WVOASIS
Our Advanced Solution with Integrated Systems

# Procurement Basics

Welcome Packet

2023

# Objectives

1. wvOASIS Procurement Functionality
2. Review Encumbrances
3. Creating a Requisition
4. Document and Line References
5. Creating a Solicitation
6. Publishing a Solicitation to VSS
7. Monitoring the wvOASIS Cycle Dashboard

# Objective 1

wvOASIS

**wvOASIS Procurement Functionality**

# Procurement Functions

- Requisitions, Solicitations, Evaluations and Awards
- Vendor Registration
- Vendor Self-Service
- Inventory Management
- Encumbrance
- Receiving

# Procurement States

**Requisition**
- Request is created by a department to purchase commodities and services

***NOTE**: This is where the pre-encumbrance occurs*

**Solicitation**
- Agency requests bids or proposals from potential vendors

**Solicitation Response**
- Vendors respond to bids or proposals

**Evaluation**
- Vendor responses are evaluated and a vendor is selected

**Award**
- The Contract or Purchase Order is awarded to a vendor

***NOTE**: This is where the encumbrance occurs, and the liquidation of pre-encumbrances is determined*

**Post Award**
- Invoices, Receiving, Payment Requests and Change Orders/Modifications

***NOTE**: This is where the encumbrance is liquidated*

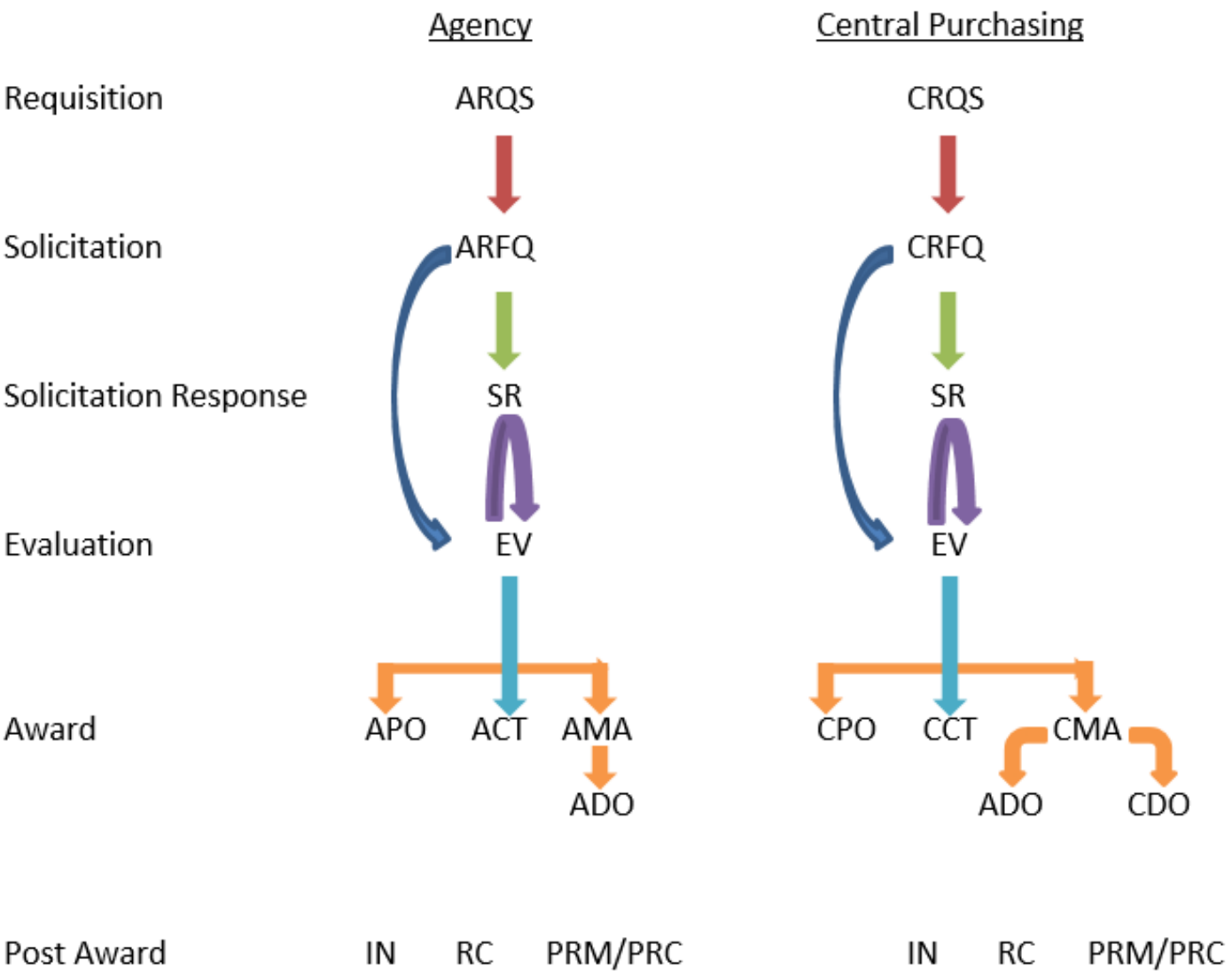
# Agency vs Central

- To differentiate between centralized and decentralized transactions, wvOASIS has two versions of most procurement documents
- Central documents are identified by the prefix C (such as CRQS)
- Decentralized (agency) documents are identified by the prefix A (such as ARQS)
- Workflow is determined based on this designation

# Procurement Documents

| Procurement State | Centralized | Decentralized |
|---|---|---|
| Requisition | CRQS | ARQS |
| Solicitation | CRFQ | ARFQ |
| Solicitation Response | SR | SR |
| Evaluation | EV | EV |
| Award – Purchase Order | CPO | APO |
| Award – Contract | CCT | ACT |
| Award – Master Agreement | CMA | AMA |
| Award – Delivery Order | CDO | ADO |

# Copy Forward to Process Transactions



# Objective 2

**Encumbrances**

# Pre-Encumbrance vs Encumbrance

wvOASIS

- To encumber funds means to set aside or reserve money for a specific purpose.
- There are two methods to encumber funds in wvOASIS:
  - Accounting-based documents (GAE, GAP)
  - Commodity-based documents: (*RQS,*PO, *CT, *DO)

- Note:
  - A pre-encumbrance may or may not reference a vendor
  - An encumbrance references a vendor

# Encumber Now or Later?

- The Accounting Line ***Event Type*** determines when the funds will be encumbered.
  - Current Fiscal Year
  - Future Fiscal Year (Out-Year)

| Document Type | Accounting (Current Year) | Non-Accounting (Out-Year) |
|---|---|---|
| **RQ** | PR02, PR05 | PR01 |
| **PO** | PR05 | PR07 |

