups as needed (e.g. ITQ categories)
- eAlerts will offer the ability to export a group list for email distribution lists

## Emergency Management - Supply Coordination

- A new website will offer suppliers the opportunity to indicate what supplies they can offer during a disaster or emergency situation and self-manage their emergency contact information
- Local entities will be able to search via a mobile-friendly website and contact suppliers

*For those interested, the IT Office will offer a demonstration of the new ITQ website.*

# eMarketplace Sole Source Information

The following changes were implemented on May 5<sup>th</sup> to the eMarketplace Sole Source Justification screen:

<http://www.emarketplace.state.pa.us/SourceJust.aspx>

- The Details link will be hidden for **public users** after the 10 day comment period until the final disposition is made
- Commonwealth eMarketplace users can see the full details of a sole source request throughout the review process by logging into eMarketplace
- The **Category** column has been added to quickly see if a request is for Services, Materials, IT Services or IT Materials.
- Approver names have been replaced with the approver's position title

# PURCHASING CERTIFICATIONS

# CPPA Certifications

## **October 2014:**

James Domen – Education  
Lynn McKenney – DGS  
Gina Lemmon – DGS/Pubs  
Lori Micheals – DHS  
Merry Mitchell – DHS  
Curtis Bumbaugh – DHS/South Mountain  
Mary Wright – DHS/Warren SH  
Emily Wadlow – DHS/Warren SH  
Catherine Hawanchak –  
DHS/Torrance SH  
Gregory Slagle – L&I HGAC  
Melissa Miller – State

## **October 2014 Continued:**

Amy Fritz – Banking &  
Securities  
Darryl Scott – Agriculture

## **December 2014:**

Steven Megonnel – OAS  
Jean Wagner – Agriculture  
Carol Klein – Game  
Kathleen Kulp – State Police  
Erin Webster – State Police  
Cassandra Miller – State Police  
Christine Barrick – State Police

# CPPA Certifications

## **February 2015**

Christine Bomgardner – DMVA

Joshua Smith – SERS

Clara Roy – Agriculture

Chasity Beward – State Police

## **March 2015**

Amanda Zrncic – DHS

Carrie Thompson – DHS

Rhonda Roberto – DHS

Anne Krasevic – DEP

Teresa Willey – DEP

Crystal Zelinski – DMVA

David Gibson – DMVA

Joseph Korman – Insurance

Lori Baker – L&I

Steven Wolf – L&I

Matthew Swineford – Game

# CPPA Certifications

## February 2015

Christine Bomgardner – DMVA

Joshua Smith – SERS

Clara Roy – Agriculture

Chasity Beward – State Police

## March 2015

Amanda Zrncic – DHS

Carrie Thompson – DHS

Rhonda Roberto – DHS

Anne Krasevic – DEP

Teresa Willey – DEP

Crystal Zelinski – DMVA

David Gibson – DMVA

Joseph Korman – Insurance

Lori Baker – L&I

Steven Wolf – L&I

Matthew Swineford – Game

# CPCS Certifications

## **October 2014:**

Sherri Linen

Ann Kimmel

Kevin Reichard

Mike Weges

Matthew Fidler

Ralph Constance

## **April 2015:**

Keith Worley

John Jones

# SRM & R/3 QUESTIONS

# SRM & R/3 Questions

Topic	Questions	Agency	Cat.	Classification
<b>Additional product or service strategic focused analysis needed</b>				
SRM 7.0 Future State	What is the future of SRM 7.0 & what does the roadmap look like for product development & support?	OA	SAP	Growth
SRM Training Client	In need of an SRM training client, especially for creating and awarding RFx's. There is no capability to show trainees the process after the RFx is created (Publishing, supplier submissions, awarding, creating follow on documents).	DOT	IES	Growth
SRM Background Help Doc	Is there or will there be background "Help" documentation in SRM?	DOT	DGS	Growth

# SRM & R/3 Questions

Topic	Questions	Agency	Cat.	Classification
<b>Further investigation needed with Agency, Business Process Owner and IES</b>				
POs & Fixed Assets	There has been an issue with processing po's that require the inputting of a fixed asset which, includes coding for federal grant funding. SRM will not allow the system to capture the asset when using this coding. This creates an issue with the asset being assigned to the equipment or at least an additional step in R3. It would be much simpler and less time consuming if SRM would capture the asset.	DEP	DGS	Functionality
POs & XML	Also any service PO's that have the auto invoicing XML; it is not good that the staff (or purchasing agent) cannot see the invoice(s). The divisions need to verify that service line items are billed correctly. The divisions nor the purchasing agent can see the invoice(s) as they are not posted to the PO.  I do understand that in the near future we will not be using the XML invoicing feature of SRM? I do understand that in the near future we will not be using the XML invoicing feature of SRM?	Health	DGS	Functionality

# SRM & R/3 Questions

## Further investigation needed with Agency, Business Process Owner and IES

Access to Opened Bids	Can access be restored to Legal to go into the individual bids of the bidders after the bids are opened? In the past Legal had access, but does not have it now.	Legal	DGS	Functionality
Header Text	Header Text – Not user friendly.	DOT	SAP	Functionality
Header Text	Box is too small. Requires a lot of scrolling.	DOT	SAP	Functionality
Header Text	If you click out of the box for any reason and click back, it takes you to the top of the box and have to scroll back to the bottom to keep working on new updates.	DOT	SAP	Functionality
Header Text	When in “view” mode, the background is gray and makes it hard to read.	DOT	SAP	Functionality
Shopping Cart Displaying	Display Shopping Carts – Why not a part of the drop down list like Rfx’s, PO’s, Contracts, etc? Why separate link on left side navigation pane?	DOT	SAP	Functionality
PO	Would like to see PO validity fields on overview screen. Currently they are buried in the header tab, then look at the bottom right side.	DOT	DGS	Functionality
Display Purchasing Doc	Display Purchasing Documents, Search For field should default to Purchase Order and not auction.	DOT	DGS	Functionality

