



BEYOND BUYER

Sourcing & Contract Compliance

Faster Tools. Smarter Decisions. Better Results.

A joint publication from the Office of Contracting and Procurement and the Office of the Chief Technology Officer

Procuring in the District Just Got Easier!!!

Catalogs are Coming Back!!

OCP and OCTO are bringing the PASS catalog functionality back to the District government. PASS catalogs play a vital role in the procurement process and makes procuring goods and services significantly faster and easier. Similar to online shopping, catalogs allow requisitioners to search for items via PASS and toss them in their

virtual shopping cart without having to go through a lengthy procurement process. The greatest advantage is that since OCP has negotiated the terms of the purchase up front, requisitioners will no longer need OCP approval each time an order is placed. The removal of additional approvals will notably accelerate the receipt

of goods and services. It also frees up the procurement staff to work on more complex purchases.

Benefits of using PASS catalogs:

- Purchases are made by selecting items online;
- Online catalogs are searchable and available 24/7;
- User friendly software and

instructions;

- Suppliers receive purchase orders electronically; and
- Product details are pre-populated reducing staff need to search for commodity codes.

Stakeholder Spotlight

Marvin Manassa, Director of Facilities and Support Services

Marvin Manassa receives and distributes more than a million dollars of goods and services using PASS. These goods and services are ordered, received, bar-coded, delivered to their destination, and disposed of when they are no longer needed.

As Director of Facilities and Support Services, in less than two years, he streamlined the Tracking

and Receiving processes. By collaborating with receivers, requisitioners, accounts payable, billing, and vendors, Marvin identified the gaps in the Receiving and Payment process and worked with each team to define and implement solutions. Now all purchases are tied to financials, allowing for tracking receipts to POs. When an order arrives, the receiving office scans the PO, links it to the

financials, documents the quantity delivered, and requests payment.

The entire process saves paper, time, money, and resources. In addition to inventory control, Marvin is responsible for fleet management using PASS to manage District leased vehicles. Marvin presented his PASS solutions at the PASS User Forum March 31.



Marvin Manassa, Director, Facilities and Support Services, OCTO



From One of Our Change Champions:

“After attending the “Change Champion” meeting on the new sourcing and contract compliance modules I am truly excited and look forward to the final implementation. Buying goods and services in the District will become more transparent and easier and the receipt of the goods and services will be faster. It is long overdue but highly welcomed; we are finally moving up into the 21st Century.”

Yvette Henry
Contract Specialist



Contract Compliance & Sourcing: Data You Can Trust!!!

Sourcing and Contract Compliance Vision Statement:

Within six months fully automate the solicitation process as well as implement an electronic District-wide contract repository and enhanced reporting capabilities. This will result in streamlined procurement processes; provide increased visibility from the initiation of the requisition to the check; increase vendor response to solicitations creating competition and lower prices; and improve transparency and accountability to the public for each tax dollar spent.



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Word from the Chief Technology Officer

Leading enterprises in both the private and public sectors deploy technology aggressively to increase operational efficiency and drive down the cost of doing business. In the public sector, information technologies also play a key role in making government services more accessible and government operations more transparent. The new PASS Sourcing and Contracts modules will help achieve all three of these goals.

Sourcing is the core of a robust vendor web portal that will enable businesses to respond to District solicitations quickly

and inexpensively, without the time, labor, and cost for binders and glossy presentations. Sourcing will post every solicitation the District publishes to the web, ensuring equal opportunity for all interested vendors and increasing the transparency and accountability of District procurement.

The Contracts module ensures that the District maximizes the value of every contract. It will allow District agencies to use enterprise volume pricing to consolidate buying power and drive down prices for common items. And, like Sourcing, Con-

tracts will publish every District contract to the web for public scrutiny.

The new Sourcing and Contracts modules are among many examples of the District's leadership in using technology to increase the efficiency, transparency, and accountability of government.

Bryan Sivak
Chief Technology Officer



Change Champions

First Change Champion's Meeting Held

On March 23, the first District Change Champion meeting was held. Who are the District Change Champions? They are members from the procurement community who are helping to ensure a smooth rollout of the Sourcing and Contract Compliance modules. During this inaugural meeting they received an overview of the new PASS modules while engaging in lively discussions sharing observations of needs and requirements for conducting successful procurements. The Change Champions were enthusiastic about the new modules and are eager to share their new knowledge with other procurement personnel. Change Champion meetings are scheduled monthly. The Change Champions in alphabetical order are: Kirk Benson, Denise Burton, Jerry Carter, Shafiq Choudhury, Briant Coleman, Crystal Farmer-Linder, Tamara Haye, Yvette Henry, Antonio Hunter, Chen-Szu Li, Crystal McKay, Debra Paschall, James Roberts, Rosalia Rojas, Jamaine A. Taylor, Maribel Torres, and Angela Turner and Diane Wooten

Did you know Vendors Will Soon Be Able to eInvoice the District?

The District just completed a pilot with one of its suppliers, MVS, Inc., using the PASS eInvoice module.

What is eInvoicing?

eInvoicing is a PASS functionality that allows a supplier to create an electronic invoice. It eliminates the paper exchange between the supplier and the District.

How does eInvoicing work?

The supplier is registered on the Ariba Supplier Network (ASN) with a PO in PASS. They access the system and perform a "PO Flip" that creates an electronic invoice from the PO for the goods and/or services delivered to the District. Once the invoice is submitted, it proceeds through the three-way match process reconciling the invoice to the PO to the goods and/or services received.

How does MVS, Inc., think the pilot went?

"Overall, we (MVS) are most impressed by the ease at which we can prepare invoices and send them to AP through the eInvoicing system. The ability to "flip" the purchase order into an invoice, add additional notes, upload supporting documentation, and submit the invoice at the touch of a button ensures the accuracy and completeness of our submission."

Sourcing and Contract Compliance Leadership Team:

David P. Gragan, Chief Procurement Officer
Bryan Sivak, Chief Technology Officer
Sharon Kershbaum, Assistant Director, OCP
Dan Palmer, Program Manager, OCTO
Mark Hamlin, Ariba Senior Director
Ellie Guttilla, Ariba Project Manager
Divyanshu Arya, Ariba Functional Lead
Anup K. Hiranandani, Ariba Technical Lead
Elizabeth Johnson, Change Management Lead
Kendall Hallman, Training Lead

"We, at MVS Inc, commend the District government for implementing the eInvoicing system and cannot wait to utilize its benefits!"

Manish Chauhan of MVS, Inc. regarding the District's e-Invoicing pilot

What are the benefits?

The implementation of eInvoicing enables the District to support its Service Level Agreement (SLA) of paying vendor invoice within 30 days after the receipt of the invoice. According to Manish Chauhan, Director Finance, MVS, "We are confident that eInvoicing will not only reduce the time between invoice and payment but will also reduce a great deal of time spent on processing traditional paper invoices."

Check us out on DCpedia: <http://wiki.in.dc.gov/index.php/Category:OCP>