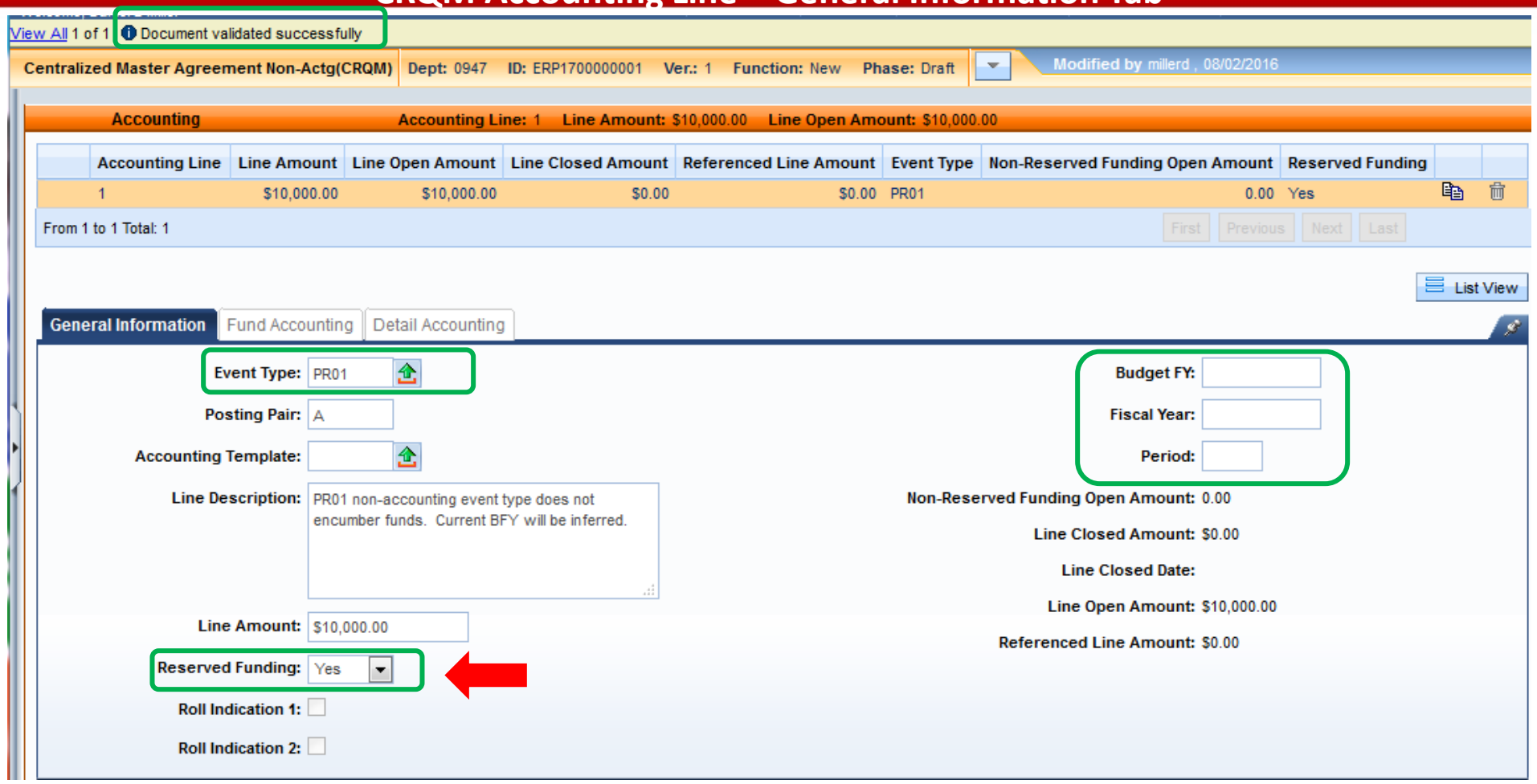
# Crossing Fiscal Years

| Accounting Line Fields | Current Fiscal Year Encumbered Now | Out-Year Encumbered After FY Roll |
|---|---|---|
| Event Type | PR05 (PO) or PR02 (RQ) | PR07 (PO) or PR01 (RQ) |
| Reserved Funding | No | Yes |
| Budget Fiscal Year | 2023 | 2024, 2025, 2026… |
| Fiscal Year | 2023 | 2023 |

