

EE1: Procurement Contracts In and Out of Scope Requirements Detail

| | Requirement Description | PS Fit/Gap | | Recommended Solution | | Scope | |
|------------|--|------------|--|--|-----------------------|--|---|
| Req ID | Statewide Requirement Description | Fit/Gap | Solution Comment | Solution Comments/Assumptions | Solution Full/Partial | Final Requirement Scope (In Scope or Out of Scope) | Gap In-Scope & Out-of-Scope Sub-classification |
| POC-01.007 | The ability to enter and track amendments to contracts per definition of NYS amendment and maintain amendment history. | Gap | Non-approval of amendments causes an issue with delivered functionality. | Required for re-architected contract process to sync up with CAM. Customization to delivered Contract 'Version' process. Business process changes on how contract Amendments are handled Part of Amendment solution. | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.009 | The ability to re-use the contract number through the life of the contract including non-approvals | Gap | PS does not allow users to the ability to assign a unique Contract ID when creating contracts from the Req/RFQ, contract ID's are system generated. 9.0 customization in place allows this, but the re-architected process would not align with the customization. | Auto Numbered Contract ID would be used thru the life of the contract, issue is with how CAM adds a sequence # or a 'Z' to those that are not approved. Issue is with keeping PS and CAM in sync with regards to Contract ID. Need to address the sequence numbering in CAM. Per glossary Contract ID is the system auto-generated ID and Contract Number is the unique number assigned by NYS Agency. Part of Amendment Solution | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |

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| POC-01.022 | The ability for OSC to update a contract begin, contract end and add/update Renewal begin dates for contracts under OSC review | Gap | <p>PS allows users with appropriate security access the ability to modify Contract information as long as the Contract is in an Open Status, once Contract is in an Approved Status, no updates can be made. Gap - Contract would not be in an Open status, but in Pending OSC Approval and no updates could be made. Met by existing CAM functionality in 9.0</p> | <p>Statuses are key to integration with CAM. Customization to add additional Status options on Contracts and to allow Contracts to be modified in a status other than 'Open'. Once in Pending OSC Approval, Agencies should not be able to change contract. Functionality exists in 9.0. Renewal amendment begin date will remain in CAM, changed from Full to Partial.</p> <p>Part of Amendment Solution</p> <p>Any change to the Contract document will generate a new amendment request that will need to be approved by BOC. Question on business practice, should BOC be able to initiate an amendment request?</p> <p>There appears to be no customization required here. The decision was made that OSC will make their contract changes in the contract component - a business process change. Customizations in 9.0 to prevent this will be removed.</p> | Full | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |

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| POC-01.032 | Ability to reopen all contracts that were closed at the completion of a contract lifecycle for further procurement activity | Gap | Contract Status issues. Only BOC can do today | <p>Contract Status issue, in what Status can contract be reopened (Inactive, On Hold, Closed). Only OSC can reopen an Inactive, On Hold or Closed contract. To prevent existing POs against contract from being processed, they could be placed On Hold.</p> <p>PO: This solution needs to be revisited based on the conceptual design for contract amendments.</p> <p>Action: Business Process question, who should have access to close and reopen a contract?</p> <p>EBMM: This should be a partial solution. Through business process, a contract may be re-opened. No re-opening of multiple contracts supported. No customization here supported so no customization work/complexity.</p> | Partial | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |
| POC-01.047 | Ability to have multiple amendments pending approval associated to a contract | Gap | Delivered functionality only allows for 1 Amend/Version of a Contract to be Pending Approval at a time. | Goes against PS delivered functionality. Needed to ensure PS and CAM are in sync. Part of Amendment Solution. | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.001 | The ability to capture purchasing contract type as an attribute on the contract (For example - lease contracts/ goods and services) | Gap | Purchasing Contract Type is not a delivered field | <p>Required if doing away with unique contract numbering. Adding a field to capture the Contract Type to the Contract Header page so that delivered contract auto-numbering can be used. New field will need to go over to CAM.</p> <p>There will be business process changes. The contract number change will have an impact on reports and data warehouse. Part of Contract/Audit Type solution.</p> | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |

