

Meeting Notes	Date: September 13, 2016 Time: 9am Agency: Office of General Services, Business Services Center Location: Building 5, Harriman State Campus, G-8 Topic: BSC Finance Customer Forum for Accounts Payable and Purchasing
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Organizer: BSC Finance Services

Attendees: BSC Finance Customer Agencies

Notes

Welcome and Introductions
Agencies are invited to join the BSC in a Knowledge Exchange. More information is available at the following link on the BSC Website: <https://bsc.ogs.ny.gov/content/bsc-knowledge-exchange>

Purchasing Service Line Updates

Purchasing Training WebExes for Customer Agencies:

- Purchasing training opportunities are available on the BSC website: <https://bsc.ogs.ny.gov/training-events>
 - Purchasing Requisitions and Receiving
 - Expanding P-Card Use in BSC Customer Agencies

BSC Purchasing's IFB* Team:

- IFB: Invitation for Bid
- The BSC's IFB Team will provide assistance with certain Customer Agency IFBs:
 - One time purchases
 - Commodities
 - Greater than \$50,000
Examples: Heavy Machinery and Equipment
 Floor Scrubber Sweepers
 Ready to eat Kosher Meals
 - Vehicle Marketplace
- To request assistance with an IFB, Customer Agencies are advised to e-mail the IFB team: bsc_ifbs@ogs.ny.gov
- The following forms are required to start the process:
 1. Agency request for bid form (agency will receive this form upon request to the e-mail box above)
 2. B1184: Division of Budget Approval Notice for implementation of agency Contracts, Capital, Non-Personal Service, and Local Assistance spending controls, for transactions valued at or above \$500
 3. Detailed list of specifications
- The BSC will perform the following services:
Identify the optimal procurement method (Preferred Sources, Centralized Contract, or Agency contract). If procurement can be met through use of a Preferred Source or Centralized Contract, BSC will advise the Customer agency accordingly. If the optimal method is determined to be an Agency contract via an IFB, the BSC will:
 1. Create a bidders' list including SBEs*, MWBEs*, and SDVOBs*
 2. Advertise in the New York State Contract Reporter
 3. Accept vendor inquiries in writing via e-mail and post an addendum to all inquiries with appropriate responses
 4. Collect and review Vendor Responsibility Questionnaire

5. Complete the Vendor Responsibility Checklist and Vendor Responsibility Profile
 6. Verify Worker's Compensation and Disability Insurance
 7. Create a Contract Requisition in SFS
 8. Upon verification of a valid budget, assemble the package and submit to OSC
- The Customer Agency is required to complete the following:
 1. Approve the Contract Requisition in SFS (Generated from the contract created in SFS by the BSC)
 2. Establish MWBE Goals or obtain waiver
 3. Provide final approval of procurement results.
 - OSC has 90 days to review and approve the contract. Typically this review and approval takes an average of 30-45 days.

Although the BSC IFB team is limited to the services listed above, the BSC Buy Desk will be expanding their catalogue of services to potentially include: conducting RFQ's under \$50,000 for commodities, services, or technologies. The BSC Buy Desk currently conducts RFQ's on behalf of our customer agencies for technology related items purchased from the Umbrella contract. For questions on BSC Buy Desk services, please contact us at bsc_ifbs@ogs.ny.gov

Multiple Vendor E-mails – E-mail Dispatch Method in SFS

- The SFS Summer update added a field in the requisition where the vendor's e-mail address can be selected from the dispatch details link. The address sequence number will determine which email address the PO will be dispatched to.
- Vendors with multiple e-mail addresses will default to the first e-mail in the list; Customer Agencies must select the correct e-mail address

Contract Numbers: New and Old

- The SFS Winter 2015 release created new contract numbers for Value Added Resellers
- The SFS Summer 2016 release said the use of the new contract numbers for Value Added Resellers is discontinued
- If the Requisition is being written for a Value Added Reseller, the Contract field must be kept blank and the category code on the Master Contract will be utilized to link it to the correct contract
- The BSC will link this to the Master Contract on the Purchase Order
- SFS Job Aide is on SFS Secure: Status of Value Added Resellers in SFS
<https://www.sfs.ny.gov/index.php/asset-management-reports/1595-status-of-value-added-resellers-in-sfs>
- Agencies are encouraged to put the contract number in the comments

Category Codes and Account Codes

- When Customer Agencies initiate a requisition using an OGS Centralized Contract (or Master Contract), the Category Code must be obtained from SFS and verified accurate in the Requisition
- When agencies use an incorrect Category Code on a requisition, the BSC has to change the category code on the purchase order in order to link the purchase order to the contract. When this happens selection of the category code defaults the account code and it may change the account code from what was on the requisition.
- To eliminate the risk of incorrect coding it is important to enter the correct category at the time you are entering the requisition into SFS.

New E-Marketplace Catalog

Landscape Forms - Lawn Furniture

Accounts Payable Updates

HBITS* Payment Process

The BSC is working with OGS Procurement Services and Customer Agencies to streamline HBITS processing. The BSC will contact Agencies for input into the process.

SFS Tolerance on Purchase Orders (POs)

- Applies to quantity based POs, examples of which are milk and printing
- Invoices can be paid when unit pricing is higher than what is on the PO within percentages and dollar limits set by OSC
- Money must be available on the PO

Invoice Quality in Agency Review Queue

- Should agencies encounter invoices in Agency Review that are not legible, please send an e-mail to apinquiries@ogs.ny.gov requesting a clearer copy
- Respond in FileNet that the invoice is not legible

Customer Reports in FileNet

- The BSC can provide Customer Agencies with custom FileNet reports on an agency by agency basis. Contact Tim Smith if you want to pursue this customization.

Incomplete Invoices

- The BSC is currently doing outreach with vendors to improve submission rates of “complete” invoices as defined on our website at: <https://bsc.ogs.ny.gov/content/vendor-information> .
- Once the outreach is complete, the BSC will begin returning incomplete invoices back to vendors. Agencies will be advised before we begin returning incomplete invoices. Agencies should continue with any targeted outreach to their vendors to reinforce vendor understanding of the invoicing requirements. A date for returning invoices will be announced.

Contract Numbers in SFS

- In SFS, there are currently 2 different contract numbers; the system generated Contract ID that starts with 0000000000 and the NYS Contract Number. The BSC currently uses the NYS Contract number in FileNet.

Call Volume and Standard Wait Times for the BSC Call Center:

Call volumes have increased, causing a slight increase in wait times. To address this issue, the call center is training new reps this week and we hope to see an improvement soon.

Call for Agenda Items for Next Customer Forum (due October 4, 2016)

Accounts Payable and Purchasing: September 28, 2016

*Acronyms

HBITS	Hourly Based Information Technology Services
IFB	Invitation for Bid
RFQ	Request for Quotation
RFP	Request for Proposal
MWBE	Minority or Women Owned Business Enterprise
SBE	Small Business Enterprise
SDVOB	Service Disabled Vendor Owned Business