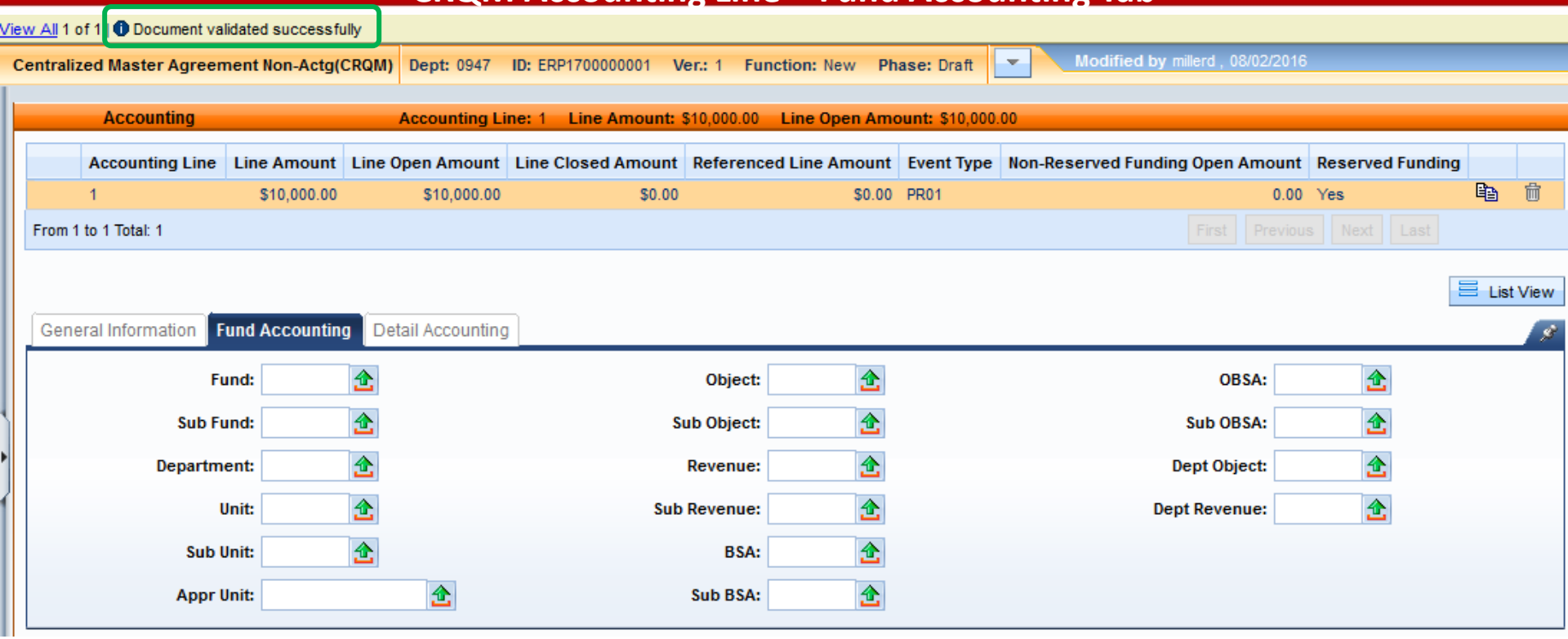
# Requisitions for Master Agreements

- Although the system requires accounting lines on all types of requisitions, the requisition designed for the Master Agreement (CRQM, ARQM) awards do not require detailed accounting.
  - There is no pre-encumbrance or encumbrance for master agreement requisitions or awards.
  - As a result, there is no downstream benefit to entering the ***Fund Accounting*** or ***Detailed Accounting*** tab information.
  - Leave the Fund Accounting and Detailed Accounting tabs blank
    - Enter only the following on the Accounting line General Information tab:
      - Event Type **PR01**
      - Reserved Funding **Yes**
      - Allow the **current** BFY to be inferred when validated

# CRQM Accounting Line – General Information Tab



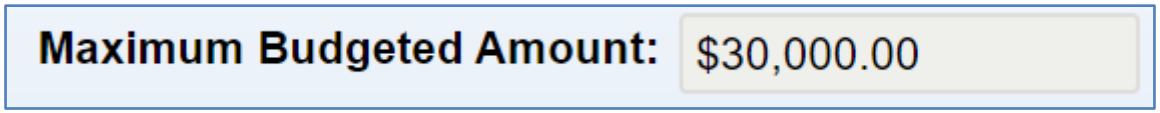
# CRQM Accounting Line – Fund Accounting Tab




Again, leave the Fund Accounting and Detailed Accounting tabs blank

# Maximum Budgeted Amount

- The **Maximum Budgeted Amount** field does not pre-encumber or reserve funds
  - It is only used to determine whether negotiations are allowed (when all bids exceed available funds)



# Objective 3

**Creating a Requisition**

# Creating a Requisition

- Determine if the desired purchase requires central approval, or qualifies as agency delegated.
- Will the award document be a Purchase Order, Contract or Master Agreement?
- Is there a 3rd party approval required, such as Attorney General, Fleet, Treasurer or Office of Technology?