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| POC-01.010 | The ability to identify Business unit, Department and Contract number associated to a contract | Gap | PS provides the ability to identify Contract ID, BU and Dept. on contract. The BU and Dept. are specified at the Contract Distribution Line level, however the NYS wants the contract id (the middle portion of the existing contract id) and the Department ID which is not the funding department on the distribution lines. (existing contract id format - DOC01-ABCD1234-3250271). | Needed if doing away with unique contract numbering. Customization to add new fields to Contract Header page to capture BU, Dept., from existing PS BU/Dept. tables. Free form field to capture NYS Contract #. Fields would need to go over to CAM Part of Contract Numbering Solution. | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.016 | The ability to capture - <ul style="list-style-type: none"> • Contract amount • Contract number • Contract Description • Contract period (start/end date) • Contract execution date • Contract type | Gap | All fields will be captured with the exception of Contract Type, contract execution date. | Tied to Requirement POC-01.001 (Gap) on how capturing Contract Type will be addressed. Execution Date (Approval Date) is captured on the Contract Activity Log in CAM, but will not be added as a custom field. Changed to Partial. Part of Contract/Audit Type solution. | Partial | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.059 | Require the following fields when creating procurement contracts: <ul style="list-style-type: none"> • Contract amount • Vendor Name/Id • Contract number/id • Contract Description • Contract period (start/end date) • Contract execution date • Contract type • Audit Type | Gap | All fields will be captured with the exception of Execution Date and Audit Type, not delivered fields. | Add new field to Contract Header for Audit Type, this drives what goes into CAM Functionality exists in 9.0 . Execution Date (Approval Date) can't be required field at time of contract creation, is based on contract approval. Changing to Partial. Contract Type addressed by gap POC-01.001. Part of Contract/Audit Type solution. | Partial | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.085 | The ability to associate contract to specific OSC audit review team (TGG, TQM, TBV, etc.) (Requirement ID PC037) | Gap | OSC audit review team not a delivered PS field. Met today by a customization in 9.0 | Currently functionality, must be moved to 9.2 Part of Contract/Audit Type solution. Action: Check to see if the decision to move to Contracts for all procurements and get rid of the policy of routing PO's over the threshold to BOC for audit/approval. If this is the decision then we will need to remove the custom logic from the PO Component to not route documents to the BOC. | Full | In Scope | 2 Retrofit 9.0 Custom As-Is (Gap In-Scope) |

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| POC-01.008 | The ability to provide functionality for users to assign a unique identification number to each contract | Fit | This is Fit as long as the Contract is not Canceled. Once a Contract ID is canceled, the ID can't be reused. | A significant change to how contract numbering is done today. Impact would be statewide. GFO needs to be updated to reflect the new contract numbering procedures. Add a custom field to capture the unique ID to the Contract Header. Part of Contract Numbering solution | | In Scope | |
| POC-01.017 | The ability to search/ inquire all contracts and amendments based on - <ul style="list-style-type: none"> • Business Unit (custom field) • Vendor Name • Vendor ID • Contract id NYS Contract ID (custom field) • Contract type (custom field) • Approval date • Item id • Department id (custom field) • Contract status • Sequence # • Contract Start Date • Contract End Date | Gap | Delivered fields are: Contract ID Contract Version Version Status Vendor Name Master Contract ID | Add additional search fields to Inquiry page. Also depends on custom fields (Contract Type, NYS Contract #, BU, Dept. ID) being added to Contract page. PO: Limit the customization to Contract Type & NYS Contract Number, Contract Owning BU, Contract Owning Dept ID. This is only on the contract inquiry page. Amendments will be covered under the amendment re-architecture. | Partial | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.034 | The ability to capture LTD/YTD expenditure/receipt and remaining amount, and the individual transactions that comprise those amounts | Gap | PS does not track LTD/YTD expenditures for a contract. Remaining Amount is available. All transactions associated to the Contract are available on the Contract Document Status page. | 9.0 customization in place, being moved to 9.2. Need to modify to include Contract Lines. Part of LTD/YTD solution. This needs to be addressed within the Statewide Reporting solution. | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.053 | The ability to track LTD/YTD expenditures against a Master Contract | Gap | PS does not track LTD/YTD expenditure activity by Contract. | 9.0 customization in place today, moving to 9.2 Part of LTD/YTD solution. | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |

