

wvOASIS Procurement

wvOASIS

Part I

Agency Purchasing Conference

October 2023

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Objectives

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

Objective 1

wvOASIS Procurement Functionality

Procurement Functions

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

Procurement States



Requisition

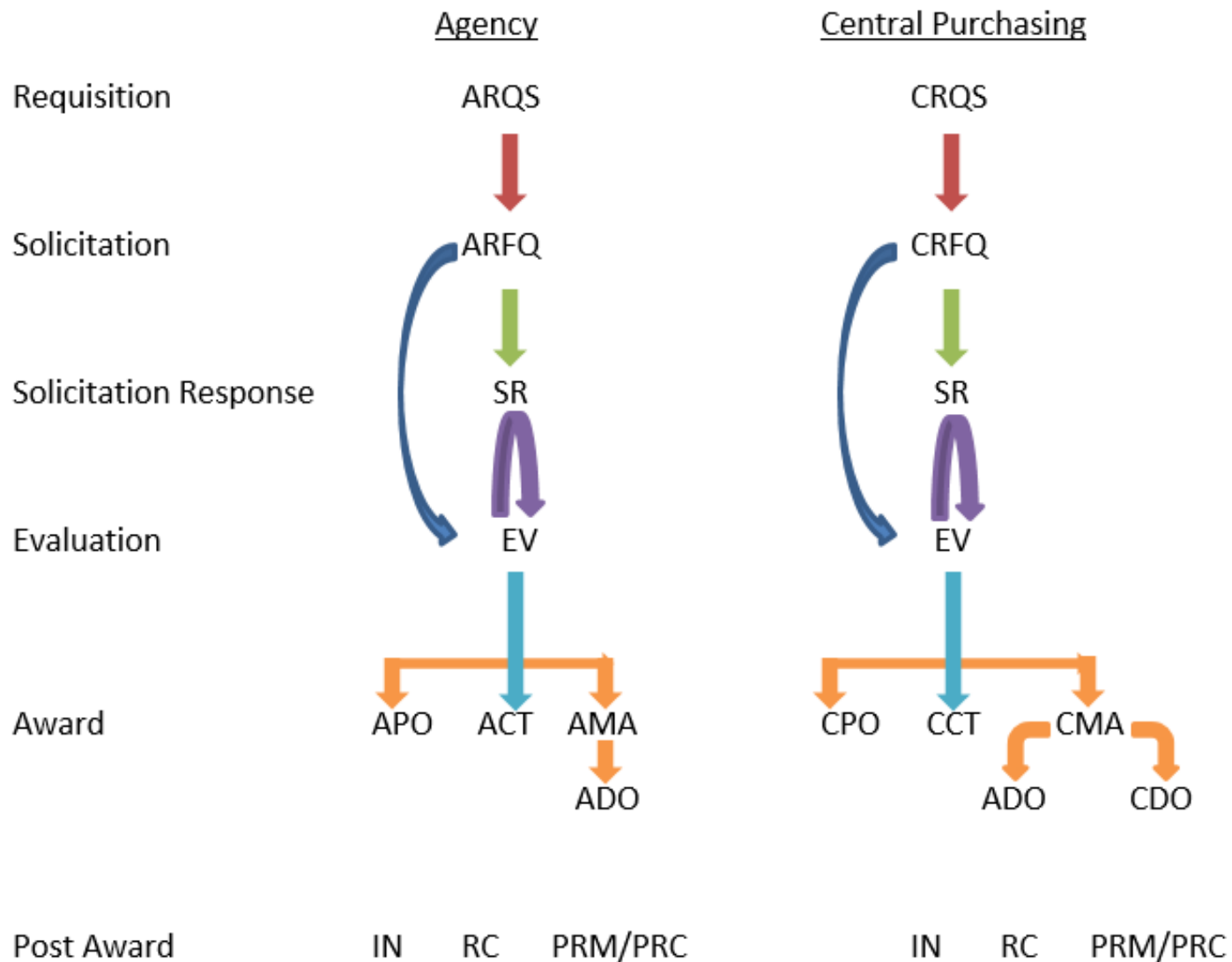
Agency vs Central

- 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

- 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	2024	2025, 2026, 2027...
Fiscal Year	2024	2024