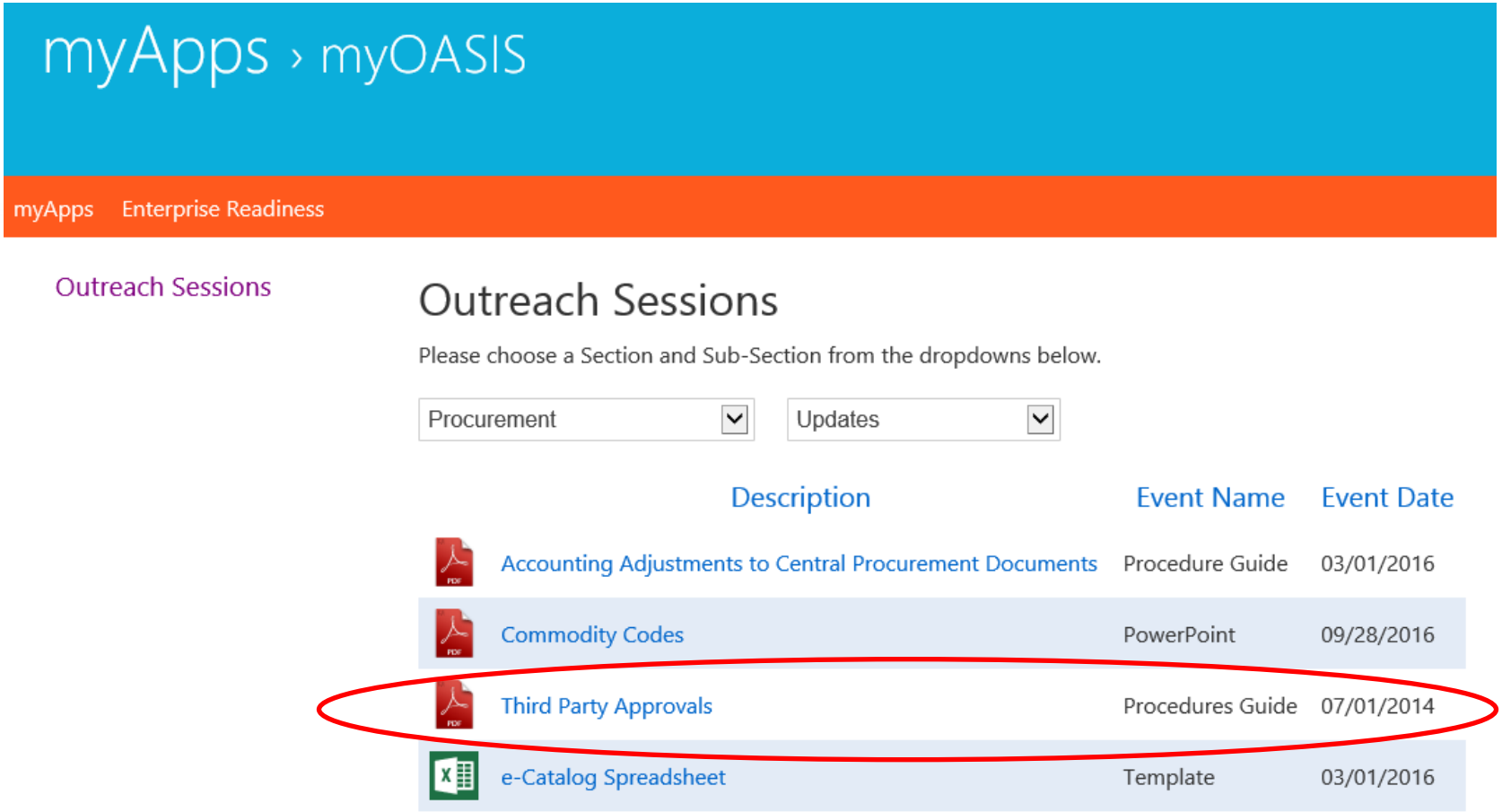
# Reporting Fields

- Requisition and award documents have seven reporting fields at the header level
  - Reporting Field 1 is used to record the ***solicitation type*** and is a required field
  - Reporting Field 2 is used for third-party approvals
  - Reporting Field 4 may be used by agencies at their discretion
- Remaining fields will be assigned by wvOASIS in the future

# Third Party Approvals

- Instructions for Third Party Approvals are available on *myApps / Enterprise Readiness / Outreach Sessions / Procurement / Updates*
- Examples of Third Party Approvals include:
  - Fleet Management for vehicles
  - Office of Technology for computer related orders
  - State Treasurer's Office for banking services
  - Attorney General for legal services

# myApps Resources



# Creating a Requisition

- From the Jump To field or Document Catalog menu, enter the document code:
  - ARQM, CRQM is to be used for Master Agreement type awards
  - ARQS, CRQS is to be used for Purchase Order and Contract award types

# Entering the Document Information

- Header section
  - General Information tab
    - Document Name
    - Document Description
    - Procurement Type ID
    - Maximum Budgeted Amount (optional)
  - Requestor Issuer Buyer tab
    - Issuer ID defaults to user creating the document
    - Requestor ID
    - Buyer ID (Agency buyer if not a Central document)

# Entering the Document Information

- Default Shipping/Billing tab
  - Add Agency Shipping Location
  - Add Agency Billing Location
- Reporting tab
  - Reporting 1
  - Reporting 2 (if Third Party Approval is required)

# Line Reference Types

- The selection of a reference type at the commodity and accounting line levels determine the action taken against the referenced document line.
- The default value for the reference type field varies between different document types and on some document types it is even protected.
- Certain document types give three choices and others give all four choices.