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| POC-01.070 | The ability to capture LTD/YTD expenditure/receipts and remaining amount, and the individual transactions that comprise those amounts by PO | Gap | PS delivered does not track LTY/YTD expenditures | <p>PS delivered does not track LTD/YTD. 9.0 customization meets this need today. Part of LTD/YTD solution. This would be partially met as Revenue Contracts will no longer be captured within Procurement contracts.</p> <p>Cross checked with the Revenue Contracts solution to ensure tracking receipts is addressed. Checked with AR/Billing; plan is to continue to use direct journal 9.0 customization to capture the revenue contract # on misc. receipts, no change on bulkload process.</p> | Partial | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.045 | The ability to restore the remaining purchase order amount to the available contract value upon Purchase Order closure or cancellation or finalization. Should never update Contract Release Amount. Force Close issue | Gap | PS will only restore the remaining amount back to contract if PO/PO Line is Canceled. Closing or Finalizing does not restore the Contract Remaining Amt. Should never update Contract Release Amount. Force Close issue | <p>Customization to track/restore balances to Contract without directly altering Release Amount . Currently back end updates are made to adjust that amount. Hard to determine what is the true correct amount. Issues arise when PO has been closed and need to add money back to the Contract.</p> <p>PO: Issues are caused with the Force closing of PO's around Lapsing and custom PO Close process. Part of EE1 will need to modify these processes. During EE1 we will modify the Lapsing and PO Close processes to create PO Changes to reduce the PO down to the expended amount and close the PO. Update/business process change for the changes to Period End, Lapsing and FYE changes will be needed.</p> | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |

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| PO-01.05 | The ability to adjust funding reservation prior to final approval of a contract or contract amendment | Gap | As delivered PS does not allow adjustments to the funding reservation (Requisition) once it has been associated to an RFQ. Req Line Status is set to Sourcing Complete and the fields on the Requisition are inquiry only. Regardless of the Contract status, adjustments to the Requisition are not available. For Amendments, the newest Version of the Contract would need to be in an Approved Status before it could be associated to a Requisition/Purchase Order. Principals of the pre-encumbrance (Req) supports funding throughout the contract process so that when the BOC approves the contract/amend, there is an associated pre-encumbrance to support the action. | Customization would be needed to allow Reqs to be edited after being Sourced to RFQ and associated to Contract. Relates to Contract non-approvals. | Full | In Scope | 4 New Enhancement - Gap Solution (Gap In-Scope) |
| POC-01.049 | The ability to assign value added resellers to Master contract | Gap | PS delivered does not allow for multiple vendors to be assigned to a Contract. | 9.0 customization moving to 9.2 Part of VAR solution Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.050 | The ability to add or inactivate or delete Value Added Resellers to a Master Contract | Gap | PS delivered does not allow for multiple vendors to be assigned to a Contract. | 9.0 customization moving to 9.2 Part of VAR solution Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.051 | The ability to create a Purchase Order (PO) against a Value Added Reseller and Primary Vendor, and reference the Master Contract. | Gap | PS delivered does not allow for multiple vendors to be assigned to a PO, | 9.0 customization moving to 9.2 Part of VAR solution Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |

