

Frequently Asked eProcurement Questions

- 1. Q: Will the system accommodate the use of standard contract language?**
A: Yes. This can be accomplished via a self- or group-maintained library of standard terms and conditions according to your department's policy and can be uploaded as an attachment.
- 2. Q: Will eProcurement have a help function for completing and submitting documents through eProcurement?**
A: Yes, there will be help and user guides. There will also be controls to guide users through the mandatory fields.
- 3. Q: Will all agencies using DGS-PD's services be required to submit purchase estimates (requisitions) in eProcurement?**
A: It is not required at this time.
- 4. Q: Can comments/notes be documented in eProcurement file(s)?**
A: Yes, comment fields are available throughout the various eProcurement modules.
- 5. Q: Can DRAFT versions be transmitted through eProcurement for review?**
A: Yes. Traditional paper methods remain in effect as necessary, i.e., interagency mail, handcarry, etc.
- 6. Q: Is the system going to have a section for solicitation Q&A's and due dates to the Q&A's?**
A: Yes.
- 7. Q: Does eProcurement help select the correct UNSPSC code for line items?**
A: Users can search for UNSPSC codes by keywords. It will ultimately be the buyer's call on which code is used.
- 8. Q: Will the reference supplier entered at the Purchase Estimate (PE)/Requisition stage be carried over to the purchase document or will it need to be re-entered?**
A: When a known supplier is entered in the requisition (module in eProcurement), the supplier will be carried over.
- 9. Q: Are the Western States Contracting Alliance (WSCA) contracts available in eProcurement?**
A: All statewide Leveraged Procurement Agreements (LPAs) managed by or partnered with the DGS-PD, including WSCAs are in eProcurement.
- 10. Q: How will paper (procurement and contracting) documentation be handled and how will the public be able to view those paper files?**
A: All paper responses will be uploaded into the eProcurement system by the buyer. Information that is considered to be public information will be viewable online. The traditional paper public records request methods remain in effect.

11. Q: Public Contract Code (PCC) says that bid prices are to be public at bid opening but that all other documents are to be remain confidential until award or intent to award if using the Alternative Protest Process. Can the system be adjusted to not make anything public?

A: When creating the solicitation in eProcurement, the buyer establishes whether or not bids are to be sealed. When sealed, the system only allows bids to be opened on the designated date by a designated person.

12. Q: How will the system handle the tracking of various documents distributed to various sections for review?

A: Each workgroup's workflow is built into the system to ensure the various documents route through the appropriate people. The tracking system also reports the days and length of time the document has been in progress at each stage.

13. Q: Will I need special hardware or software to use eProcurement?

A: No special hardware or software is needed; eProcurement is web-based and accessible via the Internet from anywhere in the world at any time.

14. Q: At what point, does a procurement transaction become public and made available for the public?

A: When unsealed in the system by the authorized buyer. For most bids this is at public cost opening. For bids using the alternate protest process, this is at intent to award.

15. Q: How long does information stay in system? Purchase order changes can sometimes occur up to 180 days after the order.

A: 7 years.

16. Q: At bid openings, how will the bid reader be able to compile all the bids to read? How will the bid documents the bidders submit look? Will they be able to fill in the blanks like for factory authorized distributor website, seller permit number, etc.?

A: Bids will be accessed through and read via the eP and can be printed. All bid docs that are submitted via the eP are in electronic format. Fill-in forms can be included in the electronic solicitation packages by the buyer at the time the solicitation is developed/posted to the CSCR. The supplier can access and fill-in the form(s) as appropriate and submit it with their bid.

17. Q: How will Commercially Useful Function (CUF) be addressed?

A: CUF is an evaluation process to be conducted by the buyer outside of the system. If there is a "CUF" form, it can be uploaded and included in the solicitation package.

18. Q: Will the system auto generate a purchase order number?

A: The system has the ability to auto assign or assign per a department's format.

19. Q: How long will purchase order (PO) info be out there for PO changes?

A: 7 years.

20. Q: Will eProcurement be able to track change orders?

A: Yes.

- 21. Q: How will we interact with users that have no Internet access?**
A: The same method(s) used prior to eProcurement.
- 22. Q: Does the purchase order pull line item pricing from the winning bid?**
A: Yes.
- 23. Q: When entering line items, is there the ability to list the brand/model?**
A: Yes, it will be part of the item description.
- 24. Q: What information does the supplier provide when submitting their bid, i.e., SB status, sellers permit, etc.?**
A: The same information that is required currently. Certain information will be available via the supplier's profile information contained within the eProcurement system. Other information can be uploaded by the supplier in preparing/submitting their responses. Paper submittals will have to be uploaded by the buyer into eProcurement.
- 25. Q: Bidders are asked to send in copy of addendum and attachments with their bid to verify that they have received the changes and Q&A which can contain important changes. Does the system verify that bidders have received all Q&As and changes?**
A: The eProcurement system tracks all downloaded docs by suppliers.
- 26. Q: What will happen to all of the data after eProcurement?**
A: It will be retained for 7 years.
- 27. Q: What happens to a procurement transaction if it is cancelled?**
A: It's cancelled, but remains in the system as a historical record.
- 28. Q: How can we retrieve sample solicitation documents from the eProcurement system?**
A: Solicitation samples will be available from solicitations that are generated after go-live.
- 29. Q: Will these sample solicitation documents be in Word and/or Excel?**
A: They will be available in the format provided by the author.
- 30. Q: Does eProcurement provide a user with information on what items are required by DGS-PD before submitting the Purchase Estimate (PE)/requisition?**
A: No. However, the system allows departments to upload any additional documentation.
- 31. Q: Does eProcurement allow the agencies to submit an NCB/LCB without submitting a requisition (PE)? By policy, PD is required to review and approve NCBs and LCBs for IT and Non-IT goods with a value of more than \$25,000.**
A: Yes.
- 32. Q: Does eProcurement notify when a user's procurement transaction exceeds their purchasing authority, per SCM/PCC/GC, etc.?**
A: Yes.

33. Q: Does eProcurement prevent an agency from splitting orders?

A: No.

34. Q: Does eProcurement prevent an agency from placing an order for a commodity that is on a mandatory LPA?

A: No, although mandatory contracts will be identified in the system in addition to all other available contracting options.

35. Q: Can eProcurement be used as a supplier based management system?

A: Yes.

36. Q: Does the system allow for multiple solicitation documents to be generated from one requisition (Purchase Estimate/PE)?

A: Yes.

37. Q: Does eProcurement have data size limitations? (The file size of some solicitation packages and bidder responses are very large.)

A: No.

38. Q: What is the role of a State department eProcurement System Administrator?

A: The System Administrator will be responsible for setting up user profiles/privileges based on management review and approval (or as determined appropriate by the Department). This role does not require an Information Technology background.

39. Q: What is the role of a State department eProcurement subject matter expert (SME)?

A: For purposes of the E-procurement System, the SME should know the internal contracting and procurement rules unique to their department and be able to work as a liaison with the DGS-PD eProcurement team. The department should determine the appropriate classification for this function.