# Reference Type Choices

The Reference Type can have **one** of the following four options:

1. **Memo** – When all that is required is a link between the referencing and referenced documents for reporting and research purposes, the memo type is used. It does not perform any common liquidation of the referenced document.
2. **Partial** – When a referencing document should close only a part of the referenced document, then the partial type is used. This is the default reference type for most situations.
3. **Final** – When a referencing document should close out the remainder of a referenced document, then the final type is used. Common logic determines this reference type in the situation where the referencing line amount is equal to or greater than the referenced.
4. **Inverse** – When a referencing document should re-open a portion of the referenced document, the inverse reference type is used. This reference type is not available on all documents.

# When, When Not

- Line references are needed when the lines on a previous document in the chain need to be fully liquidated or only partially liquidated.
- However, line references are not needed when there is no applicable line on which to take action. An example would be when a new commodity line is added to a purchase order by copying an existing line. The line reference is also copied even though the new line may not exist on the referenced requisition.

# Delivery Order References

- For CDO and ADO documents, the Reference Type is always ***Partial*** on commodity lines and accounting lines since there is no referenced encumbrance document to be liquidated.

# Objective 5

**Creating a Solicitation**

# Creating the Solicitation

- ***Copy Forward*** from the requisition to create the solicitation document.

# Entering the Solicitation Details

- Schedule of Events section
  - Insert a New Line to record any pre-bid meetings
  - Enter a line for each event if more than one event is scheduled
- Terms and Conditions section
  - Always select T&C: *ATTACH*
- Commodity section
  - Information is inferred from the requisition
    - The ***CL (commodity line) Description*** field automatically populates with the commodity code description from the COMM table
    - The ***CL Description*** entry infers onto the ***Ext (extended) Description*** field of the Commodity Line
    - The Commodity Line ***Ext Description*** field can be modified from what infers from the ***CL Description*** field and, is what is displayed to vendors in VSS when they are responding to bid opportunities.
      - You do have the option to edit the Extended Description to provide additional details on the commodities being solicited.
  - Save to populate the Commodity Email Push section, or validate the document

# Entering the Solicitation Details

- Vendor List section
  - Information is inferred from the requisition Vendor section
- Vendor Free Form section
  - Information is inferred from the requisition
- Commodity Email Push section
  - Review to confirm all commodity codes listed are accurate
  - NOTE: Save from the Commodity section, or Validate from any document section to populate