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| POC-01.052 | The ability to report Master contract Procurement and voucher/payment activity by VAR and primary Vendor | Gap | PS does not have a report for Contract Activity by VAR | Custom report needed dependent on VAR Vendor/Vendor Location solution Part of VAR solution. Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.082 | The ability to create a Purchase Order (PO) against a value added reseller and primary and secondary vendor, and reference the Agency Master Contract (including at the time of Agency Master Contract creation necessary for guaranteed purchases being conducted) | Gap | PS delivered does not support VAR. Option not available for Bulkload | Solution for VAR Master Contracts (POC-01.049) would address this requirement as well. Part of VAR solution. These are not duplicates of POC-01.049 Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| POC-01.083 | The ability to report Agency Master Contract Procurement and voucher/payment activity by VAR and primary/secondary vendor | Gap | PS delivered does not support VAR. Option not available for Bulkload | Solution for VAR Master Contracts (POC-01.049) would address this requirement as well. Part of VAR solution. These are not duplicates of POC-01.049 Updated Complexity to Advanced , VAR customization moving forward but needs to be modified to include Contract Line(s). | Full | In Scope | 3 Retrofit 9.0 Custom with Change (Gap In-Scope) |
| PO-01.01 | The ability to carry over pricing automatically from a contract onto the purchase order/requisition and payment terms onto the Purchase Order | Fit | PS has the ability to carry over the pricing from the Contract onto the Requisition/Purchase Order., assuming the lines on the contract are created relative to a specific item or pricing. The price entered on the Contract Line will automatically populate on the Requisition/PO line once the line is associated to the Contract/Contract line. Payment Terms will also carry over to the PO, but Pay Terms setting is BU specific. | PS has the ability to carry over the pricing from the Contract onto the Requisition/PO., assuming the lines on the contract are created relative to a specific item or pricing. Payment Terms will also carry over to the PO, but Pay Terms setting is BU specific. | Full | In Scope | |

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| PO-01.02 | The ability to enforce contract pricing on a Purchase order | Fit | PS Procurement Contracts has a Price Can be Changed on Order setting, that if not checked, the price on the Contract, when associated to the PO will be enforced and can't be changed. | PS Procurement Contracts has a Price Can be Changed on Order setting, that if not checked, the price on the Contract, when associated to the PO will be enforced and can't be changed. | Full | In Scope | |
| PO-01.04 | The ability to maintain and report an audit trail of changes and updates to purchase orders, requisitions and PO change orders related to contracts | Fit | PS provides the ability to track changes to Reqs and POs using the Review Change History inquiry pages. | PS delivered Review Change History inquiry pages meets this requirement | Full | In Scope | |
| POC-01.002 | The ability to reserve and maintain the full amount expected to be obligated during the period for which the appropriation is provided. | Fit | Req (Pre-encumb) associated to RFQ and Contract will reserve the full amount of the expected obligation. | Change management involved. Policy & Process changes. Needed for re-architected process to work. | Full | In Scope | |
| POC-01.004 | The ability for BOC to monitor agency compliance with the funding reservation requirement. | Fit | The eProcurement Manage Requisitions page can be used to validate the Req ID has a Valid budget status. Requisition Inquiry page allows users to drill down to review chartfield (funding reservation) info. | Delivered functionality | Full | In Scope | |
| POC-01.005 | The ability to copy an existing contract to create a new contract including contract lines | Fit | PS Procurement Contracts provides the ability to create a contract by copying from an existing contract | Delivered functionality | Full | In Scope | |
| POC-01.006 | The ability to add and modify a contract. | Fit | PS provides users with the appropriate security access to Add/Update contracts. | Delivered functionality | Full | In Scope | |
| POC-01.011 | The ability for each contract and contract amendment submitted to OSC have a unique identifier | Fit | PS assigns a unique Contract ID when creating contracts from the Req/RFQ, contract ID's are system generated. Also, for Amendments, PS assigns a Version # to the Contract Header, not to the Contract ID. | Delivered functionality | Full | In Scope | |
| POC-01.012 | The ability to associate a procurement contract to a grant funding source. | Fit | PS has the ability to enter Chartfields (funding sources) directly on the contract and allows Reqs/POs with multiple distribution lines to be associated to a Contract/Contract Line. Indirectly into ESA | Delivered functionality | Full | In Scope | |