# SRM & R/3 Questions

## Further investigation needed with Agency, Business Process Owner and IES

SRM Closing Doc	Closing an SRM document with the "X" in the top right corner does not prompt user to save changes.	DOT	DGS	Functionality
Carry Out Sourcing	Add "Created On" search field to Carry out Sourcing.	DOT	DGS	Functionality
Carry Out Sourcing	We have noticed that some contracts do not pull into Carry Out Sourcing when looking for the source of supply. Example - 4400012662	DOC	DGS	Functionality
Losing Pricing Migrated Contracts	We are still losing pricing when making changes on some POs. We notice this on POs referencing contracts 4400012666, 667 and 668. However, these are still migrated contracts so that might be the problem. Any time a change is made to a PO against Feesers DGS Contract 4400012538, an error message is generated stating "Condition PB00 cannot be deleted." We were given a roundabout fix for this, but it seems it would be more beneficial to fix whatever in the contract that is triggering the error.	DOC  Human Services	DGS	Functionality

# SRM & R/3 Questions

## Further investigation needed with Agency, SAP and IES

Doc Builder	What are SAP's plans to develop & improve document builder?	OA	IES	Issue
Adjusting Contracts with Zero Dollars	I'm finding within SRM when adjusting a contract that has zero dollars listed that lines I'm not even adjusting (within the PO) the amounts are going back to zero. I've had several CAI po's that needed to be extend (lines added) and I've had to call IES to get the po through. The comptroller was also having problems with this type of adjusted PO.	Health	IES	Issue
Attachments with Shopping Carts & POs.	We are having issues with attachments falling off of shopping carts and PO's after being saved. This is only happening once and a while. Is there a fix that we are not aware of.  Attachments often disappear with changes.	Revenue  Human Services	IES	Issue
Attachments with POs & Contracts	When adding or removing attachments, the sequence of the files "re-sort" themselves.	DOT	IES	Issue

# SRM & R/3 Questions

## Further investigation needed with Agency, SAP and IES

Shopping Cart PCI	PCI shopping cart over 20 lines reversing order when transferring to SRM	DOT	IES	Issue
Attaching Doc FI Tab	Functionality not working when attaching a document in FI tab. Users need to attach in R3.	DOT	IES	Issue
Shopping Cart Describe Requirement	Describe Requirements shopping cart: Enable the Product Category field in "Search Product Category" to accept default assignment of the user's choosing, or have the Product Category field display with no information(blank).	DOT	SAP	Issue
POs Failing to Replicate in R3	Purchase Orders that fail to replicate because of errors generate a Print Preview that says "Fully Executed" even though the PO does not exist in R3.	DOT	SAP	Issue
RFx Doc	An RFx that is left "open" and times out may result in "Transaction Completed", rendering the document inactive with no Editing capability.	DOT	IES	Issue
Hard Stop Error Msg	Hard stop error messages for prior FY lines when the Federal Grant, WBS Element, or some other SAP repository has been closed or expired.	DOT	SAP	Issue

# SRM & R/3 Questions

## Further investigation needed with Agency, SAP and IES

Copying GL Account	Line item account coding copy feature works well, but does not copy the GL Account. Users have to enter GL for each line.	DOT	SAP	Issue
Shopping Cart	We have an instance where an Agency SRM Requisitioner imported a quote to a shopping cart. This relates to a purchase from the statewide contract in place with Pomeroy IT Solutions for Enterprise IT Peripherals (Contract #4400011829). The shopping cart number is 11815264, and the resulting PO document number is 4300456433. Our Procurement Division staff were not there during the actual import of the quote into the shopping cart by the Requisitioner --- but staff has witnessed the nightmare that ensued in the aftermath. The fact that the import caused a partial Auto PO for some of the items and sent it directly to the vendor is another concern. We are still attempting to get the remainder of the PO approved.	DCNR	IES	Issue
Shopping Cart	When carrying over a SAP requisition to a SRM order, the last item always loses the text.	Human Services	IES	Issue

# SRM & R/3 Questions

## Further investigation needed with Agency, SAP and IES

Shopping Cart	When sourcing a SRM shopping cart to a PO, the text always disappears on all items on a contract PO. This does not happen with bids.	Human Services	IES	Issue
Shopping Cart	When doing finals, checking the yes and yes, the price and condition changes. ie milk is 26.54/100 and the yes and yes changes it to 26.54/1	Human Services	IES	Issue
Shopping Cart	Pricing disappears with changes to SRM orders.	Human Services	IES	Issue

**Legend**

- Issue Further investigation needed with Agency, SAP and IES
- Functionality Further investigation needed with Agency, Business Process Owner and IES
- Growth Additional product or service strategic focused analysis needed

# Presenters Contact Info

Cynthia Anderson, BOP Training	717-214-3445	<a href="mailto:cyanderson@pa.gov">cyanderson@pa.gov</a>
Bret Challenger, Director, Office of the Budget	717-265-7277	<a href="mailto:bchallen@pa.gov">bchallen@pa.gov</a>
Lisa Cressinger, Treasury		<a href="mailto:lcressinger@patreasury.gov">lcressinger@patreasury.gov</a>
Jenny Doherty, Chief Procurement Officer	717-787-5862	<a href="mailto:jedoherty@pa.gov">jedoherty@pa.gov</a>
Greg Doyle, Contract Analyst, Office of the Budget	717-425-6679	<a href="mailto:greedoyle@pa.gov">greedoyle@pa.gov</a>
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