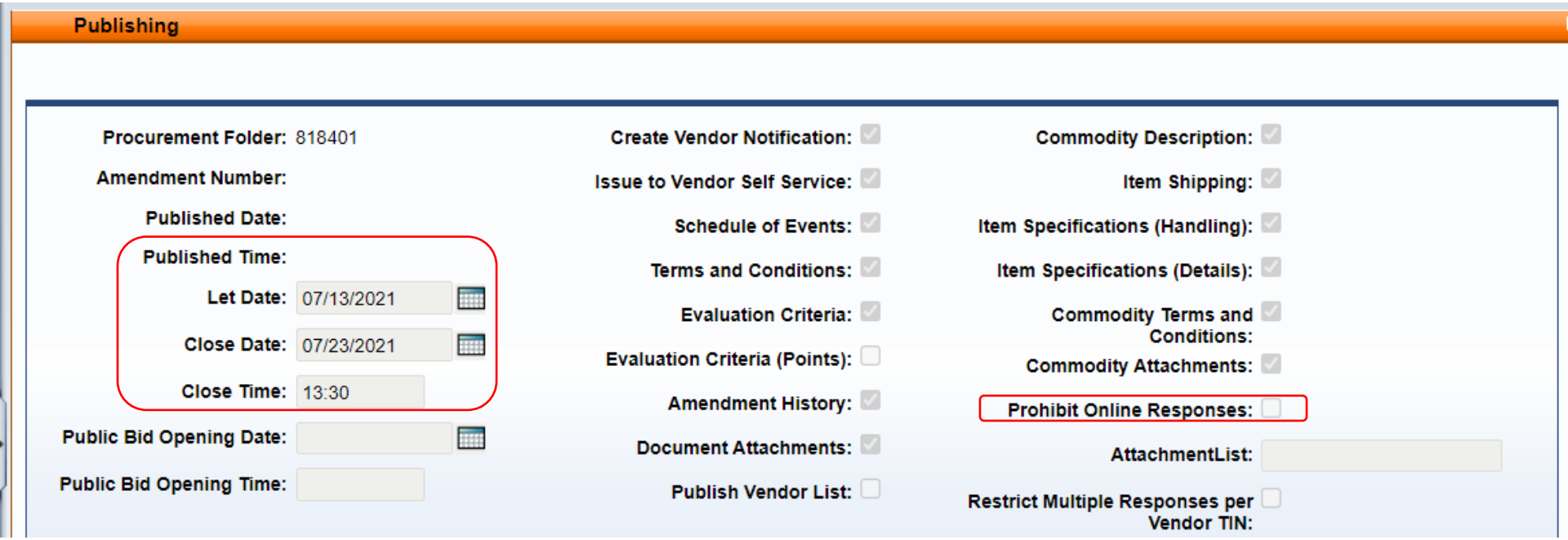
# Entering the Solicitation Details

- Publishing section
  - Establishes critical dates for solicitations
  - Let Date: The date the solicitation is scheduled to publish to VSS
  - Close Date / Time: The deadline established for vendors to respond to a solicitation
  - Prohibit Online Responses: If checked, prevents online responses via VSS
  - Allows online responses through VSS
