



Statewide Financial System Program Agenda/Minutes

Date:	4/4/2014	Time:	10:00 AM
Subject:	Procurement Contracts	Location:	Training Room A
Meeting Facilitator:	Dolores Tuthill	Minutes Prepared by:	Dolores Tuthill
Objective:	Discuss Requirement of Multiple amendments with a Status of Pending Approval		
Presentation:	EE1 Procurement/Revenue Contract Amendments Solution Recommendations 4/4		

Attendees:					
Sarah Stocklas –OSC	X	Paul Kalinowski – SFS	X	Ed Bouryng – SFS	X
Peter VanderVeer – OSC	X	Jim Schumacher – SFS	X	Barbara-Jean Heinbach – SFS	X
Kelli Brandoline – OSC	X	Sri Lakshmikanth – SFS	X	Mike Cousins – SFS	X
Dolores Tuthill – SFS	X	Bhagya Thirumuru – SFS	X	Mike Mullin – SFS	X

Agenda:

What	Who	Time
<ul style="list-style-type: none"> Office of the State Comptroller’s (OSC) Bureau of Contracts (BOC) and the Statewide Financial System (SFS) to discuss the requirement for multiple amendments with a status of “Pending Approval.” Possibility of using the delivered functionality (allowing only 1 pending amendment at a time) and the issues related to this. 		

The following are questions that led to this meeting. Answers have been provided.

Data Integrity Concerns:

1) If the cancelled amendment is deleted in Purchasing, will the header information (Set ID, Audit ID, Audit Sequences #, Transaction Amount, Vendor Name, Vendor ID, Description, Begin Date, and Expire Date) disappear in CAM, since CAM pulls certain fields from Purchasing? What fields in CAM would be impacted by this?

SFS will use the custom amendment tables to support CAM integration. Purchasing amendments will be maintained one-to-one between the custom amendment tables and the delivered amendment tables in Purchasing. As these will be in sync one-to-one, there would not be a data integrity issue. The future-state amendment process will be discussed on 4/4/14.

2) There needs to be a way for BOC to uniquely identify versions in CAM if the amendment version is deleted in Purchasing.

Same answer as in #1

3) Sequences # is the key to identifying a specific amendment. If cancelled amendment information is maintained in CAM, but not in Purchasing, there is greater likelihood of discrepancies should data be needed from both CAM and Purchasing for reporting purposes.

Same answer as in #1

4) BOC will not be able to receive amendments that were previously non-approved or rejected from CAM, without modification to CAM functionality. For example, if sequence #3 is non-approved in CAM, and it is deleted from Purchasing, when the agency re-enters the amendment (which will again be #3) and resubmits

to BOC, the amendment will not appear on the Receive Audit Transactions page, since sequence #3 has already been received and audited in CAM. Even if CAM is modified to accept previously non-approved amendments, we will then have an issue with multiple transactions with the same ID.

SFS will use the custom amendment tables to support CAM integration. Purchasing amendments, including non-approved amendments, will be maintained one-to-one between the custom amendment tables and delivered amendment tables in Purchasing. As these will be in sync one-to-one, there would not be a data integrity issue. The future-state amendment process will be discussed at 4/4/14 meeting on contract amendments.

5) OpenBook displays amendment information. If the CAM and Purchasing tables do not synch up correctly, there is a greater chance of issues with OpenBook.

Answered above.

6) Any reconciliation of transactions will be extremely difficult, or impossible, if transactions are missing in Purchasing. BOC must be able to reconcile contract transaction information to all contracts.

Answered above.

7) How will contract amendment data existing in CAM currently be handled?

This is a conversion matter. Conversion design for amendments is a known task and design efforts have begun on the basis of the future-state amendment process that will be discussed at 4/4/14. All pending amendments in CAM as of 3/31/15 will need to be non-approved prior to cutover to the future-state business process & upgrade. Those amendments would need to be re-submitted by the agency at go-live of the upgraded Production instance following the future-state business process.

Agency Related Concerns:

1) The impact may be more severe for agencies than for OSC. If cancelled amendments are deleted in Purchasing, the only record an agency would have of BOC non-approving an amendment, and when, is the non-approval letter.