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| POC-01.013 | The ability to associate a procurement contract to a project funding source. | Fit | PS has the ability to enter Chartfields (funding sources) directly on the contract and allows Reqs/POs with multiple distribution lines to be associated to a Contract/Contract Line. Indirectly into ESA. | Delivered functionality | Full | In Scope | |
| POC-01.014 | The ability to populate vendor id/name in a contract with data from the vendor file | Fit | PS allows users to search/enter Vendor info on a contract by either Vendor ID or Vendor Name. Vendor must exist in the PS Vendor Master. After selecting either the Vendor ID or Name, the Vendor info will populate onto the Contract. | Delivered functionality | Full | In Scope | |
| POC-01.015 | The ability to associate a Procurement Contract to a specific Vendor Contact and specific Vendor Address for procurement of goods and services related to the contract. | Fit | PS allows users the ability to associate a Vendor ID/Name and Vendor Contact to a Contract as long as the Vendor info exists in the PS Vendor Master. | Vendors already have access to add/update their contact info via the eSupplier portal | | In Scope | |
| POC-01.020 | The ability to associate receipts of goods and/or services to a contract | Fit | Any Receipt created for a PO that references the Contract will be associated to that Contract. All documents associated to the Contract will be visible on the Contract Document Status page. | Delivered Contract Document Status inquiry will provide information | Full | In Scope | |
| POC-01.021 | The ability to associate multiple funding sources to a procurement contract. | Fit | PS allows Reqs/POs with multiple distribution lines to be associated to a Contract/Contract Line. | Delivered distrib line functionality | Full | In Scope | |
| POC-01.023 | The ability to prevent further procurement activity on all contracts i.e. Suspend contract | Fit | PS does not allow the ability to put a contract On Hold when there are already open POs associated with it. | Policy/Process change on using delivered 'On Hold' functionality | Full | In Scope | |
| POC-01.024 | The ability to release unused funds for undelivered orders on a Purchase order that is tied to a suspended contract | Fit | PO Change Order would release the unused funds and update the Contract Releases Amt accordingly. | Delivered PO Change Order functionality. | Full | In Scope | |
| POC-01.025 | The ability to prevent further payment activity on a contract | Fit | PS provides functionality of putting Purchase Orders and/or Vouchers On Hold to prevent further activity. | Requires using delivered On Hold functionality. | Full | In Scope | |