- Validate
- Submit and Approve to Final

# Objective 6

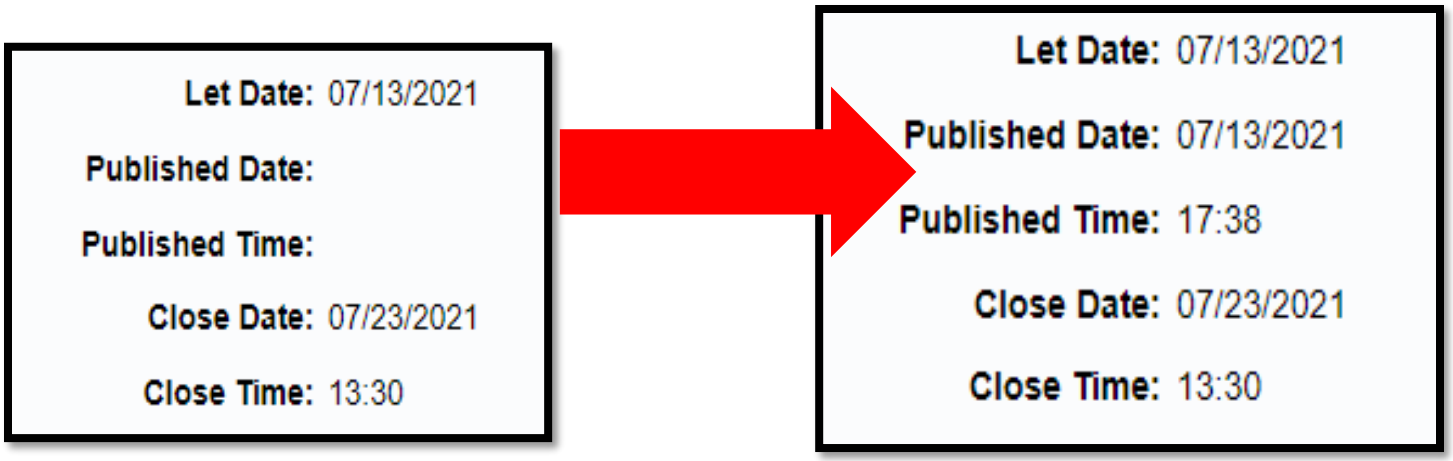
**Publishing a Solicitation to VSS**

# Document Publishing



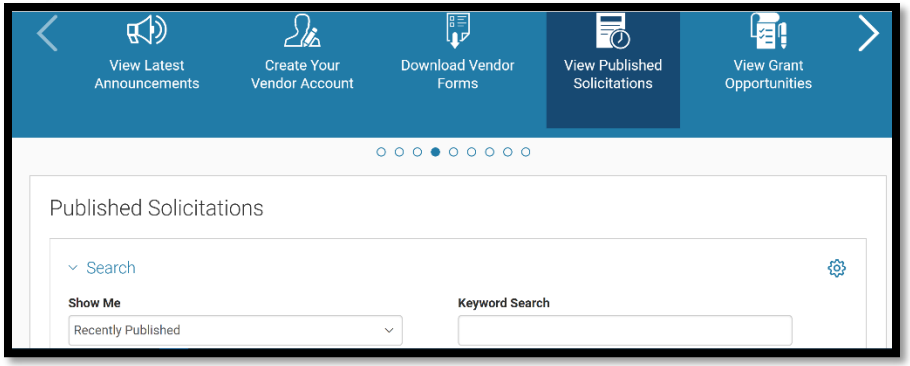
# Confirming the Solicitation Published

- Verify the ***Published Date*** and ***Published Time*** populated on the document header, which should update after the next scheduled sync cycle has completed.