See #1 above.

2) How will the cancelled (non-approved or rejected) amendments appear on the M061 if the transaction was deleted from Purchasing? This would impact all agencies who receive the M061, as well as Grants Gateway and First NY.

The transaction will not be deleted from Purchasing.

3) There is no complete history of cancelled amendments. Using CAM as the source of the cancelled amendment history would only maintain information about transactions that came to BOC for review. Agencies would not have a record of amendments that ID not come to BOC and were cancelled (ex: someone in the agency cancelled a transaction that was waiting to be approved within the agency). SFS should reach out to agencies to determine if not having a record will impact them.

Agencies will have a record of amendments – see answer to #1 above.

4) How will the funding reservation (i.e. requisition) be impacted if the amendment is non-approved and deleted from Purchasing?

The contract amendment drives the impact to the requisition. Non-approval or deletion would impact the requisition accordingly.

Need to first determine how agencies will submit funding reservation increases/decreases associated to amendments. Will the original requisition be modified? Will a new requisition be created? If both cases are possible, what is the impact for both?

The contract amendment drives the impact to the requisition. It is a single requisition.

Would there be any impact if a requisition is not required for the amendment?

The contract amendment would only impact the requisition if there is an impact to the funded amount of the contract.

5) From an agency perspective, if someone in the agency cancels the amendment before it is approved; there is no record of the amendment, who deleted it, etc.?

The future state amendment business process will not work this way and this scenario would not be possible. Amendments are processed in the SFS prior to being submitted to CAM for approval. In other words, the amendments are not pending in the SFS; they are processed – just not available for spending. The agency would have to submit a second amendment to reverse out the first or simply ask BOC to cancel it in CAM. The integration maintains the sync between the custom amendment table supporting CAM integration and the delivered amendment tables in the SFS. This will be discussed further at the 4/4/14 meeting on contract amendments.

6) SFS should reach out to the agencies to determine their impact. If CAM is the source of record for non-approved transactions, it's only transactions that come to BOC and agencies that do not have access to CAM data?

CAM is not the source of non-approved amendments and the relationship between the delivered SFS amendment processing in Purchasing and the custom amendment table supporting CAM integration are kept in sync. SFS does not see an issue here that would require further outreach to agencies.

Reporting Concerns:

1) Nothing should exist in CAM by itself without a record in Purchasing. If the data that is being pulled from Purchasing disappears from CAM, and BOC has to report on non-approvals, key information (ex: Vendor Name and ID, Transaction Amount, etc.) would be gone. BOC reports monthly on non-approved transactions, which includes the amount of the transactions. Non-approved contracts are also required by law to be reported by OSC?

Purchasing will drive the contract amendment process and amendments submitted to CAM will not be deleted. There is no loss of information.

2) Any reports that include non-approved amendments where information is pulled from Purchasing would be impacted. For example, BOC generates a monthly non-approval report which includes the value of the non-approved transactions. Since 'Transaction Amount' is pulled from Purchasing and not in CAM, BOC would be unable to report on this?

There is no loss of information. Non-approved amendments are maintained in the custom amendment table supporting CAM and the custom amendment table supporting CAM and the delivered SFS amendment tables are kept in sync one-to-one.

3) Mandatory reports and interface files (ex: CAM to VRMS and VRMS to CAM) will have to be revisited to determine impact, but these will have to be revisited based on any change made in the PeopleSoft 9.2 upgrade related to contracts?

Agree that BOC should consider these impacts as part of the effort.

4) BOC is statutorily required to report on the transactions that have been approved and non-approved. To properly report out, all information must be maintained for approved and non-approved transactions.

Answered in above responses.

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require- ment #
Conduct a meeting for Site Manager discussion Topic to be discussed: Managing amendment by amendment - future state start and end date as it relates to transportation amendments that do not need to be at the line level or integrated with CAM (controls in place now). Determine if OSC needs to review or not approve at the line level.	Peter VanderVeer (OSC)	4/9/2014		
Agreement on single threaded revenue contract - meets with OSC management. Discuss and provide resolution for singled threaded revenue contract very soon.	Peter VanderVeer (OSC)	4/9/2014		
The Following Decision(s) Are Pending				
<p>Decision:</p> <p>Staff Assigned (first and last name):</p> <p>Due Date:</p>				

Minutes:

Slide 4 –

SFS - Managing to the contract level will require a lot of training for the agencies.

