

RFP for Source2Pay Project

Review Scope of Work Draft

April 3, 4, & 5, 2018

Welcome!

- Previously involved in a facet of the project
- Opportunity for continued participation

Reminder

- Treat as confidential and secure all copies
- Shred when finished

Agenda

- How did we get here?
- Next Steps
- Questions

Source2Pay Project

Our current source-to-pay procedures at the University have significant opportunities for improvement and impact every department within the University system.

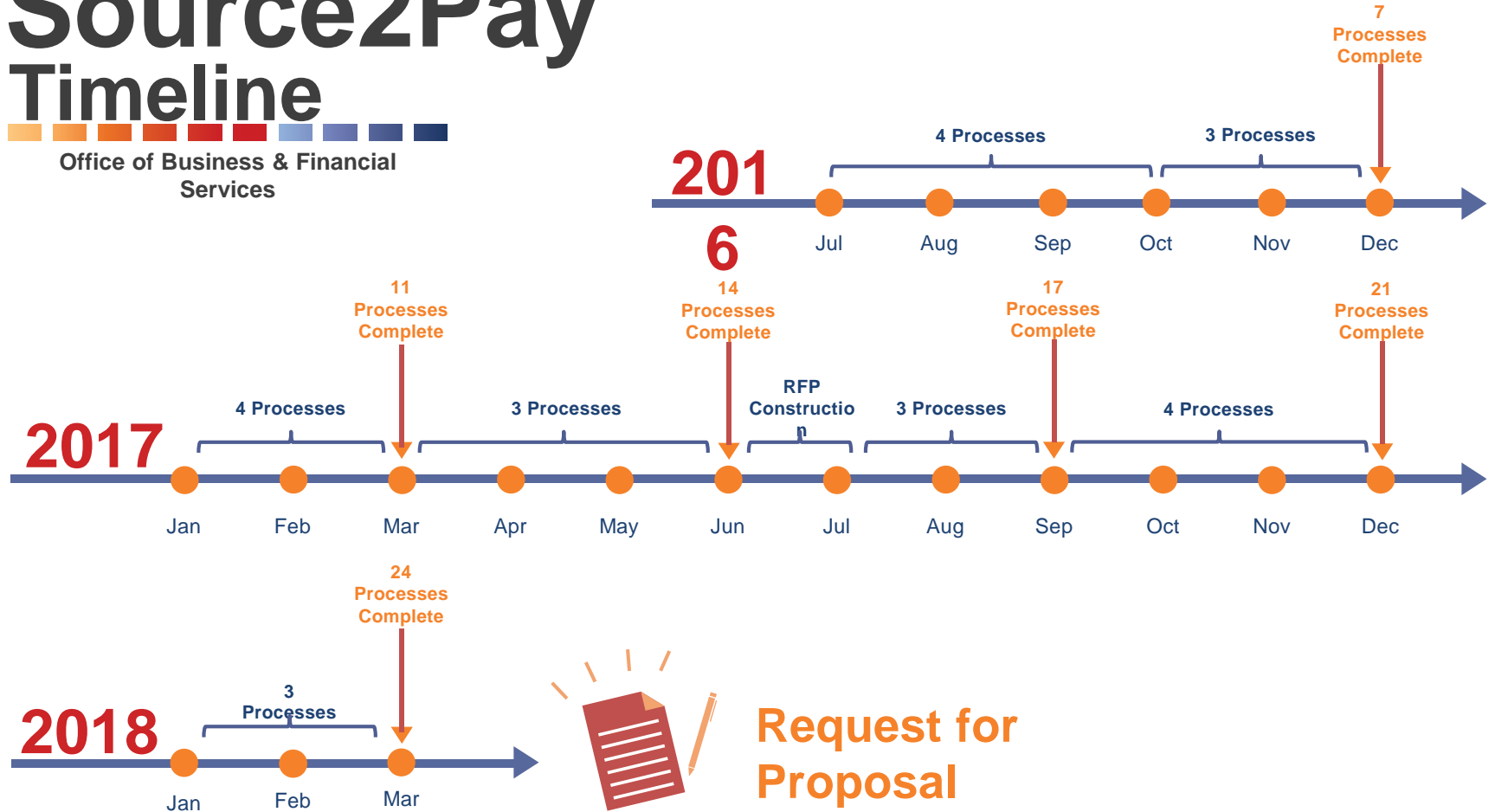
Project Purpose/Goal

- Identify process improvements throughout BPI processes
- Develop RFP and Scope of Work
 - Ultimate goal is to minimize, improve & standardize IT platforms

Source2Pay Timeline



Office of Business & Financial
Services



Project Process

Current and Future State BPI sessions

- Two purposes
 - Identify Short-term and Long-Term improvements
 - Develop requirements for RFP scope of work

BPI Team

- Sponsor: Gloria Keeley
- BPI Facilitators/Business Analysts
 - Kristi Moore
 - Cassie Tafilaw
 - Mark Brink
- Project Manager
 - Brenda Hixson
- Functional Team Lead
 - Dan Szajna