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| POC-01.026 | The ability to reactivate a suspended contract to allow for procurement and payment activity | Fit | PS provides the ability to place a Contract On Hold as long as there are not active transactions associated with it and the Contract can be reactivated by users with appropriate security access. | Delivered functionality allows contracts placed On Hold to be reactivated. | Full | In Scope | |
| POC-01.027 | The ability to capture statuses and changes to the statuses on all contracts (Note: Key statuses identified approved, cancelled, suspended, closed) | Fit | This is a Fit as long as On Hold is the same as Suspended. There is no Suspended Status. Status changes can be tracked using the Contract Change History. | Policy/Process change on the use of the Contract Statuses | Full | In Scope | |
| POC-01.028 | The ability to manage the internal agency workflow of the contract | Fit | PS Requisition workflow will serve as the approval process for the transactional activity related to a Contract. | Requirement being met be Req workflow Action: Need make sure the Workflow team has the informaiton to exclude BSC from the Contract Approval process. BSC may still need to be included in the approval process for Req's related to ordering. | Full | In Scope | |
| POC-01.029 | The ability to close all contracts at the end of contract lifecycle | Fit | PS provides the ability to Close a Contract. | Contracts may be closed as long as any associated document (PO) have been closed | Full | In Scope | |
| POC-01.030 | The ability to close all contracts prior to completion of contract lifecycle | Fit | All associated transactions must be Closed before Contract can be closed. | Contracts may be closed as long as any associated document (PO) have been closed | Full | In Scope | |
| POC-01.031 | The ability to reopen all contracts that was closed prior to completion of contract lifecycle for further procurement activity | Fit | All associated transactions must be Closed before Contract can be Closed, but if the Contract is set to Closed, PS allows the option to ReOpen the Contract. | Policy change for OSC on when and how a Closed Contract can be reopened. | Full | In Scope | |
| POC-01.033 | The ability for agency to review and correct administrative errors on a contract prior to submission for approval for example - Typos | Fit | PS allows users with appropriate security access the ability to modify Contract information as long as the Contract is in an Open Status, once Contract is in an Approved Status, no updates can be made. Contract ID is not correctable field. | As long as the contract is in an Open status, modifications can be made. Once contract is any other status, no changes can be made. If Approved, any changes would be made by creating a new Version (Amendment) | Full | In Scope | |

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| POC-01.035 | The ability to notify that the contract expiration date has passed when processing a procurement transaction | Fit | Notification when trying to create a Req. Contract not available for use on PO if the PO date not within Contract Begin/End Date. System does not allow Contract Releases for date ranges not within Contract Begin/End date. | System prevents Contract Releases for date ranges not within Contract Begin/End date. | Full | In Scope | |
| POC-01.036 | The ability to capture and view all contract amounts; original and amendments. | Fit | PS Contract Version Control allows users to see original amount and any amended amounts (new Versions) of Contracts. Changes can also be tracked using the Contract Change History page. | Delivered Contract Change History as well as Contract Version Control satisfy this requirement | Full | In Scope | |
| POC-01.037 | The ability to route contract for approval | Fit | Met by Req workflow | Requirement being met by Req workflow | Full | In Scope | |
| POC-01.039 | The ability to identify all contracts that are due to expire within a date range | Fit | PS offers a delivered Contracts Expirations report with Date Range as part of the selection criteria. | Delivered report available | Full | In Scope | |
| POC-01.040 | The ability to track history of non -amendment changes to all contracts | Fit | PS Contract Change History will track all changes to a Contract, non amendments and new Versions | PS delivered Contract Change History will track all changes to a contract | Full | In Scope | |
| POC-01.041 | The ability to see all related transactions associated to a contract (Requisitions, Purchase Orders, reserved funds, Receipts, Vouchers, Payments and adjustments or changes there to) | Gap | PS Contract Document Status will show all transactions associated to a Contract. Contract Change History page will show all changes to a Contract. | Delivered Contract Document Status page meets this requirement. Delivered will show all Reqs, POs, Rcpts, Vchrs and Pymnts, but will not track adjustments/changes. Would need to use the Review Change History page. | Partial | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |
| POC-01.042 | The ability to capture all agencies utilizing a contract agreement | Fit | Fit if the PS Review Contracts by PO inquiry will meet the need. It will display all POs associated to a Contract by BU. No delivered report. | Delivered Review Contracts by PO Inquiry available as well as looking at the Contract PO Defaults to see which Agency (BU) has access to release against Contract | Full | In Scope | |

