



Statewide Financial System Program Agenda/Minutes

Date:	April 23, 2014	Time:	1:00 p.m. – 3:00 p.m.
Subject:	MarketPlace	Location:	Training Room A
Meeting Facilitator:	Jim Beswick	Minutes Prepared by:	Jim Beswick
Objective:	MarketPlace/Statewide Financial System (SFS) Assumptions in Relation to Item Master		

Attendees:					
Susan Filburn (OGS)	X	Erin Boyce (OGS)	X	Elliott Menchel (SFS)	X
Bhagya Thirumuru (SFS)	X	Erika Zaragoza (SFS)	X	Mike Cousins (SFS)	X
Ed Bouryng (SFS)	X	Jim Schumacher (SFS)	X	Paul Kalinowski (SFS)	X
Mike Mullin (SFS)	X	Kim Martin (SFS)		Jim Beswick (SFS)	X
Denise Davis (SFS)		Don Wynn (SFS)	X	William Arevalo (SFS)	X

Agenda:

What	Who	Time
Review of Assumptions Concerning the Operation of the MarketPlace Document.	All	120 minutes

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Office of General Services (OGS) Request for Quotation (RFQ) technical requirements to SFS for final review prior to submission to vendor.	Susan Filburn	4/28/14		
Redraft Item #4 to refer to SFS as system of record for contractual financial information and to clarify Preferred Vendors.	Mike Mullin	Completed		
Regarding Item #5, develop list of data fields not to change in the SFS for OGS review.	Mike Cousins	5/5/14		
Regarding Item #6, determine responsibility for updating ordering contracts.	Susan Filburn	5/5/14		
Redraft Item #7 to include discussion points.	Ed Bouryng	5/5/14		
Review bulkload processes to determine options for purchasing through MarketPlace without using PCards.	Moss Cail/Bhagya Thirumuru	5/5/14		
Complete OGS RFQ requirements to SFS for final review/comment.	Susan Filburn	5/5/14		
OGS to research what potential MarketPlace implementers can provide regarding the purchasing of restricted items (weapons; pesticides; prescription drugs).	Susan Filburn	5/5/14		
Review the OGS/Citibank contract to determine if when a vendor was paid with a PCard in MarketPlace, the resulting Purchase Order (PO) ID could be sent directly to Citibank. If so, will add to their system requirements.	Susan Filburn	5/5/14		

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NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Establish SFS use of Preferred Vendor features in Purchasing to support CorCraft and the other preferred vendors	Cousins/Bhagya	5/16/14		
Provide revised set of MarketPlace-SFS design decisions after meeting minutes are distributed	Wynn/Beswick	5/16/14		
Business process required to allow vendor in MarketPlace responsibility to map their item ID to NYS Item ID where applicable.	TBD	5/30/14		

The Following Decision(s) Have Been Made
Decision: N/A

Notes:

Assumptions document provides the foundation of how SFS assumes MarketPlace will function. (Note: original document numbered to facilitate referencing).

- Item #1 - The phrase “State Employees Not in SFS” refers to those purchasing from bulkload agencies. Assumes that MarketPlace transactions from a bulkload agency would be paid using PCards only.
- Item #2 - Revised to read “Users categorized as State Employees will be further categorized as to Business Unit.”
- Item #3 - OGS desire to have vendors in eSettlements and using MarketPlace by fall 2014. Last line of assumption could be revised to read “the vendor must also be setup as an eSettlements vendor before the SFS can accept an electronic invoice from the vendor in MarketPlace.”
- Item #4 - Agreed to delete the first sentence as some State organizations (Corcraft; Industries of the Blind; Office of Mental Health) do business with other agencies under preferred vendor status and no formal contract. OGS could set master contracts for those organizations. Preferred vendor status may possibly be implemented through the Item Master as a Priority One Vendor. Would need to be reviewed to determine if issues/restrictions. Might also affect AutoSourcing.
- Item #5 - Changes should be allowed to quantity but only in the MarketPlace shopping cart, not in the SFS. Need to confirm other fields not to be changed in the SFS.
- Item #6 - Items in the MarketPlace will be separated by category. The Item Category designation must appear on the requisition. MarketPlace and SFS will need to use the same item categories. These will need to be reviewed/updated in the SFS as the system of record – MarketPlace must stay in sync. Each contract should include an

open line for ordering other items not listed in the contract. Managing the Item Master key process. If an item is ordered multiple times under an open item, it should be considered for creation of an Item Master. Agreed that NYS Item ID supersedes Vendor Item ID – NYS only recognizes NYS Item ID. Agreed that vendor in MarketPlace has responsibility to map their item IDs to NYS Item ID where applicable.

Item #7 - Need to determine under which scenarios MarketPlace will provide SFS with a requisition or a PO. Scope concern involving the effect of PCard reconciliation for bulkload agencies may require policy decision. SFS should have the ability to accept direct POs from MarketPlace but by policy may require a requisition. Could bulkload agencies do non-PCard transactions in MarketPlace to begin and then PCard later? OGS to consider the option of a timeline for MarketPlace implementation that would have bulkload agencies starting later to allow them to come online as not to affect bulkload PCard reconciliation initiatives.

How will purchasing of restricted items (weapons; pesticides; prescription drugs) occur? OGS will manage these using the catalog as a filter to limit which vendors/items can be viewed by specific Business Units.

Discussion moved to the Units of Measure on MarketPlace Orders section.

Item #20 - Unit of Measure (UOM) would not be specified on the open ordering contract line.

Item #22 - Need ability to have multiple UOMs for an item (e.g., each/box). OGS revising requirements to indicate “NYS standard unit of measure conversion”.

Item #24 - Revised to read “all lists associated with UOMs and UOM conversions are dynamic...”. OGS to add to their MarketPlace requirements. MarketPlace to give list of valid NYS item IDs to vendors. Vendors use to map their item numbers to the appropriate NYS ID and return mapping to OGS. Need to verify governance for accuracy of the relationship between vendor item ID and the NYS item ID matched to it and how corrections are managed. OGS indicated that a process currently exists.

Discussion moved to Use of NYS Item IDs

Item #15 - Would OGS allow a vendor to post a complete catalog with a blanket percentage discount off of all items? This would cause a vendor item ID to be used without a corresponding NYS item ID. In current State process, purchase would require a RFQ and three quotes in order to acquire. OGS confirmed that all MarketPlace items would be specifically identified in the contract and should have a NYS item ID.

Would all requisitions generated from the MarketPlace have NYS item IDs? OGS agrees that this is their expectation. On that basis, items #16-19 may not be concerns.

Discussion moved to PCards

Item #29 - This was not initially an OGS requirement but could be addressed in the future. Is it possible that, if vendor was paid with a PCard in MarketPlace, the resulting PO ID could be sent directly to Citibank? OGS will review the Citibank contract to determine if allowed and, if so, will consider adding to their requirements.

SFS asked for OGS to review the Technical Assumptions as requirements necessary for MarketPlace to interface with eSettlements. The only concern immediately visible was the ability for MarketPlace to transmit data using SFTP or SMTP as these are not currently in OGS' requirements. OGS requested that SFS review their technical requirements for completeness once revised.