- *Event Type PR07 and Reserved Funding are **not** to be used with current FY/BFY combination.*
 - Prevents funds from being encumbered
 - May result in insufficient budget to pay invoices
 - Current FY/BFY accounting lines will not automatically roll during year end closeout, and will require the agency to manually roll the encumbrance for the new FY

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

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver.: 1 Function: New Phase: Draft Modified by miller , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes

From 1 to 1 Total: 1

General Information Fund Accounting Detail Accounting

Event Type: PR01

Posting Pair: A

Accounting Template:

Line Description: PR01 non-accounting event type does not encumber funds. Current BFY will be inferred.

Line Amount: \$10,000.00

Reserved Funding: Yes

Roll Indication 1:

Roll Indication 2:

Budget FY:
Fiscal Year:
Period:

Non-Reserved Funding Open Amount: 0.00
Line Closed Amount: \$0.00
Line Closed Date:
Line Open Amount: \$10,000.00
Referenced Line Amount: \$0.00



List View

CRQM Accounting Line – Fund Accounting Tab

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver: 1 Function: New Phase: Draft Modified by millerd , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes

From 1 to 1 Total: 1

First Previous Next Last

List View

General Information Fund Accounting Detail Accounting

Fund:	<input type="text"/>	Object:	<input type="text"/>	OBSA:	<input type="text"/>
Sub Fund:	<input type="text"/>	Sub Object:	<input type="text"/>	Sub OBSA:	<input type="text"/>
Department:	<input type="text"/>	Revenue:	<input type="text"/>	Dept Object:	<input type="text"/>
Unit:	<input type="text"/>	Sub Revenue:	<input type="text"/>	Dept Revenue:	<input type="text"/>
Sub Unit:	<input type="text"/>	BSA:	<input type="text"/>		
Appr Unit:	<input type="text"/>	Sub BSA:	<input type="text"/>		

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)

Maximum Budgeted Amount: \$30,000.00

Objective 3

Creating a Requisition (DEMO)

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
 - *Governor's Office for Lease Agreements - NEW*

myApps Resources

myApps > myOASIS

myApps Enterprise Readiness

Outreach Sessions

Outreach Sessions





Please choose a Section and Sub-Section from the dropdowns below.

Procurement



Updates



	Description	Event Name	Event Date
	Accounting Adjustments to Central Procurement Documents	Procedure Guide	03/01/2016
	Commodity Codes	PowerPoint	09/28/2016
	Third Party Approvals	Procedures Guide	07/01/2014
	e-Catalog Spreadsheet	Template	03/01/2016

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)
 - Contact 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)

Entering the Document Information

- Vendor section
 - The vendor entries on the requisition will infer onto the Solicitation document **Vendor List** section when *Copy Forward* is used to create the Solicitation from the Requisition
 - Vendors in the Vendor List section are notified via email of the Bid Opportunities
 - Note the vendor must have an email address associated with their vendor account to receive the bid alert
- Free Form Vendors
 - Utilize for vendors without an existing account, or if the vendor account number is not known.
 - Contact information can be added in the Free Form section to include additional vendor(s) in the bid alerts.
 - Again, without a valid email address entry included in the Free Form section, along with the Correspondence Type selected for Email, the vendor will not receive the bid alert.
 - The system does NOT generate Postal or Fax vendor notifications, including bid alerts.

Entering the Document Information

- Commodity section
 - Valid commodity code selected
 - Commodity Line Type
 - Determine the appropriate Line Type, *Item* or *Service*, is important at the Requisition level to prevent issues with post award activity such as payment requests and award liquidation.
 - Shipping and Billing
 - Locations be populated from the document Header, or can be a unique entry for each commodity line.