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| POC-01.043 | The ability to drill down from contract funding reservation information to the appropriation and segregation information. | Gap | Both Requisitions and PO inquiry pages allow users to drill down to the Distribution level to see all chartfields (funding). | Delivered drill down options on distrib lines meets this requirement. PS provides the ability to drill down to chartfields on the Contract or using the Contract Document Status can drill down to the associated Requisition and it's chartfield values. | Partial | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |
| POC-01.044 | The ability to restore refund or adjustments to the available contract value | Gap | This is a Fit as long as PO Change Orders can be done against the PO associated to the Contract. | Originally supposed that delivered PO Change Order satisfies this requirement. However, refund of appropriations would not automatically update contract, changed to Gap/Partial. | Partial | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |
| POC-01.046 | The ability to identify the amount of contract value that is released and remaining to be released. | Fit | PS Procurement Contract Header and Contract Line will display both Remaining Amt and Released Amt. | Delivered Contract Header and Line information captures what was released and what is remaining | Full | In Scope | |
| POC-01.048 | The ability to create Master contract - Centralized contracts | Fit | PS allows the ability to create Master (Corp) Contracts that can be used by all BUs (agencies) | PS delivered Contract option to flag a contract as Corporate (Master - All Bus) | Full | In Scope | |
| POC-01.054 | The ability for multiple agencies to purchase against Master Contracts | Fit | PS Procurement Contracts flagged as Corporate (Master) Contract allows for all BUs (agencies) to purchase against it. | PS delivered Corporate Contract flag on contract header indicates contract is available for all BUs | Full | In Scope | |
| POC-01.055 | The ability to spend above the contract max amount of a master contract. (BOC does not agree with this requirement and the system should limit spending against a master contract to the approved contract max amount.) | Fit | PS delivered does not allow transactions against a contract to exceed the Contract Max or Contract Line Max Release Amounts. Fit - User with appropriate access would increase Contract Max Amount to allow further transactions (per email with Sue Filburn -NYSPro) | PS delivered Threshold Notifications could be setup on master contracts to notify user(s) when a contract was within a specified remaining amount so appropriate action could be taken. | Full | In Scope | |
| POC-01.056 | The ability to restrict ordering and spending against contracts or amendments that are not approved | Fit | Fit - PS does not allow POs to be created referencing Contracts that are not in an Approved Status. | PS delivered functionality prevents transactions against un-approved contract or Version (Amendment). | Full | In Scope | |

EE1: Procurement Contracts In and Out of Scope Requirements Detail

| | Requirement Description | PS Fit/Gap | | Recommended Solution | | Scope | |
|------------|--|------------|---|--|-----------------------|--|--|
| Req ID | Statewide Requirement Description | Fit/Gap | Solution Comment | Solution Comments/Assumptions | Solution Full/Partial | Final Requirement Scope (In Scope or Out of Scope) | Gap In-Scope & Out-of-Scope Sub-classification |
| POC-01.057 | The ability to prevent spending beyond the approved Contract amount | Fit | PS delivered Contract functionality will prevent transactions from exceeding the Contract Max Amt and the Contract Line Max Release Amt specified on the Contract. | Policy/process change for NYS, today can overspend on Master Contracts | Full | In Scope | |
| POC-01.058 | The ability to ensure a liability falls within the contract begin and end dates | Fit | Contract not available for use on PO if the PO date not within Contract Begin/End Date. System does not allow Contract Releases for date ranges not within Contract Begin/End date. | System prevents Contract Releases for date ranges not within Contract Begin/End date. | Full | In Scope | |
| POC-01.063 | Ability to identify a contract as a single or multi-agency use. If multi-agency, ability to identify all agencies authorized to use the contract | Fit | PS provides the ability to flag a Contract as a Corporate Contract (multi-agency use), if not flagged as a Corporate Contract, BU (Agency) must be specified on the PO Defaults page which then only allows that BU (agency) to create POs against the contract | Delivered Contract settings and defaults meets this requirement | Full | In Scope | |
| POC-01.068 | The ability for NYSPRO to reactivate a suspended MASTER contract (similar to PC-024). | Fit | PS provides the ability to place a Contract On Hold as long as there are not active transactions associated with it and the Contract can be reactivated by users with appropriate security access. | PS provides the ability to place a Contract On Hold as long as there are not active transactions associated with it and the Contract can be reactivated by users with appropriate security access. | Full | In Scope | |
| POC-01.073 | Ability to enter a contract before or after the contract start and end dates. | Fit | PS provides the ability to back/future date contracts and/or POs | Delivered functionality allows the ability to back/forward date | Full | In Scope | |
| POC-01.074 | The ability to associate a procurement contract to one or more grant funding sources. | Fit | PS provides the ability for Contracts to be associated to Reqs/POs with multiple funding sources | PS allows for multiple fundings sources Req/PO | Full | In Scope | |
| POC-01.075 | The ability to associate a procurement contract to one or more project funding sources. | Fit | PS provides the ability for Contracts to be associated to Reqs/POs with multiple funding sources | PS allows for multiple fundings sources Req/PO | Full | In Scope | |
| POC-01.076 | Ability to restore encumbrances when a refund of appropriation is entered against a contract or PO. | Gap | This is a Fit as long as PO Change Orders can be done against the PO associated to the Contract. | PO Change Order option meets this requirement. Refund of Appropriation is the Gap. Changed to Gap/Partial | Partial | In Scope | 1 Partially Met, Delivered Only (Gap In-Scope) |

