



Statewide Financial System Program Agenda/Minutes

Date:	4/9/2014	Time:	10:00am – 11:00am
Subject:	MarketPlace Discussion	Location:	SFS Executive Conference Room
Meeting Facilitator:	Jim Beswick	Minutes Prepared by:	Jim Beswick
Objective:	In-depth discussion regarding MarketPlace questions.		

Attendees:					
Ed Bouryng (SFS)	X	Mike Cousins (SFS)	X	Kellie Brandoline (OSC)	X
Mike Mullin (SFS)	X	Don Wynn (SFS)	X	Katie Gavigan (OSC)	X
Susan Filburn (OGS)	X	Paul Kalinowski (SFS)	X	Tom Waring (OSC)	X
Erin Boyce (OGS)	X	Kim Martin (SFS)	X	Brendan McClure (OSC)	X
Erika Zaragoza (SFS)	X	Denise Davis (SFS)		John Corbett (OSC)	X
Elliott Menchel (SFS)	X	Jim Beswick (SFS)	X	Jim Schumaker (SFS)	X

Agenda:

What	Who	Time
User Access - If a user does not have access to the Statewide Financial System (SFS), will they have access to the MarketPlace? If so, how will they be accessing it?	All	
PCards - For all users with SFS access, will they be allowed to use PCards to make purchases that originate in the MarketPlace? Would this not include users that don't have access to the SFS?	All	

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Set up series of monthly meetings to discuss MarketPlace development with the SFS	Erika Zaragoza; Jim Beswick (SFS)	5/9/14		
Determine XML file development support	Erika Zaragoza (SFS); Susan Filburn (OGS)	5/9/14		
Copies of MarketPlace Request for Information (RFIs) to Erika Zaragoza/Elliott Menchel (SFS)	Susan Filburn (SFS)	4/23/14		
Schedule SFS/Office of General Services (OGS)/ Office of the State Comptroller (OSC) meeting to discuss integration points	Jim Beswick (SFS)	5/9/14		
Schedule SFS/OGS/OSC meeting to discuss vendor registration process	Jim Beswick (SFS)	5/9/14		
Schedule SFS/OGS/OSC meeting to discuss Item Master	Jim Beswick (SFS)	5/9/14		

The Following Decision(s) Have Been Made

Decision: Monthly meetings to be scheduled for this group to discuss MarketPlace/eInvoicing/eSettlement interface/process questions.

Notes:

Susan Filburn (OGS) reviewed the MarketPlace progress-to-date. The Request for Proposal (RFP) went out in January 2014. Five proposals were submitted. Several demonstrations are scheduled in April. Tentative go-live date could be 90 days after award (possibly in May).

User access – New York State Procurement (NYSPRO) supports centralized contracts accessible to all agencies, municipalities, etc. SFS users would enter the MarketPlace from within the SFS or access directly on the internet - if direct, then the user could only use PCard for payment. These direct purchases would be outside the SFS – no invoice involved. The only SFS invoice would be from the credit card company. Could have direct PCard transactions tied to a requisition to get into the SFS. This is a possible interface requiring further discussion.

Use of PCard for MarketPlace purchases through the SFS is still being discussed.

Interface with eSettlements? Buyer has Purchase Order (PO). Vendor creates e-Invoice from it that would flow into the SFS. Current understanding is that a PO will not need to be invoiced in full at one time.

MarketPlace has a parallel vendor registration process like that for eSettlements. Needs more discussion (involving EE1 project officers, OGS) to assess.

Need to have task force to determine policies surrounding e-Invoicing, MarketPlace and eSettlements.

Definition of catalog - all available vendor items?

No, only those under state contract. Concern about vendor/state/SFS catalog alignment (Item Master) and who owns/manages the state catalog. MarketPlace team will manage cross-reference between PeopleSoft (PS) Item Master and Vendor Item numbers; SFS catalog in PS will limit what purchasers can buy.

Buyer must currently follow NYS procurement guidelines – no SFS thresholds would inherently stop the violation of the state procurement process. The catalog would restrict buyers to contracted vendors/items.

Availability of items outside of catalog (without item number) would require SFS requisition and review prior to creating a PO.

Every contract has to have open item ordering.

Policy question – Should an agency be allowed to use vouchers to order an item without a PO (current P contract customization captures P contract on voucher)?
It won't capture procurement intelligence.

OGS envisioned that e-Invoicing would help large vendors (National Grid, Cardinal Health) without a PO creating an e-Invoice to be submitted as XMLs to the SFS. Possible use of MarketPlace as the vendor entry point into the SFS to avoid potential internet security issues; this has not been decided yet. Duplication of effort?

This requires a discussion with EE1 project officers and the SFS Joint Governance Board (JGB). From the EE1 perspective, eSettlements will still be the standard integration for a statewide e-Invoice solution.

Could OGS MarketPlace system vendor be used to register vendors in MarketPlace/eSettlements? OSC Vendor Management Unit (VMU) will still be involved in e-Invoicing registration process. Keeping registrations in sync will be critical.

Caution about tying too many processes into the MarketPlace which will require involvement of system vendor. Let the SFS carry most of the process load.

Need to consider “never phase” agencies.

Policies surrounding MarketPlace use need to be discussed further. Concern about governance/connection points identified.

What constitutes SFS involvement surrounding MarketPlace go-live? Still undefined, need to firm up so the tasks can be added into the plan and identify resources. By EE1 Charter, eSettlements and e-invoicing is the scope of work.

Need to determine what purchasing/procurement decisions would require governance involvement (policy/management)