Entering the Document Information

- Accounting section
 - If your agency utilizes the Detailed Accounting tab, consider also including one generic accounting line **without** Detailed Accounting details if you anticipate there may need to be adjustments to the accounting information details after the award is finalized.
 - Modifying detailed funding information that differs from the requisition can result in additional work, such as a modification to the requisition adding the accounting line first before it can be added to the award.
 - Potential payment request (PRC/PRM) errors due to conflicting or missing detailed accounting information between the award and requisition can result
 - Note if Detailed Accounting is excluded from the Requisition, there will not be a pre-encumbrance at the detailed level, such as a Program level

Objective 5

Creating a Solicitation (DEMO)

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 (DEMO)

Document Publishing

Publishing

Procurement Folder: 1272001

Amendment Number:

Published Date:

Published Time:

Let Date: 09/08/2023

Close Date: 09/19/2023

Close Time: 13:30

Public Bid Opening Date:

Public Bid Opening Time:

Create Vendor Notification:

Issue to Vendor Self Service:

Schedule of Events:

Terms and Conditions:

Evaluation Criteria:

Evaluation Criteria (Points):

Amendment History:

Document Attachments:

Publish Vendor List:

Commodity Description:

Item Shipping:

Item Specifications (Handling):

Item Specifications (Details):

Commodity Terms and Conditions:

Commodity Attachments:

Prohibit Online Responses:

AttachmentList:

Restrict Multiple Responses per Vendor TIN:

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.

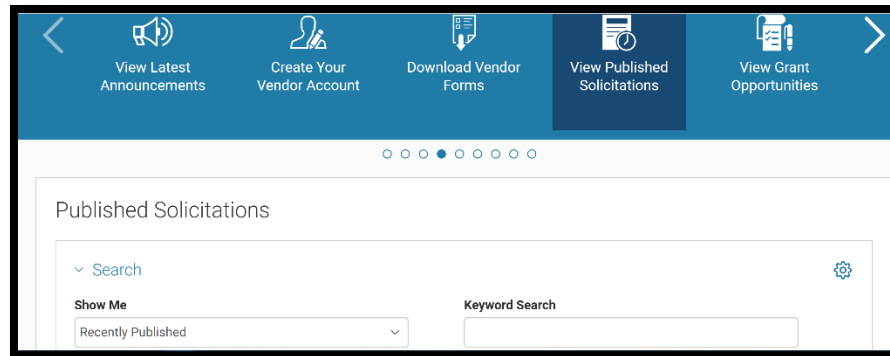
Let Date: 09/08/2023
Published Date:
Published Time:
Close Date: 09/19/2023
Close Time: 13:30



Let Date: 09/08/2023
Published Date: 08/04/2023
Published Time: 14:13
Close Date: 09/19/2023
Close Time: 13:30

Viewing the Published Solicitation

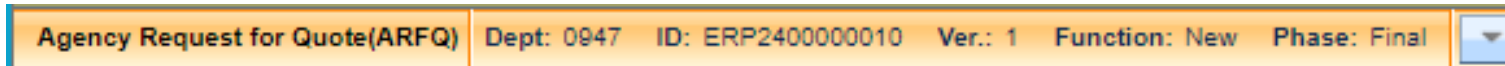
- From wvOASIS.gov, click on **VSS**
- Navigate to the **View Published Solicitations** icon on the VSS carousel



- 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***

View Assembly Request

Assemble Request

Request Id	Job Id	User Id	Start Time	End Time	Status	Message
✓ 903365	2803907	comerl	09-08-2023 13:57:06	09-08-2023 13:57:28	Successful	Assembly job complete

First Prev Next Last

[View Job Log Messages](#)

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.

Let Date: 10/23/2023

Published Date:

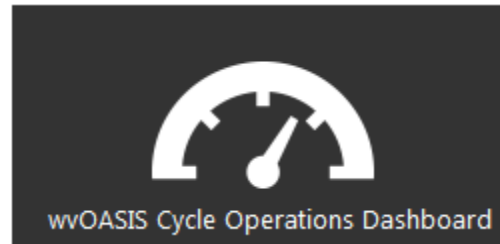
Published Time:

Close Date: 11/07/2023

Close Time: 13:30

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)
 - *NOTE THERE IS NO LONGER A 7:30AM CYCLE*
- 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

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