RFP Committee

- Representation from:
 - All three University Purchasing Offices
 - Teri Merrell
 - Arlene Shorter
 - Jill Menezes
 - University Payables
 - Darren Strater
 - Susie Baker
 - Capital Programs
 - Chris Rogan
 - University Contract Records Office
 - Sara Simmons
 - Jennifer Erickson
 - Strategic Procurement
 - Dan Szajna
 - Shari Eddings
 - AITS
 - Mike Nevill
 - Barb LeGrant

Scope of Work Document

- “Requirement” versus “Can it do this”
 - Functional
 - Technical

Functional Requirements

- “Requirement” versus “Can it do this”
 - Functional
 - Technical

Functional Sections

- 1) Vendor record Configuration
- 2) Vendor product catalog capabilities
- 3) Vendor self-service
- 4) Requisition process
- 5) Assignment of Buyer
- 6) Purchase Order creation
- 7) Purchase Terms and Frequency
- 8) Solicitation components
- 9) Purchase order Processing/communication
- 10) Template Management
- 11) Contract Management
- 12) Electronic/digital signature capability
- 13) Payment Processing
- 14) Credit Card Management
- 15) Document Storage
- 16) Business Rules capabilities
- 17) Travel planning
- 18) Workflow capabilities
- 19) Search
- 20) Integrations
- 21) User Notifications
- 22) Role-based self-service
- 23) Auditing
- 24) Communication

Technical Sections

- **Product Architecture**
- **Software quality**
- **Technical Support**
- **Software Maintenance and Terms**
- **Information Security Policies, Practices, and Standards for Hosted Solutions**

We need your feedback

- Now it's your turn!
- Team Discussion Board

■ Team Discussion Board

The screenshot displays the SharePoint interface for a 'Team Discussion' board. At the top, there is a navigation bar with 'SharePoint' and 'Sites' tabs. Below this is a 'BROWSE' section with a search bar and a navigation menu including 'OBFS', 'Business Solutions & Support Intranet', 'Collab Sites', 'Initiatives', 'Projects', 'Resources', 'Training Sites', and 'Quick Access'. The main content area is titled 'Team Discussion' and features a left-hand navigation pane. This pane includes links for 'Procurement Source 2 Pa Home', 'Team Discussion' (highlighted with a red arrow), 'Change Management Team', 'Documents' (with sub-links for Project Documents, Meeting Information, and File Share), 'Collaboration Items' (with sub-links for Project Audit Checklist, Bug Tracker, Issues Log, and Lessons Learned), 'Recent' (with a link for Process Status Matrix), and 'Site Contents'. The main content area contains 'Instructions for the discussion', a '+ new discussion' button (pointed to by a red arrow), and a list of discussions. The first discussion is titled 'RFP Feedback' and includes the text 'Please reference the section number of the document and enter your RFP feedback' along with metadata: 'By Brink, Mark | Latest reply by Brink, Mark | March 22'.

SharePoint | **Sites**

BROWSE | **EDIT**

Save Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

Procurement Source 2 Pay Home
Team Discussion
Change Management Team
Documents
Project Documents
Meeting Information
File Share (Requires VPN and IE browser)
Collaboration Items
Project Audit Checklist
Bug Tracker
Issues Log
Lessons Learned
Recent
Process Status Matrix
Site Contents

Subject *

Body

Question I am asking a question and want to get answers from other members.

Save Cancel

SharePoint Sites

BROWSE

OBFS Business Solutions & Support Intranet Collab Sites Initiatives Projects Resources Training Sites Quick Access ▾

Team Discussion

Procurement Source 2 Pay Home

Team Discussion

Change Management Team

Documents

- Project Documents
- Meeting Information
- File Share (Requires VPN and IE browser)

Collaboration Items

- Project Audit Checklist
- Bug Tracker
- Issues Log
- Lessons Learned

Recent

- Process Status Matrix

Site Contents

Instructions for the discussion

+ new discussion

Recent My discussions Unanswered questions ...

RFP Feedback

Please reference the section number of the document and enter your RFP feedback

By Brink, Mark | Latest reply by Brink, Mark | March 22

Previous comment left by someone else-click to review/comment



BROWSE

LIST



Business Solutions & Support Intranet

Collab Sites

Initiatives

Projects

Resources

Training Sites

Quick Access ▾

Team Discussion ▸ RFP Feedback

Procurement Source 2 Pay Home

Team Discussion

Change Management Team

Documents

Project Documents

Meeting Information

File Share (Requires VPN and IE browser)

Collaboration Items

Project Audit Checklist

Bug Tracker

Issues Log

Lessons Learned

Recent

Process Status Matrix

Site Contents

RFP Feedback

1 reply



Brink, Mark

Please reference the section number of the document and enter your RFP feedback

March 22 Reply Edit ...



All replies

Oldest Newest



Brink, Mark

Replies go here

March 22 Reply Edit ...

Add a reply

Scope of Work Feedback

- Will discuss in meetings set for the Week of April 16
 - April 17-UIS
 - April 18-UIC
 - April 19-UIUC
- In-person only

Recap

- Scope Draft Document available on [SharePoint site](#)
- Feedback through [SharePoint Discussion Board](#)
- [Slide Deck](#) also on SharePoint



What questions can I answer?

Contact Information

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Thank you!

See you at the
next sessions
April 17-UIS
April 18-UIC
April 19-UIUC