

eProcurement Roles and Responsibilities

Each Department Shall...

- Identify a primary System Administrator (SA) and at least one back-up SA to perform and be responsible for the tasks identified below. The department has the discretion to have multiple SAs for their own internal purpose. The SA is not required to have an information technology background.
- Provide to the Department of General Services-Procurement Division (DGS-PD), eProcurement (eP) Team, all contact information via email to include name, title, phone number, email address submitted by the department's Procurement & Contracting Officer.
- Failure to maintain the secure access into or out of eP by its users or authorized representatives may result in the termination of the department's secure access into eP.
- Each department's user privileges that will be entrusted to an SA, will be based on criteria determined to be appropriate by the department's management.
- Each department will be responsible to keep the DGS-eP informed of all SA changes, including contact information.

Each System Administrator (SA) shall...

- Serve as the department's first source for eProcurement information and troubleshooting all eP related issues.
- As the Primary and Primary Backup SA, act as the single point of contact/be a liaison for the department and the DGS/PD eP Team on all eP-related matters.
- Keep secure the access and integrity of the eP system, by which each participating State department has been granted secure access.
- Follow all protocols under the State's IT and data security policies by ensuring users protect their login information and that the information entered into and extracted from eP is well safeguarded.
- Be responsible for maintaining the department's approval workflow in eP as determined to be appropriate by each department.
- Be responsible for making sure all departmental users receive and are registered for appropriate eP training. Training on the BidSync system can be scheduled through Betsey West at ewest@bidsync.com or by phone at 800-990-9339 ext. 458.
- Disable any departmental user's access when the user *no longer requires* or *has been denied* access to the system (due to leaving the unit, department, or State or other reason deemed appropriate by the department) immediately upon receiving notice of the status change and no later than the close of business on the employee's last day.

Each Department User shall...

- Update their eP user password every 120 days as prompted by the system.
- Follow all protocols under the State's IT and data security policies.
- Communicate with your department's SA for any eP-related questions.