# Viewing the Published Solicitation

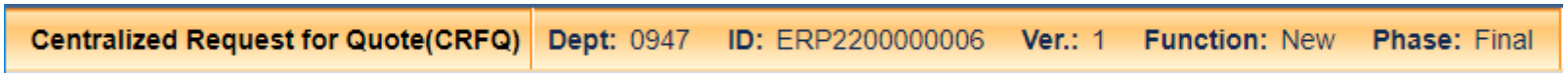
- From wvOASIS.gov, click on ***VSS***
- Navigate to the ***View Published Solicitations*** icon on the VSS carousel



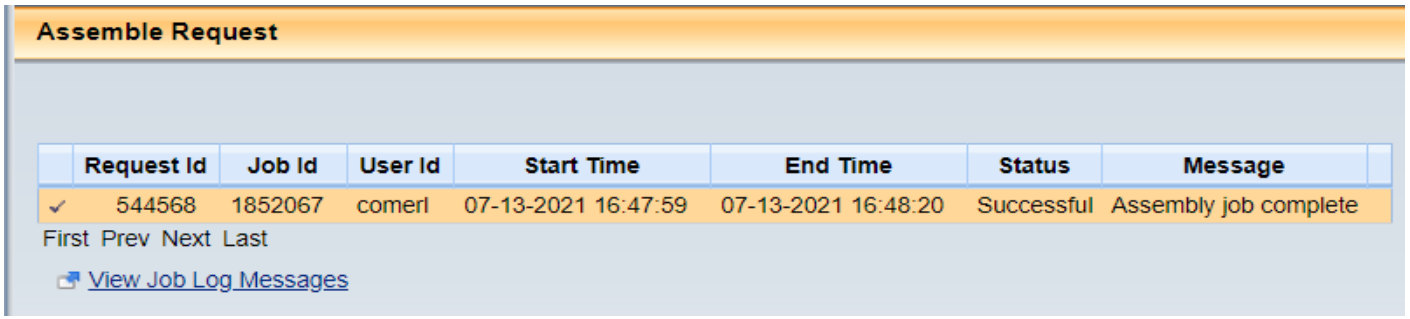

- Enter the specific solicitation document ID in the ***Keyword Search*** field, or search by ***Recently Published*** in the ***Show Me*** field.

# Why Did the Solicitation Not Publish?

- Confirm the solicitation document went to Final.




- Confirm the solicitation document assembled successfully.
  - Header/View ***Assembly Request***



# Why Did the Solicitation Not Publish?

- Confirm the Publishing ***Let Date*** is correct and not a future date, unless intended to publish on a future date.
  - The document will not publish until the scheduled ***Let Date***
  - Solicitations taken to **Final** late in the day may not publish until the next day's first sync cycle.

# Objective 7

## Monitoring the wvOASIS Cycle Dashboard

# Cycle Dashboard

- The *wvOASIS Cycle Operations Dashboard* is an inquiry page on myApps to assist agency purchasers with delegated acquisitions
- When a vendor submits a solicitation response in Vendor Self Service (VSS), the document remains sealed in the **VSS electronic lockbox** until the solicitation closing date and time are reached
- Then, responses are copied from the lockbox to the procurement folder by a series of synchronizing interfaces known as the VSS Sync Cycle

# wvOASIS Cycle Operations Dashboard

- Use the dashboard to know exactly when the cycle is complete, and when it is appropriate to load the solicitation responses to the EV
- To **refresh** the dashboard, click the *VSS Cycle Report* link located on the left side of the page

# wvOASIS Cycle Operations Dashboard

- The VSS Sync Cycle runs every hour on the half hour throughout the day beginning around 8:30AM (08:30)
- The last sync cycle of the day runs around 5:30PM (17:30)
- Bid closing times are entered and displayed in 24-hour format
- Bid closings on the half hour are optimal; 11:30, 14:30, or 15:30, for example.
- The 12:30 cycle should be avoided because it is used occasionally to perform other technical tasks.
- The 1:30 cycle should be avoided for agency delegated bid closings, as this is when Purchasing Division schedules Central bid closings.

# Questions

E-mail: FinanceTeam@wvoasis.gov

Website: wvOASIS.gov