EE1: Procurement Contracts In and Out of Scope Requirements Detail

| | Requirement Description | PS Fit/Gap | | Recommended Solution | | Scope | |
|---|--|------------|---|--|-----------------------|--|--|
| Req ID | Statewide Requirement Description | Fit/Gap | Solution Comment | Solution Comments/Assumptions | Solution Full/Partial | Final Requirement Scope (In Scope or Out of Scope) | Gap In-Scope & Out-of-Scope Sub-classification |
| POC-01.077 | Ability to track obligations of each agency separately against Master Contracts as needed without displaying data for other agencies. (See POC-01.054) | Fit | PS offers a delivered inquiry option Review Contract by PO, but does not restrict results by BU (Agency) | PS delivered Review Contract by PO inquiry available | Partial | In Scope | |
| POC-01.080 | The ability to create Agency Master Contract – centralized contracts for agency (currently PA-Contracts) | Fit | PS delivered PO Defaults on Procurement Contracts page provides this capability. Not available for Bulkload agencies | Delivered PO Defaults on Contract page meets this requirement | Full | In Scope | |
| POC-01-067 | The ability for NYSPro to correct/modify administrative errors (i.e., typos) on a MASTER contract, regardless of OSC approval or not (NYSPro does not require OSC approval for centralized contracts). | Fit | PS allows users with appropriate security access the ability to modify Contract information as long as the Contract is in an Open Status, once Contract is in an Approved Status, no updates can be made. Contract ID is not correctable field. | NYSPro will only be able to modify contracts in an Open status. Once Approved, only way to modify is to create a new Version (Amendment) | Partial | In Scope | |
| Key for Column H Codes: | | | | | | | |
| 1. Partially Met, Delivered Only (Gap In-Scope) | | | | | | | |
| 2. Retrofit 9.0 Custom As-Is (Gap In-Scope) | | | | | | | |
| 3. Retrofit 9.0 Custom with Change (Gap In-Scope) | | | | | | | |
| 4. New Enhancement - Gap Solution (Gap In-Scope) | | | | | | | |
| 5. New Enhancement - Report Solution (Gap In-Scope) | | | | | | | |
| 6. Charter - Met by Post-EE1 Module (Gap Out-of-Scope) | | | | | | | |
| 7. Charter - Outside of Charter Scope (Gap Out-of-Scope) | | | | | | | |
| 8. Analytical Report - Data Warehouse (Gap Out-of-Scope) | | | | | | | |
| 9. Contrary to Best Practice Design (Gap Out-of-Scope) | | | | | | | |
| 10. Duplicate Requirement (Gap Out-of-Scope) | | | | | | | |
| 11. Risk/Reward Project Officer Decision (Gap Out-of-Scope) | | | | | | | |
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