Integration with CAM is custom and SFS intends to follow that path while dealing with delivered amendment process. We will need to track history of amendment actions.

Amendment will always start from the contract. Requisition is the funding source, if an amendment is impacting funding, the requisition must be used.

PeopleSoft allows for controlling at the line level by start/end date. If you extend a contract term, it does not automatically change the line level.

Agencies will need to activate the lines.

Multiple amendments for bulkload: Processing through bulkload will be the same as today. On-line is a different business process. Only one person can create an amendment at a time (process and submit before the next can be done).

Impacts on bulkload: This needs additional details to work out how this will be done. We cannot do multiple amendments at once when bulkloading. It will be necessary to wait until a response is back that the amendment made it through, before the next one goes.

A line can be increased, but all lines have to stay within the maximum of the contract amount. Start/end dates have to be within the contract header and cannot go outside of the term. All variables can be changed (i.e. header, line, and distribution).

Change to amounts updates - the new fields to keep track of what needs to be approved and what is not available for agencies to spend.

Amendment requires the funding reservation. SFS will know which contract lines are active. Requisition needs to be updated, this would happen once they change the status to "submit to" BOC and save the record. This will kick off the system actions. SFS still needs to figure out details of how the user interface will work along with the business processes.

Previously approved amendments: The agency can still make payments against.

Non approvals: The contract is updated, a new amendment version created backing out what was generated, and systematically creates an amendment request record.

Multiple adjustments: How will the CAM side work if processed out of order? Plus minus amounts, end of day will have the correct total.

Reversal – will it show up on M061? They will see all this activity.

Amendments and amendment records that are system generated transactions to make them work (received and processed based on rules).

OSC for reports would need to be able to pull out what are amendments vs. the record. Design considerations and impacts for consideration.

The system does not keep agencies from submitting multiple lines on the PO. Business process being recommended is to enter all lines. This is further being defined to establish the process.

Revenue Contracts:

Amendments that don't impact dollar or term today are entered as a 0 dollar transaction to document terms being changed. Initiated in the SFS today. Paper trail and a business change to think about. Terms/Conditions. Cross walk to CAM amendment numbers. Otherwise unrelated, therefore why is it needed in Purchasing? Need to meet this requirement. Could also be increasing and decreasing in construction contracts via a zero dollar amendment. Multiple amendments support term, amounts (not description changes - could have 1). Description field would have to be customized. Last person's change is taken unless not approved by OSC.

There is talk about removing the previous decision regarding OSC being unable to change the description. Mechanism needed to have an in process description change. OSC needs to understand the impacts. Business significance: reports, tracking, open book takes CAM description. Also, agency approved contract that did not go to CAM. We can deal with it from a standpoint of what is the CAM description. We were looking to use this field for something else, such as the NYS Master Contract number.

It is proposed that customizations be removed that prevent OSC from making changes to contract fields. This would then require an amendment record be created that would need to be routed/approved. Not automatic. SFS wants to keep this streamlined and standard as much as possible.

TNT transactions that auto approve, the description comes from the agency and not from CAM

Ability to search by description, if we use the description field for the contract ID, PO date has to be within an open period.

Site Manager?

Currently an agency can change PO date and it does not trigger a change order. Is this functionality in the PeopleSoft 9.2 upgrade – yes. You can only change those areas that apply to the vendor.

Is there a need to go to line level (term/full amount contract available to integrate to CAM), in providing information to CAM for approval? Construction contract – line1 concrete – 1st yr. allowed, 2nd yr. can also do electrical work but not until the start date of the amendment. If an amendment was not done, they could do the work earlier than allowed. Care about total contract amount and term. **Need additional policies that give OSC control as to when the supplier can deliver work, as well as, proper maintenance of lines on a contract.**